

Five Mile Prairie School Mead Parent Partnership

FAMILY HANDBOOK

2010-2011

8621 N. Five Mile Road
Spokane, WA 99208
(509) 465-7700

Five Mile Prairie School website: <http://www.mead354.org/page.cfm?p=255>

WINGS website: mepp.wingsnw.com

Five Mile Prairie School

Mead Parent Partnership

8621 N. Five Mile Road, Spokane, Wa 99208
Phone (509) 465-7700 • FAX (509) 465-7720

Welcome to Five Mile Prairie School!

We are excited to partner with parents who home school their children by providing quality educational opportunities and resources. Our mission is to “collaborate with parents to customize education in order to prepare students for life’s responsibilities, challenges and opportunities.”

We have actively partnered with parents in an effort to provide an academically challenging, safe, and supportive learning environment, while recognizing parental authority with regard to the educational direction of their students. We operate under the authority of the State of Washington and the laws pursuant to an alternative learning experience (WAC 392-121-182). We are a school that values the role of the parents as partners in their child’s education. Five Mile Prairie School, however, is accountable for students meeting their learning objectives.

We are proud of our staff and their commitment to Five Mile Prairie School’s mission of, “collaborating with parents to provide an academically challenging, safe, and supportive learning environment for students.” Five Mile Prairie School is designed to meet the needs and desires of our families while still fulfilling the requirements and laws that govern us as a public school.

This handbook is provided to you in an effort to answer questions and provide information, but if at anytime you feel these materials don’t fully answer your questions please give us a call at (509-465-7700). We look forward to working with you in the education of your child.

Bruce Olgard
Principal

Table of Contents

Your Responsibilities	4
Attendance	
Attending other Public School Programs	
ILP	
General Information	5
Family Mailboxes	
Lost and Found	
Messages to Teachers	
Food Items	
Visitor Policy	
Purchasing/ Reimbursements	6
Curriculum Budget Allotment	
Forms	7
Reimbursement Detail of Expenses	8
Contract for Personal Services	9
Five Mile Prairie School Guidelines	10
Grade Level Placement	
Homework Guidelines	
School Attire & Behavior	
Supervision	
Building Passes	
Soliciting	
Discipline Procedures	12
Fire Alarm Procedures	13
Waitlist Policy	14
Library	14
Assessment	15
District Calendar	16

YOUR RESPONSIBILITIES

ATTENDANCE

Attendance will be taken in all classes. **All student absences must be reported to the office by calling 465-7700.**

The following breakdown will help remind you of the number of hours you need to spend at Five Mile Prairie School and other learning activities away from school during each week:

Kindergartners: To be claimed as a full-time equivalent (FTE), a student must complete a total of 10 hours each week.

1st-3rd grades: To be claimed as a full-time equivalent (FTE), a student must complete a total of 20 hours each week.

4th-12th grades: To be claimed as a full-time equivalent (FTE), a student must complete a total of 25 hours each week,

ATTENDING OTHER PUBLIC SCHOOL PROGRAMS

Parents must notify Five Mile Prairie School if their child enrolls in courses at another public school, even if it is within the Mead School District. The principal must ensure proper financial arrangements are made with the other school. It is of vital importance that a record of this arrangement be completed within state guidelines. The maximum classes a student takes cannot exceed one full time equivalent (FTE).

ILP'S

Returning Families

All returning students must have new Individualized Learning Plans on record that are created by each family for the year before the first day of school.

New Families

All new families to Five Mile Prairie School will be required to meet with the Parent Liaison for a number of consultations. Assistance will be provided to ensure a smooth transition to Five Mile Prairie School.

GENERAL INFORMATION

WINGS FAMILY DIRECTORY

Five Mile Prairie School family names, addresses and phone numbers will be published in WINGS unless a family contacts the Five Mile Prairie School office to request their information be removed.

FAMILY MAILBOXES

All families are assigned mailboxes that **must** be checked each week. It is very important that you, as the parent, are checking your box since most correspondence from the office will be through your mailbox. If you are new and are not sure how to locate your mailbox or you do not have a box, please see someone in the office for help.

LOST AND FOUND

All lost and found items will be kept in the health room. Items not claimed at the end of each semester will be donated to charity.

MESSAGES TO TEACHERS

To talk with teachers you may leave a written note for them in their boxes in the office or schedule an appointment with them in the office. E-mail is another efficient tool and each teacher's e-mail address may be found on the Five Mile Prairie School webpage.

FOOD ITEMS

Food items are not to be consumed during classroom instructional times except with the teacher's permission. Students will be able to purchase cold lunches through the Mead School District lunch program. Please have your children bring food that is ready to eat for lunch. Microwaves or refrigerators will not be available at lunch time.

VISITORS

Only students who are enrolled in the class should be participating in classroom instructional times unless prior authorization (please allow one week notice) has been established. This can save some embarrassing moments for everyone involved. In the event younger siblings are on the premises during instructional times, they must be under the **direct supervision of the parent**. All visitors will check in at the office. Tours of the facilities need to be arranged in advance.

PURCHASING

CURRICULUM BUDGET ALLOTMENT

One of the many benefits of enrolling your student in the Five Mile Prairie School (Parent Partnership) is that each student receives a budget allotment to help defray educational expenses. Each budget is based on the number of hours your child is enrolled in the program and the time of year in which your student enrolls.

A full time student enrolled for the entire school year receives a budget of \$500.00 (\$250.00 for Kindergarten) towards the family account. If your student enrolls mid-year, the allotment is prorated on a daily basis. Shared students receive a percentage of the total budget amount. For instance, if your teen-age student is enrolled .6 hours at Five Mile Prairie School and .4 at another school he/she will receive \$300.00 ($\$500.00 \times .6$).

You may utilize the funds by purchasing books, study materials, supplies, lessons or classes. Educational field trips are also allowed with the proper receipt submitted for reimbursement. Here are some guidelines for you to keep in mind when considering a reimbursement:

1. All materials that may be used again become the property of the Five Mile Prairie School library. Books and other reusable materials are entered into our library system and checked out to your student for the school year. At the end of the year these materials must be returned to the Five Mile Prairie School library. Any materials that your child has not finished may be checked out again for the following year. Workbooks and other consumable items do not need to be returned.

2. Five Mile Prairie School cannot purchase materials that are religious in nature nor can we reimburse for those items.

3. During the school year only half of the family budget allotment may be spent per semester.

4. New families will be required to meet with the Parent Liaison for a minimum of two consultations. Each new family will pay a one time administrative fee:

Child #1 = \$40.00

Child #3 = \$30.00

Child #2 = \$35.00

Each additional child = \$25.00 each.

These fees will come out of your reimbursement funds. The role of the Parent Liaison is to help new families make the transition to Five Mile Prairie School. The Parent Liaison is an experienced home based educator with a thorough knowledge of all aspects of Five Mile Prairie School.

5. All sports, classes and lessons must be completed before reimbursement will be given. Please refer to page 9– Contract for Personal Services – for further details.

The reimbursement funds are tracked here at Five Mile Prairie School and you may view your balance at any time on your WINGS account. Please keep track of your budget balance and try to reserve funds for expenses that accrue during the school year. **Funds will not carry over from year to year.**

Note: Five Mile Prairie School's fiscal year is May to May.

If you have any questions please come to the office. We are happy to help in any way we can.

PURCHASING FORMS

REIMBURSEMENT CLAIM FORM (Purple Form)

If you have already paid for materials and classes, please follow these instructions:

- ✎ When you have accumulated **at least \$50.00** in receipts (not to exceed \$250.00 per request) attach them to your form. The only exception to the \$50.00 minimum is when your budget balance is less than \$50.00.
- ✎ All receipts must be **ORIGINAL** and include the name of the business and a description of the item purchased. If the store cannot provide you with a detailed receipt, please attach a note detailing the information and show proof of payment (a cancelled check or a credit card receipt). We must have explicit descriptions of all expenditures for bookkeeping purposes and all materials purchased must be used for the current school year.
- ✎ Since accounts are managed by family totals, each receipt must include the individual student name and the services rendered.
- ✎ Take your completed and signed Five Mile Prairie School Reimbursement Form with your original receipts to the office. **Make sure these materials are incorporated into your Individual Learning Plan (ILP).** The office will look over the curriculum with you to determine the appropriateness and relevance of the material to your Student Learning Plan.

After approval, all non-consumable materials must be recorded into our library system. After all of the necessary information is provided; your reimbursement check will be issued and mailed to your home address on the next reimbursement date.

Please use the following list of descriptions to fill out your Five Mile Prairie School Reimbursement Claim Form. Be certain to list all of the materials and include full titles. Reimbursements cannot be granted without sufficient information.

REIMBURSEMENT DETAIL OF EXPENSES:

GENERAL SUPPLIES: Paper, pencils, pens, glue, crayons, scissors, art supplies, etc.

TEXTBOOKS: Any hardback or paperback instructional book (non-religious) that is not to be written in, can be used again, and has been incorporated into the LEARNING PLAN.

FILMS & VIDEO TAPES: Educational films or videos.

GENERAL INSTRUCTIONAL MATERIALS: Books, novels, manipulatives, workbooks, or other materials that are used for instruction.

COMPUTER SOFTWARE & SUPPLIES: Educational software programs; this does not include computer hardware, upgrades, operating systems, or ink cartridges. Remember that software-licensing agreements require that software be uninstalled from your home computer before returning it.

AUDIOVISUAL MATERIALS: Tapes, CD's/DVD's and other materials used for instruction with a television or stereo system. This does not include televisions, stereos, or any other audiovisual hardware.

FIELD TRIPS: Reimbursements may be used for students and one teacher/adult to accompany them to the zoo, museums or other educational outings. Make certain you obtain a receipt for your entrance fees.

UNIFORMS: We cannot pay for uniforms for sports activities, bands, dance, or costumes for performances unless the articles of clothing are made by the child and are included in the LEARNING PLAN.

MEMBERSHIPS: Five Mile Prairie School can reimburse for individual student memberships for activities included in the learning plan. Reimbursement can't be allowed for family or group membership (this includes fraternal organizations such as scouts).

DRIVER'S EDUCATION: Five Mile Prairie School is unable to reimburse for Driver's Education.

PROJECTS: Five Mile Prairie School can reimburse for student driven projects (woodshop, home economics, etc.) included in the learning plan but this does not include permanent fixtures or structures. The project must benefit the student only.

SKIING: We will not reimburse for any skiing outings.

RUNNING START: Students who enroll in the Running Start Program through the local colleges cannot pay for extra classes (over 18 credits) or college textbooks with reimbursement funds.

**CONTRACT FOR PERSONAL SERVICES AND
WASHINGTON STATE PATROL BACKGROUND CHECK**

The “individual” providing services must fill out the contract and the form for the Washington State Patrol Background Check **before beginning instruction**. These forms should be left at the Five Mile Prairie School office as soon as possible because they must be on file at the district office before any payment to the individual can occur. After services are rendered each month, have your instructor submit an invoice (not a receipt) that states what service was provided, the month it is rendered and the fees charged. Be sure to have the child’s name and the instructor’s name and address on the invoice. Attach the signed invoice to a reimbursement form, separate from any other reimbursements you are requesting and turn it in to the FIVE MILE PRAIRIE SCHOOL office. Your instructor can expect to receive the payment in the mail by the end of that month. ****Not all classes and lessons are reimbursable; please call the office for any questions.***

ALL REIMBURSEMENT FORMS MUST BE IN THE BASKET, LOCATED IN THE OFFICE, BY THE 10TH OF EACH MONTH TO INSURE PAYMENT BY THE END OF THE MONTH. FORMS THAT ARE TURNED IN AFTER THE 10TH OF THE MONTH WILL NOT BE PROCESSED UNTIL THE FOLLOWING MONTH.

REMEMBER THAT THE LAST DAY TO TURN IN ANY FORMS FOR THE YEAR IS MAY 13th.

FIVE MILE PRAIRIE SCHOOL GUIDELINES

GRADE LEVEL PLACEMENT

Grade levels are based on the August 31st birthday as recognized by the Mead School District. Upon entering Five Mile Prairie School, the official grade levels will be set by the year of birth. With parental permission and staff input, a higher level of classes may be accessed.

HOMEWORK GUIDELINES

Five Mile Prairie School secondary classes have a homework component. Since students attend classes one or two times a week, a minimum of three hours of homework is required to earn a .5 credit for a semester. Middle school classes will also have homework to fulfill the requirements for the state of Washington in order to advance to the next grade.

MEAD SCHOOL DISTRICT GRADUATION AND DIPLOMA

Students who intend to earn a Mead School District diploma must meet the graduation requirements of the district in terms of credits earned and required classes. A homeschool transcript must be provided to Five Mile Prairie School for the classes earned at home. Please be aware that you could be asked to present documentation and work samples from homeschool classes to Five Mile Prairie School or any other academic institution.

SCHOOL ATTIRE AND BEHAVIOR

School attire should be appropriate. Dress and appearance must not present health or safety problems or cause disruption. Individual classroom rules may vary regarding hats, personal laptop computers and gum.

Also, anything construed as a weapon is not allowed on school property (for example, but not limited to: pocket knives, play swords, and squirt guns).

SUPERVISION

Students are not to be on campus outside of their scheduled class time unless directly supervised by a parent/guardian. Parents -- do not drop off your student more than 5 minutes prior to a class starting and pick them up promptly when their session is over. Students need to be in the classrooms when classes begin. We have a "closed campus". This means that those students who drive a car cannot leave and return, at will, during the school day.

FIELD TRIPS

Students at school-sponsored off campus events and field trips shall be governed by school district rules and regulations. Failure to comply may result in loss of eligibility to attend school-sponsored off-campus events and/or field trips and may lead to other disciplinary actions. Each teacher or field trip facilitator will provide students and parents with written behavior and expectations guidelines to fit each activity.

SOLICITING

If a student is participating in a fundraiser, please do not approach staff or peers while on the premises. However, students are free to post a flyer on the activity bulletin board in the downstairs entryway, across from the mailboxes.

CELL PHONES/IPODS, MP3 PLAYERS/GAMING DEVICES

The above named electronic devices are a disruption to the educational process. If a student is observed using any of these electronic devices during class it will be considered a violation of school rules and may be confiscated.

ACADEMIC PROBATION

Students failing to perform academically will be placed on probation. If a secondary student's grade dips below 70% in any class, the student will be required to attend after school study hall on school days until their grade climbs above 70% in any class.

If a student is achieving below 70% in three classes, the student and parents will meet with the principal to discuss efforts to improve academic success. If this fails, the family will be asked to select another school option for their child.

DISCIPLINE PROCEDURES

The students at the Five Mile Prairie School are highly responsible. Five Mile Prairie School strives to maintain a safe and healthy learning environment for all. Each staff member establishes classroom guidelines that ensure the goals of Five Mile Prairie School. In the rare instance in which more formal discipline is needed, the following steps will be taken:

1. **TEACHER-STUDENT INTERACTION.** In a timely and respectful manner the teacher will talk with the student about a particular behavior that is interfering with the learning in the classroom. A classroom “time-out” may be called for.
2. **OFFICE TIME-OUT.** When appropriate the student may be asked to sit in the office for a certain amount of time. If necessary the student will discuss the issue with a staff member.
3. **CONTINUED OR SEVERE DISRUPTIONS.** In either of these situations the student will be sent to the office to meet with the principal of Five Mile Prairie School. A plan will be developed, with student input, to help remove further obstacles to the learning process. Parents will be notified of the situation and parental input will be welcomed. A written team plan using input from all parties and signed by the student, parent and Five Mile Prairie School principal will be put into place. Parental advice and strategies will always be given a great deal of priority.
4. **SUSPENSION.** In the event a student continues to be an interruption in the learning process, after all of the above steps have been taken, the student will be asked to stay at home for an established number of weeks. A new plan will be set into place that will be noted in the student’s learning plan. At this point the family will be notified that a lack of progress from this point on could result in the student no longer being able to attend Five Mile Prairie School. The student will continue to work on lessons in order to stay current with his/her studies and in compliance with the guidelines of Five Mile Prairie School.
5. **EXITING Five Mile Prairie School.** In the event that the revised plans continue to be ineffective, the student will be asked to leave Five Mile Prairie School.

EXCEPTIONAL MISCONDUCT. In the event that a student is involved in behaviors that present an immediate threat to themselves or others he/she will be **EMERGENCY EXPELLED.** The use of drugs, weapons or alcohol while at Five Mile Prairie School will also fall under this category. Emergency expulsion will follow the guidelines as outlined by the Mead School District including steps for re-admittance.

FIRE ALARM PROCEDURES

The safety of students and staff is of paramount concern. In the event that evacuation of the building is advisable, "fire drill" evacuation routes will be utilized.

Staff members have the responsibility of insuring that the "fire drill" route is posted by the doorway of their assigned areas. Periodically students should be reminded of the correct procedures to be followed, in the event that it is necessary to evacuate the building.

Practice fire drills will occur at regular intervals. The signal for these drills and the evacuation signal, in the case of an emergency situation, will be the continual sounding of the building fire alarm.

General Rules:

1. Students should exit the building in an orderly fashion along designated "fire drill" routes.
2. Teachers should survey their areas and accompany their students outside the building.
3. Students should be directed well clear of the building, being sure not to block fire trucks approaching.
4. EACH TEACHER WILL TAKE ROLL, ONCE OUTSIDE, TO ASSURE ALL STUDENTS ARE SAFELY OUT.
5. ONCE OUTSIDE OF THE BUILDING, EVERYONE IS TO BE AWAY FROM THE BUILDING AND CLEAR OF THE FIRE LANES.
6. Teachers should report attendance to their area monitor in order to insure that all students are accounted for before the drill is completed and we return to the building.
7. During a prolonged emergency, students will be assembled and roll taken in a safe off-site location.
8. The building may be re-entered when the all clear is signaled.

**In the event of certain emergencies, the building may have to be secured while students remain inside.

FIVE MILE PRAIRIE SCHOOL WAIT-LIST POLICY

The Five Mile Prairie School exists to support the instruction of students receiving part of their educational instruction at home. In alignment with our goal of facilitating competency-based learning as opposed to contact time for students, we have the following enrollment criteria:

Siblings of currently enrolled Five Mile Prairie School students will be placed at the top of the wait-list, whether they are in or out of district.

In-district students.

The final group to be accepted is new, out of district families.

When an opening occurs parents will be notified and they will have five (5) full working days to notify the school of their desire to enroll. If they refuse enrollment or if they fail to respond in the allotted amount of time they will be removed from the waiting list.

FIVE MILE PRAIRIE SCHOOL LIBRARY

Our library is somewhat different from other libraries in that it strives to be a resource for homeschoolers. Non-consumable items purchased with reimbursement funds are checked out to you through WINGS for the school year. It is very important that you return checkout items promptly. If you are not finished with your curriculum please see the office.

Checkout Lengths:

All curriculum/materials are recorded and may be checked out for one school year.

Books needed over the summer may be renewed until September 30th.

District texts, general library books and games are checked out for one school year.

** Overdue notices will be given as reminders when items are not returned on time. If you have an item overdue for more than 3 weeks your reimbursement checks and orders will be withheld by the purchasing department until such time as you return your overdue items.

ASSESSMENTS

FIVE MILE PRAIRIE SCHOOL STUDENT ASSESSMENT PROGRAM

As public school students enrolled in Five Mile Prairie School, students are expected to take the state testing. Students may also access the following assessments as scheduled.

- GRADE 2** Running Records-Oral Reading Inventory
- GRADE 3** Measurements of Student Progress (Reading, Math), Running Records/Quality Reading Inventory (QRI), District Writing Assessment
- GRADE 4** Measurements of Student Progress (Reading, Writing, Math), (QRI), District Writing Assessment, Math Criterion Reference Test
- GRADE 5** Measurements of Student Progress (Math, Reading, Science), Total Reader, QRI, District Science Assessment, Math Criterion Reference Test, District Writing Assessment
- GRADE 6** Measurements of Student Progress (Reading, Math) Writing Assessment, Total Reader, Math Criterion Reference Test
- GRADE 7** Measurements of Student Progress (Reading, Writing, Math), District Writing Assessment, Math Criterion Reference Test
- GRADE 8** Measurements of Student Progress (Math, Reading, Science), District Writing Assessment, Math Criterion Reference Test
- GRADE 10** High School Proficiency Exam (Math, Reading, Writing, Science), District Writing Assessment
- GRADE 11** Re-testing of the 10th grade High School Proficiency Exam if needed,
- GRADE 12** Re-testing of the 10th grade High School Proficiency Exam if needed,

* The school district offers a Practice PSAT and SAT at the two high schools.