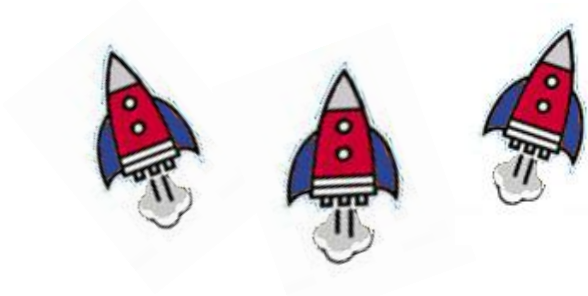


# Home of the Rockets

2018-2019 Handbook  
A Guide for Families



**Empowering and Supporting You  
to be your Child's Best Teacher**

## **Vision Statement**

Parents and teachers partnering to empower students to achieve educational success and lifelong skills.

## **Mission Statement**

The mission of Mid-Columbia Partnership is to support families by personalizing education and providing access to resources, innovative classes and to help monitor progress so that students reach their potential.



## **The Partnership**

### **Our part of the partnership...**

We are public education in a family friendly environment.

We make decisions based on the belief that MCP's goal is to empower and support you to be your child's best teacher.

We exist to provide support, guidance, and enrichment opportunities that will enhance and encourage each child's educational journey.

We are here to partner with parents and offer support, knowledge, feedback and guidance. We also provide our state's required consultations with both the child and parent. We encourage each parent's active participation, and allow both parents and students a voice in the program's development.

We also recognize that in order to run our program successfully we need the input, respect, and cooperation of students, parents, teachers, administrators, as well as any other staff or community members who may participate.

#### **Teacher/Consultant**

An MCP highly qualified teacher/consultant meets with enrolled students/families to provide the following services:

- ◆ Discuss curriculum and goals
- ◆ Develop the Written Student Learning Plan
- ◆ Help choose materials.
- ◆ Assist parents in assessing student progress
- ◆ Offer encouragement, wisdom (however humble), and insight from their own teaching experiences.

We recognize the highly qualified teacher/consultant as a person of many roles including advisor, supporter, observer, learner, and facilitator. Teacher/consultants have the unique opportunity to guide and support our families and are always expected to act in the family's best interest.

MCP assumes responsibility for the Written Student Learning Plan and ensuring that progress is being made toward goals.

### **Your part of the partnership...**

1. Read through the handbook and web-site to determine if MCP is a good fit for your family.
2. Complete the steps for enrollment
3. Follow the plans and time-line outlined in your child's Written Student Learning Plan.
4. Complete and submit monthly reviews by the 20<sup>th</sup> of each month.

**The monthly review's** purpose is to assess progress according to the goals and time-line outlined in the learning plan for the previous 30 days. Completing Monthly Reviews on WINGS for each student is a requirement to be enrolled at MCP. MCP must abide by all the state requirements, including monthly reviews,

to operate a Parent Partnership. Reviews are due by the 20th of the month: 9/20, 10/20, 11/20, 12/10, 1/20, 2/20, 3/20, 4/20, 5/20, and 6/6.

5. Attend the monthly meetings each month with your child.
6. Meet the state required instructional hours.

### **Instructional Hours**

Parents assume responsibility for their child's off-site instructional time and are required to meet the *indicated number of hours per week* according to the Washington State laws. The required times listed below are the combined hours of off-site and on-site instructional time per week according to the Washington State law.

<u>Kindergarten</u>	14 hours or 28 hours
<u>Grades 1-12</u>	28 hours



## **On-Site Classes**

Each student can enroll in up to six on-site hours with full time enrollment. The same class maybe offered multiple times during the week. Therefore, PE is the only class that can be repeated in a student's schedule. Trying to combine all your classes on one day is recommended! A variety of classes are offered on-site on Monday, Tuesday, Wednesday, and Thursday. Class registration is limited by age and by class size. All current classes may be viewed on the internet at [www.mcp.wingsnw.com](http://www.mcp.wingsnw.com). Remember we do not have a place for your student to go if there is a gap in their schedule. Students with gaps in their schedules will need to be picked up.

At MCP both parents and teachers work together to provide classes that families would like to see offered on-site. There will be many great opportunities, but we at MCP truly believe that the most valuable and most important time is the time your children spend with you! Please keep this in mind as you build the schedule that is just right for your family.

## **Attendance**

Faithful attendance is a priority for all students enrolled in MCP. We ask parents to make a commitment to have each child in scheduled classes on time unless there is an illness. Parents are asked to call the MCP Office at 222-5036 or email at [danelle.wintle@ksd.org](mailto:danelle.wintle@ksd.org) in a timely manner to report all absences. Three unexcused (no contact from the parent) absences in a row may warrant withdrawal from the program.

## **MCP Library**

MCP has a library of various teaching materials, workbooks, reading books, reference materials, CD's, games, manipulatives, etc. available for check-out. Visit MCP library to view the materials available.

## **Copy Machine Use**

The copy machine is available, free of charge, to use for copies related to the Learning Plan during office hours. We limit the use to 50 copies per month. We are closed from mid-June to mid-August for summer break. The copy machine and library are available for parent use during office hours.

## **Drop Off and Pick-up**

Please use the west and east parking lots when you visit MCP. For drop off we ask you to use the turn-around just east of the portables. You may also park and walk to the common area in front of the office. At pick-up time we ask all parents to

park and come to the common area to pick-up your child. Parents will need to go to the MCP office to sign students in or out if their child is leaving early or arriving late. Do not ask children to run over to your car. Parents are responsible for the safe and prompt arrival and departure of their children. We also ask parents to notify the office if someone other than a parent will be picking up their child. Students who use the Ben Franklin Bus System are asked to check with an MCP staff member before leaving campus. **For the safety of all children; please make sure your child is accompanied by an adult from the fenced common area.**

## **MCP Visitor & Volunteer Policy**

The presence of parents on-campus is instrumental in maintaining a family-friendly environment. We encourage and expect all of our parents to volunteer and attend classes as often as possible. With that in mind, we have all parents fill out a volunteer application at the beginning of the year for our school district. All volunteers and visitors have to be cleared with KSD prior to being allowed in the classroom.

## **Student Educational Materials**

District adopted materials are available to all students. Items and materials necessary to complete the goals on the learning plans may be checked out or ordered through the MCP office. There is no cost to the family for these materials. Materials are purchased by MCP, and are the property of MCP. We will not request you to bring back consumable items, but all non-consumable items will be returned when a student is finished with the item or if the student withdraws from MCP.

Students enrolled in other KSD schools or programs receive a percentage of the funds. For instance, if a student is enrolled with a 0.6 FTE at MCP and a 0.4 FTE at another school, he/she will receive 60% of the learning budget. Learning budgets are also pro-rated from the enrollment date.

### **Ordering Materials for students**

Prior to requesting a purchase please check the MCP library by doing an item search on WINGS for all items. If the item your child needs isn't available, fill out the "Student Materials Order Form". Order forms are available in the Family Room. The requested item(s) needs to be listed on the student's learning plan and a consultant's signature is necessary before the order will be reviewed for approval. Please submit the form to your consultant's box in the office.

### **Steps for ordering materials:**

1. Check the library for the items.
2. Obtain *one* Student Materials Order Form from the Family Room for *each* vendor. Please be sure to add an ISBN number or order number to ensure the correct items are ordered.
3. Complete the form. Be sure to use a separate form for each vendor.
4. Add the item to your child's learning plan or email your consultant asking her/him to add it.
5. Put your form into your consultant's box in the Family Room, or ask your consultant to sign the form at a monthly meeting.
5. Return the form to the MCP office.

It takes a few weeks to process the order. MCP will barcode all non-consumable items, check materials out to you, and call you to pick them up. Items will be picked up in the family room. The student materials fund will be charged the price of the item plus shipping and tax.

### **Consumable vs. Non-Consumable**

**Consumable items** are those items which are consumed during the school year by the student and cannot be used

again by another student.

**Non-consumable items** are any items that may be used again.

These items must be bar-coded and entered into the MCP library system after MCP receives the order.

These items will be checked out to the purchasing family and will be available to use as long as they are a part of our program. However, when that family leaves the program, or no longer needs the item, they must be returned to MCP.

## **Weather Related Closures**

MCP will follow the Kennewick School District schedule for bad weather days. Closure information and updates are available at [www.ksd.org](http://www.ksd.org), on KONA radio station, or at [www.konaradio.com](http://www.konaradio.com), as well as other local radio and television stations. Our times for delays are a bit different. Please refer to our late start policy.

## **Withdrawing from MCP**

If at any time during the school year it becomes necessary to withdraw your child from MCP, please notify their consultant and come to the MCP office to complete a Withdrawal Form, and check in your library items and all items that have been purchased by MCP.

## **MCP Testing Information**

It takes more than a yardstick to measure a child's growth. We measure in many different ways at home—a bathroom scale, school pictures, or outgrown clothes and shoes.

At school, we also use different measures to chart your child's progress in learning. No single test can give a full accounting of a student's knowledge and skills. Each test that we use provides one part of the picture of your child's learning needs.

MCP testing includes the **Kindergarten Assessment** in reading and math, WA Kids Assessment (kinder) the **Reading and Math Achievement Level Tests (Measures of Academic Progress or MAP)** (grades 1 through 10), the **Smarter Balance** (grades 3 through 11) and **MSP Science** (grades 5 and 8).

**All K-2nd GRADE TESTING TAKES PLACE AUTOMATICALLY UNLESS PARENTS NOTIFY MCP. See Brooks to fill out the form if your K-2<sup>nd</sup> grader will not be testing. You still need to sign up in the office to MAP test.**

Mid-Columbia Partnership participates in all testing required by Washington State and Kennewick School District policy.

If you have any questions or concerns about your child and the testing at MCP, please contact the assessment coordinator. We are more than happy to help in any way possible.

MCP students participate in Washington State and Kennewick School District testing.

Students enrolled at 81% or above will take state assessments.

## **MCP Student Rules**

### **Before and After School**

1. Before school students must line up in designated areas - no running, throwing balls, etc.
2. Drop off students 5 minutes before class starts and pick up 5 minutes after school ends.
3. After school, students will wait in designated areas - no running, throwing balls, etc.

## **Lunch Room and Recess**

1. Students must clean their area and put chairs back before dismissal.
2. Please use inside voices.
3. Please provide a healthy drink with their lunch.
4. Eat lunch at lunch time—no snacking during class.
5. No cell phones during lunch.

## **General Rules**

1. Be prepared. Be respectful. Be safe. Be kind. Be responsible.
2. No gum-chewing or candy during class (unless class party).
3. Please, no personal items from home—no electronic items or toys. All those found will be confiscated and held in the office.
4. No roller shoes.
5. Student cell phones may not be used during class time.
6. No riding bikes, skateboards, etc on school grounds.

## **Discipline & Expectations**

MCP expects all students to act respectfully toward others, other's property, and themselves. Parents will be notified for infractions or behavior if the situation needs intervention by the principal.

## **Personal Belongings**

Please discourage students from bringing personal belongs i.e. toys, stuffed animals, etc., to MCP. Electronic devices of any kind are prohibited and will be taken away. Items taken away from students will be kept in the MCP office for parents to retrieve.

## **Dress Code**

Students should wear clothing to school that is safe and promotes a healthy lifestyle. Clothing should be appropriate for participation in school activities (including P.E.) and current weather conditions. Examples of clothing that are not allowed include: tube tops, spaghetti straps, tops that show the stomach, high heels, thong-type sandals or open heeled shoes that flip-flop, untied shoe laces, or any clothing that is gang-related, baggy or advertises tobacco, alcohol or other drugs. Belts may not hang more than 4 inches past the buckle. Hats must be removed in the building during the school day. Please see the Kennewick School District website at [www.ksd.org](http://www.ksd.org) for more information. See policy #3224.

## **Weapons**

The Kennewick School District has a zero-tolerance for weapons violations, violence, threats, acts that could result in bodily harm, or any other conduct that results in a disruption of the educational process. As a matter of practice, law enforcement will be called anytime a student possesses a weapon at school. Please see the Kennewick School District website at [www.ksd.org](http://www.ksd.org) more information. See policy #3314.

## **Kennewick School District's Non-Discrimination Policy**

The Kennewick School District provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or use of trained dog, guide or service animal by a person with a disability, and provide equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Kennewick School District  
1000 West 4<sup>th</sup> Ave.  
Kennewick, WA 99336

## **Handbook Agreement Mid-Columbia Partnership**

**Please initial all boxes to verify that you have read and understand the statements**

- 1. I have read the MCP Handbook and agree to follow MCP guidelines and procedures.
- 2. I have read the school rules and agree to abide by them and require my student to abide by them.
- 3. I have read and understand MCP policy on testing and assessments.
- 4. I understand that all items purchased by MCP must be specifically stated in the Written Student Learning Plan.
- 5. I am aware that I may submit orders until February 28<sup>th</sup>/29<sup>th</sup> and I understand that any unused learning budget after this date will not be available for purchasing items for my student.
- 6. I understand that all unused learning budget will be retained by MCP and used for program purchases and needs.
- 7. No faith-based materials can be purchased by MCP or used for classes/courses on the learning plan.

Revisions to the MCP Handbook may be made as necessary at the discretion of the MCP Principals and Staff. I have read the MCP Handbook and agree to the MCP policies.

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Name (Please print.)

### **Student Agreement**

I agree to follow MCP rules and the instructions of my teacher(s). I will treat other MCP students, office staff, teachers, and guests with courtesy and respect.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

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Student Signature

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Student Signature

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Student Signature

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Student Signature

Revised 6/17/16