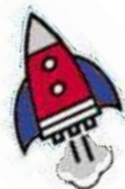




*Mid- Columbia Partnership High School – 2018-2019*  
*Kennewick School District*  
*Academic Handbook*  
*On-Site & Off-Site Classes*  
*Your launch to our partnership, graduation requirements, testing and program expectations*



## *MCP High School – Mascot: The Rockets*

Welcome to the Mid-Columbia Partnership Program (MCP) where we support families by providing quality educational opportunities and resources for students in kindergarten through 12th grade graduation. Our commitment is to enhance learning goals and foster a sense of community.

We operate under the authority of the State of Washington and the laws pursuant to an alternative learning experience (WAC 392-121-182). We remain a public school program that values its role as a partner to parents in their child's education. As a part of the Kennewick School District there are no costs to participate.

Our staff is made up of Kennewick School District certificated, classified and community partners who have made a commitment to our program and its philosophies. Our program is set up around the needs and desires of our families while still meeting the laws that govern us as a public school program. Please read the following handbook and feel free to ask us questions. We welcome you to our community of learners who value education and the many ways and places it can occur.

The Kennewick School District is partnering with families to provide a quality education for children in a safe, professional, family-friendly environment. MCP should be seen as a program that enriches the student's learning experience with a family partnership.

We look forward to having you as a partner in your child's education!

Principals: Carrie DeForest and Dianna Veleke

### **Mid-Columbia Partnership**

201 S. Garfield St. \*moving mid-year 2018-2019 6011 W. 10<sup>th</sup> Place  
Kennewick, WA 99336

**Office Hours:** Monday, Tuesday, Wednesday and Thursday, 8:00 am -3:00 pm

**Phone:** 509-222-5036

**MCP Website:** [www.ksd.org/mcp](http://www.ksd.org/mcp)

**Office Staff:** Carrie DeForest, Principal Elementary level  
Dianna Veleke, Principal Secondary level  
Kelly Anderson, Curriculum and Parent Liason specialist  
Brooks Scott, Head Secretary  
Mel Adair, Para Educator  
Cheri Hickman, Para Educator  
Patti Burkes, Para Educator  
Danelle Wintle, Para Educator  
Karla Perry, Counselor

### **Teacher/Consultants:**

- Karen Bennett, Teacher/Consultant Aleks accountability - Math
- Tammy Darling, Teacher - Elective
- Faith Dionada , Teacher - English
- Heather Lee, Teacher - PE
- Michelle Lien, Teacher/APEX Coordinator and Off-site logs - History □ Megan Sagen/Teacher - Science

## **The Partnership at the High School Level**

### **Our part of the partnership with parents and students.**

- ❖ We make decisions based on the belief that MCP's goal is to empower and support you to be your child's best teacher, coach and mentor.
- ❖ 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 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, and administrators, as well as any staff or community members who may participate.
- ❖ We expect our families to be attentive to their child's learning progress and communication from the school in the various forms we offer that may include printed materials, on our website, through emails or through their family mailbox on the school site in the office.

### **High School Course Selection Process**

Our counselor, APEX coordinator, High School Coordinator and or principal meets with enrolled students/families to provide the following services:

- ☐ Discuss if courses should be taken on site or off site or on line, at Tri Tech, Running Start with WSU Tri Cities or CBC or desired course[s] at your neighborhood high school
- ☐ Assist parents in reviewing student progress with our APEX/Aleks coordinator or high school coordinator or principal.
- ☐ Helps to check off requirements needed for graduation such as credits, courses needed navigation, computer testing and Washington State History

We are not a comprehensive high school so therefore a course of study grades 9-12 may look a bit different in course offerings from one year to the next. We are however accredited and therefore we can guarantee through our resources that all MCP high school students can graduate with a diploma at MCP that is recognized by the state and the Kennewick School District.

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

What are options for a partnership family for a high school diploma?

- Kennewick School District Diploma and eligible to walk for graduation after meeting requirements
- Non KSD diploma but running start – AA degree [bypass all the KSD requirements but meet the college
- Some MCP classes but families will write their own diploma [can't walk through KSD graduation]

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*All high school students must have a working computer at home with internet access. Many courses need the access for web products, teacher communication and follow up on assignments. Parents need to keep their email current on the WINGS product. If and when you have changes to the family email then please notify the office to keep communication current.*

### **Instructional Hours**

Parents assume responsibility for their child's off-site instructional time.

Classes meet two days a week and account for 5 hours of coursework. High school students need to be using their out of class time **for each class** to be involved in rigorous work by: investigating topics, reading related ideas, studying, learning as off-site work as well as doing homework.

### **Part-Time Enrollment**

Meeting graduation requirements is a priority. All students will be enrolled full-time (5-6 classes a semester) ***unless:***

- The Parent has filed a Declaration of Intent to Provide Instruction at Home form with the Kennewick School District Office.
- A senior who is completing required courses
- Informed the MCP office of the part-time status

### **Academic Opportunities**

- A. On site courses. Please meet with our counselor to map out your courses needed for graduation. A master schedule of on-site courses is available in the office.
- B. On Line Courses – If needed one or two on line courses may be taken during a year's time. You may enroll in an on line class through the help of our counselor. The first five weeks of the on line course will be a required seat time in our lab on one of the specified open lab times. You will also **meet once a month** with a highly qualified teacher to review your learning plan. If you have multiple off site classes then this may entail meeting with more than one teacher/consultant on an agreed upon time. All on line courses must be put in the learning plan on WINGS by using the templates on the KSD MCP website [see learning plans to copy paste the information] These courses must also be reviewed by the parent once a month. All parents can access their child's dashboard to review progress by attending the initial training.
- C. Log classes – PE and the arts can be taken as an independent study or even combined with certain classes on site to generate the hours needed for credit. You must meet **monthly** with your designated teacher monthly to account for progress which will be noted in WINGS - failure to do so over two months will lead to being dropped from the course.

Students interested in expanding their high school options in their junior year in studies need to consider the following:

1. **Running Start and College Credit:** Open to juniors and seniors wishing to simultaneously earn high school and college credit by taking classes at C.B.C. or W.S.U. Tri Cities while attending MCP. Consult with our counselor, Mrs. Perry, during the winter of your sophomore year for details. Student passing state tests may be able to use their scores to enter these programs. Navigation then becomes part of the Running Start program. Do not drop or add courses at the college without checking with Mrs. Perry.
2. **Technical Skills Center:** Open to all juniors and seniors wishing to participate in broad based vocational training. Consult our counselor, Mrs. Perry, for more information on specific offerings. A bus is available to transport students to Tri-Tech and return to MCP depending upon the time of day you are at Tri Tech. Navigation becomes part of your Tri Tech courses.

The KSD Board of Directors awards a regular high school diploma to every student enrolled in the district who meets all of these requirements of graduation established by the district. Only one diploma will be awarded with no distinctions being made between the various programs of instruction which have been pursued. If a student splits their time between one of the other high schools and MCP they will walk through graduation with the school that they have more credits associated with their time in their second semester of their senior year. All students must meet these minimum requirements to participate in the commencement exercises.

# Kennewick School District Graduation Planning Document

## 24 CREDITS REQUIRED FOR GRADUATION Years 2021 and beyond

English	4.0 credit	CTE/Occ Ed	1.0 credit
Math	3.0 credit	World Hist/Geo	1.0 credit
Science	3.0 credit/2 lab	U.S. Hist	1.0 credit
Physical Education	1.5 credit	CWP/ Govt	1.0 credit
Health	.5 credit	Art	2.0 credit
Electives	5.0 credit	World Language	2.0 credit

.5 credit is earned for most classes per semester

### OTHER GRADUATION REQUIREMENTS

STATE EXAMS: SBC ELA SBC MATH SAT or ACT for math or ELA [option if SBC was not proficient and parents pay for this route]

WA State History [middle school or high school years passing grade may earn .5 credit for the class of 2022 if taken at the middle school level – request credit during high school years]

Computer Applications Class or Computer Competency Test passing score

High School and Beyond Navigation 9<sup>th</sup> 10<sup>th</sup> 11<sup>th</sup> 12<sup>th</sup> credit may be earned for the class of 2021 and beyond

Anticipated Graduation Requirement Waiver[s]

**Personalized Pathway Requirements (PPR) are up to three credits chosen by a students and may replace one of two arts credits and both world language credits. If you are a transfer student we will evaluate your transcript**

### Fines for materials checked out

Students are responsible for returning checked out materials in good order. Book fines may be assessed if the book is returned in worse condition than what is expected.

Cost	Type of Damage – This includes new damage to used books –code your book when you receive it on your check out card!!
\$2.00	Writing of any kind (other than name in designated area inside front cover - per occurrence
\$5.00	Repeated writing or graffiti over any whole page (per page charge)
\$5.00	Writing on sides of book or covers and /or residue from sticky book covers
\$5.00	Damage from tape used to attach book covers, dirt, stains, scratches, peeling
\$10.00	Broken, torn, or bent covers, broken spine
\$5.00	Spine label- removed or damaged
\$2.00	Per page-missing pages
\$1.00	Per page-torn pages
1/3 of book cost	Damage from any liquid if the book is still usable
full book cost	Damage from any liquid- if pages are stuck together, the book smells, is moldy and/or has mildew, or if the book is not usable in any way as a result of the damage.
full book cost	Lost or stolen books – if the book is checked out to you then you are responsible for it even if it gets misplaced, lost or stolen

Students will be issued textbooks that support the curriculum. They are responsible for these books when they received them.

Note: You may pay fines over a period of time if needed. Your check out card will be marked as fine pending when you return your book.

Specialized materials or equipment is subject to fines if they come back damaged

## **MCP Testing Information**

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 High School testing includes the MAPS for grade 9. \* **Smarter Balance [SBA] grade 10 ELA and Math** for High School Graduation for the class of 2019 and beyond. The SAT or ACT may be taken at your own expense to replace the SBA after not being proficient with the test in the sophomore year.

Mid-Columbia Partnership participates in all testing required by Washington State and Kennewick School District policy. Please see short descriptions of each test given by the Kennewick School District along with the grades tested, timeline for testing, and the purpose of each test. \*If a student has not passed the Smarter Balance test by the end of their junior year they will need to seek other routes outside of attending MCP full time in order to meet graduation requirements.

Grade	Test	Time & Sign Up
9	MAPS	Fall and April – notification to sign up will be given
10	SBA - Math	April/May – A series of Fridays will be assigned for Math
10	SBA - ELA	April/May – English will be tested in the class or on a Friday
HS	Science	Test projected after the 18-19 school year
Retakes for graduation	SBA	Fall and Spring for SBA

All students interested in **RUNNING START** must sign up for the **test at the college** or have been proficient in the Smarter Balance in their 10<sup>th</sup> grade year. There are practice websites available.

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

**MCP students participate in Washington State and Kennewick School District testing. Some of these tests for high school students are scheduled for Friday A.M.'s**

## **District Assessment and Non Credit Requirements**

### **Computer Competency Testing**

The competency testing dates are on line on the district website. It is offered generally two times a month. Please do not put this vital graduation requirement off until your senior year. It may take more than once to pass the test. This is a district requirement and is needed for graduation. There are no waivers for this competency. The district will allow:

- a course transcript from BYU for an equivalent course. You will need to pay for this class on your own and have it pre approved by our counselor.
- An Apex course is also available to take any time from the freshman year and beyond to satisfy this competency if the student passes the course.
- Tri Tech offers a course in the summers or it may be embedded in some course work for classes during the year. . \*Please see our counselor.

- D. Running start students may find approved course work that meets this competency. \*Please see our counselor.

### PSAT/SAT TESTING

Juniors and sophomores have testing opportunities that will qualify them for postsecondary college opportunities. The PSAT is given in October to sophomores and juniors and may lead to scholarships or a closer look at what will be expected when taking the SAT. MCP offers an online workshop for SAT prep. It does not count for a credit class but offers support. The SAT test is offered at various times during the year. Please visit with our counselor for dates and the website to register.

Tests Required for Graduation (as published on OSPI web page)		
Class of	Subject	
<b>2019-2020</b> If students do not meet proficiency then please see counselor or principal for options and other routes.	ELA	Smarter Balance ELA test or SAT or ACT The SAT and ACT test would need to be taken at the student's own expense. Please see counselor for more information
	Math	Smarter Balance math test or SAT or ACT The SAT and ACT test would need to be taken at the student's own expense. Please see counselor for more information
	Science	Exam pending by the state for future

### Most Common Courses at MCP

Content	Freshmen	Sophomore	Junior	Senior
English	English 1-2	English 3-4 *prep for SBA test	English 5-6 Creative Writing or Tri Tech embedded or Running Start courses	Creative Writing or Tri Tech embedded or Running Start courses
Math <i>*should have a C or better to advance to the next level</i>	Geometry [can also range from Alge 1-2 to Alge 3-4] depending on successful completion of courses from the middle school level	Algebra 3-4 [depending on prior classes]	*on line courses, Tri Tech math related credit or Running Start	*see credits required
History	World Hist/Geo Washington State History if not taken at Middle School	US History	Gov/CWP	Complete credits needed
Science	Physical Science/Biology	Chemistry / Biology / Environmental Science	Any previous science offered from fresh or soph year that was not taken	Complete credits needed
PE	Keep a log-see counselor This is an off-site offering	Keep a log- see counselor This is an off-site offering	Keep a log- see counselor	Complete credits needed
Electives	Nutrition/Food cooking Spanish Child Psychology/Independent Living	Independent Living Spanish Child Psychology	See previous years of courses not taken Tri Tech/Running Start	See previous years of courses not taken Tri Tech/Running Start
Health	On line *see counselor	On line *see counselor	Complete credits needed	Complete credits needed
CTE/Oc Ed	Not available	Not available	Tri Tech/Running Start	Tri Tech/Running Start
Art	Log or on line – see counselor	Log or on line – see counselor	Tri Tech/running Start/log or on line	Complete credits needed

## **Courses – See current course descriptions on the WINGS site for On-site course offerings**

All MCP on site courses meet the rigor and the standards of any of the comprehensive high schools in the Kennewick School District. State standards plus the content area class of its own national standards are used.

Some courses may be taken out of the traditional sequence depending upon the subject area and the course itself. \*specifically some science and some history courses

## **Portfolio Courses, Logs and Off Site Core classes**

These are done on an individual basis with the student reporting regularly to a highly qualified teacher to report progress and their artifacts – Please see Mrs. Perry, our counselor first in regards to this opportunity so that we can assign a highly qualified teacher for you to meet with monthly. The family orientation will give you the opportunity to learn how to input the learning plan as well as report monthly on the course[s]

Hours, activities and growth are part of your record keeping and personal responsibility to earn credit. Grades may be based on satisfactory work as a P/No credit or some may be based on a grading rubric for performance standards. 75 hours is needed for a .5 credit and 150 hours is needed for 1.0 credit. Parents and students must complete a learning plan on WINGS for these courses. Course descriptions are on our website. Monthly reporting by parents must also be entered for these courses on WINGS. **Students must meet monthly with their contact to review their logs or off site work. Failure to do so will begin a process of the course being dropped and loss of credit.**

Course that qualify for Logs: The Arts: Visual and Music and PE



Students must commit to either a half credit or a full credit of a course. If a student needs to drop from a full credit to a half credit they must commit to doing so by mid-year. A review at semester time for all full credit classes will take into account the type of work that is needed and the frequency of accomplishing the hours needed. If an adjustment is needed in the full time credit to a half credit then we will work with all the needed requirements. If a student is behind and does not make an adjustment to the credits intended to be earned and ends the year with less than 150 hours needed then they will be at risk of failing one of the semesters and passing the second semester if at least 75 hours are earned.

**Input learning plan on wings for logs and off site courses must be completed before you begin at MCP.**

Monthly meetings must be attended by the student and the highly qualified contact they are assigned to for the subject area. Failure to report for the monthly review by the 20th will result in a warning letter giving five days to re-engage in a meeting. Two months in a row will result in the course being dropped for no credit.

## **Navigation – High School and Beyond Plans (see our counselor)**

Parents are responsible for working with their child in their navigation progress. This is a state requirement and a graduation requirement. At MCP we work with families to provide the leadership to build a student centered guidance program to help their child navigate their

education and plan for their future. Notebooks are provided by our counselor and students are required to meet with our counselor three times a year. Parents are invited to these meetings to share the collaborative family work.

### **Attendance – High School – Attendance Matters!**

MCP offers classes in blocks for two days a week. As such one class period missed is equal to two days. If a student has missed three class sessions in a month whether it is excused or unexcused and passing or not passing then a conference will be requested to identify the concern. If a student misses 30% or more of on-site class time excused or unexcused and passing or not passing in any class during the semester then a change of instructional delivery will be part of their academic plan to either take the course off site. A visit from authorities may be enacted as all high school students have a mandatory attendance requirement until age 18.

**Late to Class:** If a student comes in part way through the class they will be marked in a discipline log entry. It is important they still come and get their assignments but coming in later to class means they have missed the core objectives and or instructions for critical learning for the session.



201 S. GARFIELD ST. • KENNEWICK, WA 99336  
(509) 222-5036  
MCP.KSD.ORG

Dear Parent/Guardian:

This year, Kennewick School District is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work.

### **DID YOU KNOW?**

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular attendance is a better predictor of graduation rates than 8th grade test scores.

### **WHAT WE NEED FROM YOU**

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact the school attendance office **MCP 509.222.5036**

## WHAT YOU CAN DO

- Set a regular bed time and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind. □ Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

## OUR PROMISE TO YOU

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time (school nurse, counselor interventionist, etc). We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

## SCHOOL POLICIES AND STATE LAWS

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Youth who are 16 or older may be excused from attending public school if they meet certain requirements. <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

[Each school is required to take daily attendance and notify you when your student has an unexcused absence.](#)

If your student has **three** unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court. If your student continues to be truant you may need to go to court. The Kennewick School District has an established policy defining excused absences that will help you ensure your student is attending regularly. Policy 3122 defines excused absences as:

- Participation in a district or school approved activity or instructional program;
- Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
- Family emergency, including but not limited to a death or illness in the family;
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction; □ Court, judicial proceeding or serving on a jury;
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- State-recognized search and rescue activities consistent with RCW 28A.225.055;
- Absence directly related to the student's homeless status;
- Absence resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion); and □ Principal (or designee) and parent, guardian, or emancipated youth mutually agreed up on approved activity. Any absence not listed above is an unexcused absence.

Please see the Kennewick School District policies & procedures on excused and unexcused absences, tardies, etc., at [www.ksd.org](http://www.ksd.org) or your student's Student Handbook for more information.

Sincerely, *Dianna Veleke, Principal*

**HANDBOOK SIGN OFF ALSO WILL PROVIDE NOTIFICATION AND ACKNOWLEDGEMENT OF THESE POLICIES AND PROCEDURES**

**Grading at MCP**

Course grades are weighted towards summative tests in the courses.

90-100 A [93-100=4.0, 90-92=3.7]

89-80 B [B+ 87-89=3.3, B 83-86 = 3.0, B- 80-82=2.7]

79-70 C [C+ 77-79=2.3, C 73-76=2.0 C-70-72=1.7]

\*some online courses require a minimum of 70% for a proficient passing grade and does not give credit for the course below that standard. Other courses may require a percentage of completion of the course for grades. Please check in with the counselor when you register. 69 – 60 D [D+ 67-69=1.3, D 60-67=1.0]

59 & below = F

**2.0 Requirement for new students and the class of 2021 and beyond**

New students beginning fall of 2017 and the freshmen class going forward each year [graduation 2021] will need to maintain a 2.0 each semester. If the first semester is below a 2.0 then the student will be on probation semester 2. If they still are below the 2.0 they will be dismissed from the program. All new students no matter what grade level they will be will also be under this same requirement.

**CREDIT DEFICIENT AND LACK OF ACADEMIC SUCCESS BY JUNIOR YEAR OR SENIOR YEAR**

**If students get to the third year of high school [beginning of a junior year] and are credit deficient due to excessive failing grades and are predicted to be 5<sup>th</sup> year senior or beyond based on their achievement they will be directed to an another alternative program in the district or they will need to return to their neighborhood school. Students at the end of the junior year will also be evaluated for both academic success as well as meeting testing requirements may also need to return to a neighborhood comprehensive school.**

**Unsatisfactory Progress - Intervention Level During the Course**

Monthly progress is reported on all learning plans of students K – 12 on the **20<sup>th</sup> of the month.** Parents and teachers provide an update on the learning plan. The plan is communicated with the student in a two way conversation on whether they are passing the class or not on the 20<sup>th</sup>. If a student is marked as failing then this is noted on the learning plan for the course. If more than 50% of a student's courses are failing then the rating of overall progress is UNSATISFACTORY.

**Three months of overall unsatisfactory grades will result in major changes to your schedule which could include being dropped from classes earning no credit or being dismissed from the partnership program to return to your neighborhood school**

PARENTS – [Teacher, Coach, Mentor]

Parent partnership programs are unique in the state of Washington. Our program carries an accountability of success for a family whether or not the learning plan is being followed or course expectations match the learner on a monthly time line rather than by quarter or semester marking periods. Our MCP staff can provide suggestions to families for the off-site classes as well as review the match of taking on the more independent level and approach to learning through on line courses. Not every approach matches all students. MCP may not

match the learning style of every student with classes in a block and offered every other day. We work as a partnership to pay attention to the interventions needed to provide success within the broad resources available to families or our program can help match families to programs in the district that are more time on task orientated or contract with the student more directly and find a placement in those programs within the neighborhood school. As the **mentor and coach** of the student, parents are expected to review the KSD Powerschool website to track on site classes for academic success. It is imperative that you use the parent portal for current grades and to help in the conversations that would lead to goal setting, time management or to identify areas of extra learning needed for focused accommodations. On line classes work the same way for parents to review success but parents use the student's log in and password or a parent portal to view the dashboard of assignments completed, proficiency levels completed and if the pacing has been attained each week. Resources for families within the on line programs may be to: **[A].** Use the additional resources suggested **[B.]** Have opportunities to retake unit tests especially if additional time is needed. Generally the reading level of on line courses are at or above the grade level of the student. Many facets of MCP are similar to the structure of college courses.

Portfolio courses [courses in the arts, PE, and music/instrumental] that are kept track of through logs and artifacts or work production in portfolios carry their own flexibility of time and when it is being attended to. **It is not if the work gets done but when it is being done. Monthly progress is still required to be accounted for by the 20<sup>th</sup> of each month with our accountability coordinator. Students must keep their logs from month to month.**

**ON LINE COURSES and impact of failing or not keeping pace:** *See section of ON LINE COURSES to determine the needed approach and then monitor the changes made on a weekly basis in our on line handout.* All on line courses must be put on the WINGS learning plan by parents.

### **Tracking Grades**

Students and parents are asked to use the following tools: Powerschool parent portal log in or any other assignment notifications such as Edmodo that teachers use to keep you informed of progress and email. Review the dashboard of your child's on line progress with their password or your portal passwords that were given with the on line training. Please contact the office for information regarding parent and student log in to power school.

20<sup>th</sup> of the Month Review will be done for all student. All off site courses including courses that use logs must be also done as a review by parents. Our off site courses and on line courses are recorded on transcripts at the end of the year. You will be mailed a transcript at that time. Prior to that please use the district website tools or MCP tools or contact your child's teacher for updated information. Off-site course grades are up to the final discretion of the qualified teacher through evidence at the monthly meetings with students and parents over time

### **Due Date Windows vs. Late Assignments**

In general assignments from the on-site classes are given due date windows which occur before the end of the unit of study. As a homeschool partnership we feel we have unpacked many of the obstacles students face in the comprehensive school setting in completing assignments. It is inherent in our system that parents are committed to a time and place outside of the onsite class time to give practice to their work, manage their time and be accountable for the hours needed to fulfill course.

No extra credit is assigned to boost the grade in a course. The original work assigned by the teacher is the core learning. Late work and lab work is under the discretion of the classroom teacher whether or not it can be made up or be assigned a 0.

## **Test Re-takes**

Teachers **may** allow for retakes during the term but in order to be eligible for a retake the student must have completed all core off site work and practice assignments aligned to the summative test. Students may not be able to attain an A grade for a retake even if the retake earns an A.

## **NO Extra Credit at MCP**

The core work during the quarter including all formative and summative assignments are the key to meeting course standards. **Extra credit will not be awarded to students at the high school level.**

## **Summative versus formative assignments for on-site courses:**

Summative assignments which may include reports, long term assignments and tests may account for up to 80% of the course grade. Formative assessments that include homework, quizzes and activities may account for 20% of the course. If the class has a lab component to the course then labs are given a higher percentage than the formative assessments but less than the summative assessments. Please review with your on line highly qualified teacher and on line coordinator for standards for grading. Subjects can vary.

## **On-Line course work and lab time**

On-line course work is available for students as an option for off-site work. We are not solely an on line program so course work will need to be approved in advance. Parents will need to come to a training ahead of time to learn how to monitor their child's dashboard and encourage goal setting to finish their program with success. Students will be required to come to lab time for computer apex course work to demonstrate proficiency in using the various programs. Students in content course work will also need to be scheduled for at least one lab sessions per week. Lab time once a week can also count towards weekly contact for students who have limited number of courses on site at MCP. [this impacts more juniors and seniors than under classmen]

## **Miscellaneous High School Information**

**Parking** for high school students: Please use the Fruitland building off Garfield for parking until January. We will have our dedicated space when we move mid-year at our address on 10<sup>th</sup>

**Lunch:** Students may leave campus for lunch without signing out. No lunch is offered on campus. Students who are enrolled through lunch may stay and in inclement weather they may eat in our designated area of the cafeteria with our para professional supervision. All school rules in our cafeteria apply to all students. Any students ordering out must either leave the correct amount of money in the office for the arrival of their meal or be present during the lunch time to pay the driver or charge to their debit card in advance for delivery.

**Sick during the day:** Students need to sign out if they are leaving their classes. Parents are required to come to the office to pick up even their high school student. Families need to report why their child was absent.

**Gaps and breaks in the flow of their schedule:** Students will need to leave campus if they have gaps in their schedule and there is no lab time for a study area offered during their time. The family room is not available to unsupervised students without their parent present. **K-12**

**Campus:** We serve students from kinder through high school. We expect our high school students to set an example of behavior and language as well as no public display of affection while on our campus.

## Withdrawing from MCP

If at any time during the school year it becomes necessary to withdraw your child from MCP, please notify the MCP office to complete a Withdrawal Form, check in your textbook items. Do not withdraw on the WINGS program alone whether it is a class or the entire schedule.

We make MCP the best for myself and others	<b>M</b> Make safe and responsible decisions	<b>C</b> Caring and respectful	<b>P</b> Problem Solver
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### DISCRIMINATION/HARASSMENT:

The Kennewick School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

#### Civil Rights Coordinator:

Doug Christensen – HR Director

[Doug.christensen@ksd.org](mailto:Doug.christensen@ksd.org)

509-222-5010

#### Title IX and 504 Officer:

Jack Anderson – Student Services Director

[Jack.anderson@ksd.org](mailto:Jack.anderson@ksd.org)

509-222-5003

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office: **Kennewick School District 1000 W. 4<sup>th</sup> Ave Kennewick, WA 99336** or view at: [www.ksd.org](http://www.ksd.org)

### COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period. To see the entire Complaint process log into: [www.ksd.org](http://www.ksd.org) and go to Title IX page.