

MCP Handbook

A Guide For Families



Home of the Rockets



Empowering and Supporting You
to be Your Child's Best Teacher

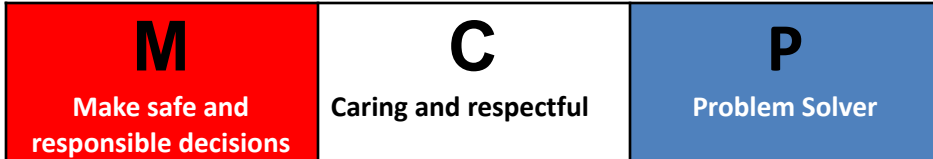
Vision Statement	3
Mission Statement	3
The Partnership	3
Our part of the partnership...	3
Your part of the partnership...	4
Instructional Hours	4
Kindergarten 14 hours or 28 hours	4
On-Site Classes	4
Attendance	4
MCP Library	5
Copy Machine Use	5
Drop Off and Pick-up	5
Family Mailboxes	5
MCP Visitor & Volunteer Policy	5
Student Educational Materials	6
Ordering Materials for students	6
Weather Related Closures	7
Withdrawing from MCP	7
MCP Testing Information	8
MCP Student Rules	8
Discipline & Expectations	9
Personal Belongings	9
Dress Code	9
Weapons	9
Kennewick School District's Non-Discrimination Policy	9
Handbook Agreement	10

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 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. Teachers/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 the handbook and website to determine if MCP is a good fit for your family.
2. Complete the steps for enrollment.
3. Follow the plans and timeline outlined in your child's Written Student Learning Plan.
4. Complete and submit monthly reviews.

The monthly review's purpose is to assess progress according to the goals and timeline outlined in the learning plan for the previous 30 days. Completing Monthly Reviews for each student is a requirement of being 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 consultant meetings 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 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 may be offered multiple times during the week. 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 our website at

<https://docs.google.com/spreadsheets/d/168ZdhM3C5s8O4BsTKpLUeIC7K78ta3tqPMRJbznVK90/edit#gid=941144966>

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 important time is the time your children spend with you! Please keep this in mind as you build a 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 unless there is an illness. Parents are asked to send an attendance note through ParentSquare, call the MCP Office at 222-5676 or email alisha.bier@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. You can view these items by visiting the library or checking out our Destiny web page, <https://destiny.ksd.org>. You can put a hold on items through Destiny or by emailing kim.gough@ksd.org with a list of items you would like to check out. Library hours are Monday through Thursday from 9:00am to 3:00pm (closed during lunch from 12:00 to 1:30).

Copy Machine Use

The copy machine is available, free of charge, to use for copies related to your student's Learning Plan. Each family will need their own access code. If you do not have one, please ask for one in the office. We limit the use to 50 copies per month. The copy machine is available for parent use during office hours.

Drop Off and Pick-up

Please use MCP's parking lot when you visit MCP. Please drive slow and keep an eye out for children. For drop off we ask you to use the drop off lane. You may also park and walk your student to the school. At pick-up time parents may use the pick-up lane if your student is ready to be picked up. Parents will need to go to the MCP office to sign students in or out if their child is leaving early or arriving late. 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 young children are accompanied by an adult in the parking lot.**

Family Folders

Families are assigned a family folder located outside of the office at MCP. We ask families or students to check the folder each week. If you do not have a folder, please ask the office staff to make you one.

MCP Visitor & Volunteer Policy

The presence of parents on-campus is instrumental in maintaining a family-friendly environment. We encourage and expect all 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 through Kennewick School District. <https://www.ksd.org/community/volunteer> All volunteers and visitors must be cleared with KSD prior to being allowed in the classroom. Guest students are not allowed to come with a friend or relative to MCP to sit in class.

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. 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. All materials purchased by MCP cannot be resold. Any item(s) not returned to MCP at the time you withdraw will result in a replacement fee.

Ordering Educational Materials for students -

Prior to requesting a purchase, parents need to check the MCP Library by searching on Destiny for all items. If the item your child needs is not available, fill out the "Parent Requisition Form". Order forms are available in the office vestibule, ParentSquare or on our website. The requested item(s) need 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 give your requisition to your consultant at your monthly meeting. We cannot order any faith-based materials. Orders are accepted for the current school year until the end of February.

Steps for ordering materials –

1. Check the library for items.
2. Use **ONE** Order Form for **EACH VENDOR** (Company). **Please make sure to use ISBN Number or Item Number to ensure the correct items are ordered.** Please make these forms as neat as possible.
3. Add the items to your child's learning plan or email your consultant asking them to add it.
4. Give the completed form to your consultant at your monthly meeting.
5. Once your consultant signs the form, the consultant will route it to the appropriate people for ordering.

It may take a few weeks to receive and process the order. Once MCP receives the order, it will be processed and checked out to you. You will receive an email when the items are ready to be picked up. Items can be picked up in the library and will need to be signed for by an adult.

Consumable vs Non-Consumable

Consumable Items are those items which are written in during the school year by the student and cannot be used again by another student.

Non-Consumable Items are items that can be used again and will be barcoded. These items will be checked out to the purchasing family and will be available to use if 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.

Destiny

Destiny is our library management system that can be accessed from anywhere. It can be used to reserve or check out curriculum and see what you currently have checked out. It can be accessed from the MCP website <https://mcp.ksd.org>. The path is Learn, Library and Curriculum, then Destiny Library Resources. You will use your student's Chromebook username and password. Each student has their own Destiny account, so you may need to access all of them to see what you have checked out. Curriculum is checked out on a yearly basis and will need to be returned or re-checked out at the end of the school year. We ask that any curriculum not being used, be turned in so another family has the opportunity to use it.

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 or sign up for email, text or phone school alerts & notifications through the SchoolMessenger link in PowerSchool. Our times for delays are a bit different. Please refer to our late start policy.

Two Hour Delay - If Kennewick School District is on a two-hour delay:

K-8th Grades – Classes begin at 10:00 am – Go to your 10 a.m. class.

High School – Classes will be the following.

First Hour – 9:45-10:20 a.m.

Second Hour – 10:20-11:00 a.m.

Lunch – 11:00-11:25 a.m.

Third Hour - 11:30-12:55 p.m.

Fourth Hour – 1:00-2:30 p.m.

Cancellation – If Kennewick School district cancels school, MCP will also be closed.

Withdrawing from MCP

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

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. Contact the MCP office to fill out an exemption form. You still need to sign up for MAP testing.

Mid-Columbia Partnership participates in all testing required by Washington State and Kennewick School District policy. Students enrolled at 81% or above will take state assessments.

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 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 them up 5 minutes after school ends.
3. After school, students will wait in designated areas - no running, throwing balls, etc.

Lunchroom and Recess

1. Students must clean their area before they will be dismissed.
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 at a 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 unless the teacher has approved the use.
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 of infractions or behavior if the situation needs intervention by the principal(s).

Personal Belongings

Please discourage students from bringing personal belongings 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, tops that show the stomach or have large gaps in them, or any clothing that is gang-related, baggy or advertises tobacco, alcohol or drugs. Belts may not hang more than four inches past the buckle. (Shorts and skirts must be at least mid-thigh in length.) Hats must be removed while in the building during the school day. Please see the Kennewick School District website at 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 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 manage questions and complaints of alleged discrimination:

Civil Rights & Equity: Douglas Christensen- (509) 222-5010 (doug.christensen@ksd.org)

Section 504, Title IX: Brian Leavitt- (509) 226534 (brian.leavitt@ksd.org)

Kennewick School District
1000 West 4th 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(s) 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 and may not be resold.
- 5. I am aware that I may submit orders for the current school year, before February 28th/29th and I understand that after this date MCP cannot purchase any additional items for my student.
- 6. No faith-based materials can be purchased by MCP or used for classes/courses on the learning plan.
- 7. I have read the KSD attendance policy and will notify MCP of any absences.

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

Student Signature

Student Signature