

Welcome to Home Works!



Program Handbook

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Welcome to Home Works!

Home Works! is an alternative learning experiences program designed to enrich the learning of children. Our certificated teachers coordinate with parents regarding the course curriculum, conduct progress assessments, and progress evaluation. Home Works! is operated by the Cheney School District and serves students in grades K-8.

Home Works! is governed by WAC 392-121-182, also known as the Alternative Learning Experience WAC or ALE WAC. This law requires that students in programs like Home Works! have a Written Student Learning Plan (WSLP) that outlines learning goals and tracks the student's progress. In addition, students are required to be in weekly contact with a certificated teacher and according to student enrollment take an approved state assessment. The classes we offer are for enrichment only and do not count towards learning at home or on your Written Student Learning Plan.

Our Mission Statement

Home Works! aims to rise above the ordinary by developing a strong partnership with families while encouraging and supporting the freedom of home-based instruction where all children develop their full potential.

We will work together to create an environment that:

- *Promotes curiosity and enthusiasm*
- *Encourages independence and confidence*
- *Promotes logical and creative thinking*
- *Encourages respect for others*
- *Support parents in their efforts to educate their children*

Home Works! recognizes parents/guardians in their child's instruction. Our staff includes certificated teachers and community based instructors that teach a variety of enrichment classes throughout the school year. You will be assigned a certificated teacher and meet with them to develop your student's written learning plan, conduct assessments and then meet monthly to review students' progress.

Thank you for taking the time to read and become familiar with the policies and procedures in this handbook.

Requirements for our Program:

Alternative Learning Experiences (ALE)

Home Works! parents should be familiar with Washington State Law governing alternative learning experiences (WAC 392-121-182)

Public School Enrollment

Home Works! students are public school students. This allows the state to provide funding for their education needs in the form of classes, teachers and resources to support the students' learning plan.

Before a student can start classes at Home Works! (ALE program), their parent/guardian must sign and return the following forms:

- Approved Written Student Learning Plan (WSLP)
- Choice paperwork (out of district only)
- Declaration of Intent to provide home-based instruction (if less than full time)
- Parent/Student Contract
- Required Registration Forms
- State Assessment Form
- Statement of Understanding

The WSLP will be developed, entered and approved by your certificated teacher, with parent input using our online data management system called WINGS.

- Students are required to have weekly contact* with certificated teachers
- Students are required to meet minimum educational requirements at home:
27.75 hours weekly for K – 8th grade
- Student/Parent attend scheduled progress review meetings each month*

*Contact between the parent and the teacher *does not* meet this requirement; the contact must be between the student and the teacher and **must be completed weekly by attendance and then once a month for progress review.**

According to the law, contact is “for the purposes of instruction, review of assignments, testing, evaluation of student progress, or other learning activities or requirements identified in the written student learning plan...” This contact can take several forms and can include email or telephone contact if you are not able to attend class for the week or your scheduled monthly meeting.

Students who do not attend class (certificated) will need to contact their consultant/office by email for that day or they will be marked as “no contact” for that week.

Information about our Program

This section details some of the specific Cheney School District procedures that you will need to understand throughout the year. To help you focus on your student, we strive to keep the paperwork as minimal as possible while also maintaining state-required accountability measures.

Academic Calendar

The school year begins in August and goes through mid-June. While Home Works! calendar is similar to the Cheney School District calendar, weekly contact and monthly progress review requirements necessitate certain modifications.

Assessment (Appendix A)

Home Works! students are required to participate in and report a result for a personalized assessment twice each year. Students in grades 3-8 take the State Assessment. In addition students also take the MAP Assessment. (K-8) twice a year. Testing will take place at Home Works!

- Students taking the assessments will be claimed at 1.0 FTE (Full-time - 6 classes)
- Students not taking the assessments will be claimed at .80 FTE (Part-time - 4 classes)

Athletics Eligibility

According to the Washington Interscholastic Activities Association (WIAA) handbook (rules 18.5.2, 18.5.3 and 18.5.4), students enrolled in an ALE program or home-based students, may participate in sports at their school of local residence within Cheney School District. For more information please see the WIAA handbook available at www.wiaa.com.

Attendance (Appendix B)

Students participating in the Home Works! Program are expected to make weekly contact requirements with a certificated teacher. **Attendance in class (certificated) satisfies this requirement.** Please call, send an email or note to the office if you will be absent.

Behavioral Expectations

It is expected that all Home Works! students, siblings and parents will abide by all Home Works! expectations while attending classes or any event. All Home Works! staff have the authority to redirect behavior; specific concerns shall be addressed.

Student Conduct Policy and Procedure No. 3240 explain the general policy of the district regarding student conduct, general expectations, and examples of unacceptable conduct.

Policy No. 3241 describes the disciplinary actions that may be taken by Cheney Public Schools if a student should violate district policy. Disciplinary action may include restorative practice, suspension, expulsion, or emergency action. It may also include a

recommendation for counseling, mediation or other options. Rights of students regarding notice of intended disciplinary action are included in this policy. A student's rights, rights of appeal, and the appeal process are also outlined in this policy.

Policies are available online under the "About Us" "School Board" tab, or in school offices.

Certificated Teacher

Your family will be assigned a Certificated Teacher who will work with each student in your family. Teachers will work with you to develop, review, and approve monthly progress on your students Written Learning Plan, assessments and any curriculum questions.

Curriculum Library & Online Classes (Appendix C)

Our library is designed to allow materials and resources to be selected for individual student's based on the goals in their student learning plan. Each family has access to the curriculum library on WINGS. Any online programs or classes must be approved through OSPI. A list of approved programs and courses is available at <http://digitalllearning.k12.wa.us/>.

Enrollment

- **Kindergarten and 1st Grade**

Children who are five years old by August 31st may enroll as kindergartners. A student must have 450 documented hours of kindergarten or be age six on August 31st to be eligible for first grade enrollment. **A birth certificate is required documentation and vaccination documents or signed exempt form must be provided at time of enrollment.**

- **Home Works! Kindergarten Enrollment:**

- ✓ Full-time Kindergarten students may enroll up to 6 classes, **with 1 class on Tuesday and 1 class on Thursday** taught by a certificated teacher.
- ✓ Part-time students can enroll up to 3 classes, with 1 of those classes taught by certificated teacher. Students can come either day.

- **Home Works! 1st Grade – 8th Grade Enrollment:**

- ✓ Full-time students can enroll up to 6 classes, just making sure 1 class is with a certificated teacher to satisfy ALE requirements.
- ✓ Part-time students can enroll up to 4 classes, just making sure 1 class is with a certificated teacher to satisfy ALE requirements.

- Shared Enrollment (within district)

Home Works! Program desires for each student to pursue the education opportunities most appropriate for them. To accomplish this, we allow shared enrollment so students may also enroll in classes at their school of local residence within Cheney School District.

Immunizations

You will find all required Immunization at www.cheneysd.org under “Parent & Student Resources” and “Immunizations.” You can also get a copy at the office.

Internet Accessibility

Although you are not required to have home access to the internet to participate in Home Works! it is strongly encouraged. The main office and our teachers routinely communicate via email to parents and students. If you DO NOT have regular access to email please inform the office. You are more than welcome to use our computer lab when classes are not being offered in the lab.

Monthly Progress Review (MPR) (Appendix D)

- **Student(s)/parent will meet with their certificated teacher each month** for the scheduled progress review.
- Your student will need to bring in samples & notes of work completed.
- With your teacher, you will evaluate work completion and progress in complete student goals. Student/Parent and teacher will sign WSLP indicating adequate progress. If adequate progress is not made, an intervention plan will be agreed upon.

Nutrition Services

Mr. LJ Klinkenberg, Director 559-4506

Breakfast/Lunch

School breakfast and lunch are available to all students enrolled in school. Meals are served daily, including conference and early release days. Cost is as follows:

Elementary Lunch	\$2.70	Reduced (K-3 No Fee)	\$.40
Elementary Breakfast	\$1.65	Reduced	No Fee
Milk or Juice	.65		
Extra entrée (main dish)	1.50		
Secondary School Lunch	\$3.20	Reduced	\$.40
Secondary School Breakfast	\$1.75	Reduced	No Fee
Milk or Juice	.65		
Extra entrée (main dish)	1.75		
Ala carte/Salad Bar	2.50		
Adult Lunch	\$4.00	Breakfast	\$2.50

Students are encouraged to pay ahead for meals. Please make checks payable to **Home Works!** and include your child’s name on the check. Reminders are sent home when a student’s account is low. As a convenience, parents can add money to their child’s food

service account online through the Skyward Family Access parent portal they currently use. We have contracted with RevTrak, a national credit card payment processor, to provide a secure site for making payments. Parents can make payments online any time of the day. If your child's food service balance is low, it only takes a few minutes to add money to it using their VISA, Discover or MasterCard credit or debit card. A link to Family Access can be found on the school district's website at <http://www.cheneysd.org>.

If your child has a food allergy, it must be listed on the child's school health form and a note sent to the district nurse. A physician's note or signature is required for diet modifications.

Safe Celebrations

Cheney Public Schools has a district policy involving classroom parties and school-wide events. Under this policy, treats that are high in sugar and calories will no longer be offered to students during school hours. Examples of treats that will no longer be consumed as part of classroom celebrations include candy, cake (including cupcakes), regular fat potato chips, soda and other sugar-based drinks.

Your child's classroom teacher has established his/her own classroom policy for recognizing student birthdays and celebrating holidays. Please check with your child's teacher for more specific ideas on how you can contribute to these fun and time-honored celebrations. In addition:

- All food and/or beverage intended for group consumption during the school day will be screened by school personnel in the school office before distribution in the classroom.
- Food designated for group consumption by students during the school day shall be free of nuts, nut products, and shall not be manufactured in a plant that processes nuts.
- All food brought into the school for group consumption by students during the school day will be commercially prepared and clearly labeled with ingredients. **Please read labels carefully before bringing to school.**

Please be assured we are not against celebrations. We simply need to ensure our students remain safe at school. Thank you for your understanding and cooperation.

School Closure

When Cheney Public Schools are **closed** for any reason, **Home Works! will be closed** and when Cheney Public Schools are running a late start due to weather, Home Works! **will** be running a late start. We will start at 10:30 with the 2nd class of the day.

The districts **automated messenger system will notify all families** in the case of school closure or a late start. The **district website** is also **updated** to report any school closures.

- **Indoor Recess** will occur due to inclement weather. When the temperature is 15 degrees or lower including the wind-chill, we will have indoor recess.

School Website

Our school website is a useful resource. You can find many forms, resource links, a school calendar and announcements there. Please visit the school website (www.cheneysd.org) and become familiar with the resources and information.

Special Education Services

If a student wishes to access Home Works! and is eligible for IEP services those services will be provided at their neighborhood school. The Home Works! staff will partner with Student Support Services and neighborhood school to establish a meeting at which time the team will discuss the best supports and services for the student.

If it is determined that a student qualifies and is in need of services, Home Works! will coordinate with Student Support Services and the home school of that student to provide the student access to the needed services. In order to serve students with IEPs (Individual Education Plan), Home Works! will coordinate with Student Support Services and the IEP team to determine the best method of meeting the student's needs.

Volunteering Opportunities

We love to have help at lunch/recess if your time allows, please sign-up at the attendance table for available dates. We also have a parent group that volunteers their time to schedule field trip twice a month. Please contact the office if interested.

WINGS - Data Management System (Appendix E)

To facilitate our compliance with state law, we use an online data management system called WINGS.

WINGS has student schedules, announcements/news, registration, curriculum library, field trips and a directory of Home Works! families. Each family is asked to login to WINGS to select which contact information they would like made available. The default is "private" with no contact information available. Contact information from WINGS should not be used for any commercial purpose.

Written Student Learning Plan (WSLP)

The Written Student Learning Plan is the road map for your student's education for the year. It is completed online in WINGS. Parents/students work with their teacher to design it yearly for each child.

The WSLP should list any of the specific materials you intend to use as curriculum and must include the core curriculum:

- WSLP needs to include English-Language Arts, fine arts, history, science, math, and physical education. Electives and world language may be added.

- State law requires all full-time K-8 student to participate in PE each year (100 minutes each week).
- It is recommended that 4th and 5th grade students review Growth and Development & HIV/AIDS content
- State law also requires that students complete a Washington State History class between 7th and 12th grade. Many students choose to meet this requirement in their 7th or 8th grade year before transitioning to high school.

Your certificated teacher will work with you to determine how these requirements fit into your student's WSLP.

NOTE: Religious Instruction may not be included in the WSLP or used to support the minimum education hours as these hours are considered "public school hours" (time in school funded by public funds). Families may purchase and use any materials they choose for hours not counted toward the minimum education hours each week.

Non-Discrimination Policy

Cheney Public Schools does not discriminate in any programs or activities on the basis of sex, race, color, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, economic status, pregnancy, familial status, marital status, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, and provides 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.

Title IX/Chapter 28A.640 Officer/Civil Rights Compliance Coordinator/ADA Coordinator Mr. Sean Dotson, Associate Superintendent, 12414 S. Andrus Rd., Cheney, WA 99004. Phone: (509) 559-4550. Email: sdotson@cheneysd.org
 Section 504 Coordinator Ms. Robin Andrus, Director, Student Support Services, 12414 S. Andrus Rd., Cheney, WA. Phone: (509) 559-4507. Email: randrus@cheneysd.org

Harassment, Intimidation, and Bullying Prevention

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

1. Physically harms a student or damages the student's property.
2. Has the effect of substantially interfering with a student's education.

3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
4. Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

The District will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the District will seek partnerships with families, law enforcement and other community agencies.

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The District will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member. School district Form No. 109, Discrimination/HIB Incident Reporting Form, is available at each school site, on which a written report can be submitted.

Inquiries regarding compliance may be directed to the school district's compliance officer, Mr. Sean Dotson, Associate Superintendent, 12414 S. Andrus Rd., Cheney, WA 99004. Phone: (509) 559-4550 Email: sdotson@cheneysd.org

Appendix A

Assessments at Home Works!

The Common Core State Standards require a practical, real-life application of knowledge preparing Washington students for success in college, work and life.

STATE ASSESSMENTS

Smarter Balanced Assessment (SBA) 3rd – 8th grade (ELA & Math) Full-time

Each spring, third through eighth grade students in Washington State take an assessment called the Smarter Balanced Assessment. These assessments measure a student's progress toward college and career readiness in Mathematics and English Language Arts.

Washington Comprehensive Assessment of Science (WCAS) 5th & 8th grade (Science only) Full-time

In addition, fifth and eighth grade students take the Washington Comprehensive Assessment of Science (WCAS).

These assessments are important because teachers and administrators use the results to make decisions regarding curriculum and instruction. In addition, these assessments determine whether or not public elementary and middle schools in Washington meet federal requirements.

Measures of Academic Progress (MAP)

MAP is used by our educational staff to determine student strengths and areas of need as well as individual student growth over time in the areas of reading and mathematics. MAP testing takes place up to three times a year and results are shared with parents at progress meetings.

Developmental Reading Assessment (DRA)

DRA is used by our educational staff to determine student strengths and areas of need as well as individual student growth over time in the area of reading. DRA testing takes place up to three times a year and results are shared with parents at progress meetings.

Cognitive Abilities Test (COGAT) Offered upon request.

This is an assessment to determine if your child qualifies for highly capable programming options. It can be administered at any time during the school year and takes about 2-3 1-hour sessions. The assessment covers verbal, quantitative, and non-verbal skills. The results will be used to inform best strategies for teaching your child and enrichment opportunities offered in the district.

Appendix B

Attendance

Students participating in the Home Works! Program are **expected to complete weekly contact requirements with a teacher**; however illness, emergency, and other family situations will sometimes arise. Email, or phone contact options can be utilized each week in which there is an emergency or extended absence, even if your student usually has fact-to-face contact with the certificate teacher.

- **Students responsibility** to make contact with their teacher each week
- The second unexcused contact will result in a phone call from your teacher and an intervention plan will be put in place.
- The third missed contact will affect your students' monthly progress review
- Four weeks of missed contact time will result in the student being withdrawn

If you know ahead of time that you will be gone, please email, send a note or call the office with the dates you will be gone.

Monthly Progress Review

Satisfactory or Unsatisfactory

The consultant will make a determination of overall satisfactory or unsatisfactory progress based on WSLP goals, accomplishments, samples of the students work and unexcused attendance. This will happen during the monthly progress review.

- If a student is determined to have made unsatisfactory progress for a month, the state requires an intervention plan to help the student meet progress within 5 days.
- Unsatisfactory progress two months in a row, the consultant will evaluate the WSLP to see if further intervention will be put in place.
- Unsatisfactory progress on the third month, the student will be withdrawn from the program per state laws.

Appendix C

Curriculum Instructional Materials

In accordance with WAC 392-121-182, through Curriculum and Instructional Support, Home Works! provides materials “consistent in quality” with those available to the general population of students’ within the district. Instead of dictating the specific materials a student may use, Home Works! allows parent to work with the consultant to choose the materials most appropriate for their student. **Home Works! does not purchase consumables.**

Materials that require or include religious instruction may not be purchased with public funds. In addition, the time that each student spends in support of the written learning plan goals must be free of religious instruction, as these hours are considered “public school hours” (time in school funded by public funds). Families may purchase and use any materials they choose for hours not counted towards the minimum educational hours each week. These materials will not be included in the WSLP.

Lost non-consumable items will be assessed a fee and need to be paid for with private funds. To comply with legal requirements, the parts of any broken non-consumable items need to be returned to Home Works!

Consumables	Non-Consumables
Workbooks	Teacher Edition of textbooks
Any books that are written in to enhance learning	Teach equipment (i.e.; microscopes, Math Shark)
Art Supplies	Reference books
Science kits with materials that are depleted	Math manipulative
	DVDs, CDs and any software

Appendix D

WINGS Instructions (URL: www.wingsnw.com)

Username and Password:

Username: last name (all lower case)

Password: changeme (all lower case)

Parent/Guardian may change their password under the “Preferences” link.

Attendance: The office will enter is daily.

Documentation tasks completed using WINGS: The consultant and parent creates and approves the written student learning plan (yearly).

Progress documented in WINGS: The consultant will enter this monthly.

Resources available using WINGS: curriculum library, news, calendar items, classes, field trips and a family directory

Student Contact: The cert. teacher/consultant will enter this for the week, if attendance has not been met by attending class. The student will email his/her consultant/teacher for that missed class.

Notes: