
Marshall Alternative Program

Administrative Code

Updated: 3/13/13

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This updated Code was approved at 3/13/13 MAP Parent Meeting

Contents

Overview	1
Organizational Structure.....	2
A. Class Arrangement and Placement of Students	2
B. Teacher Selection.....	2
C. MAP Council	2
Council Makeup	2
Council Responsibilities.....	3
Policies and Procedures	5
A. Parent Involvement	5
B. Enrollment and Orientation.....	6
Enrollment Mission	6
Enrollment Criteria.....	6
Information and Orientation.....	6
Application Enrollment Agreements:.....	7
C. Elections.....	8
MAP Council parent representatives:.....	8
MAP Council student representatives	8
D. Decision Making	8
E. Grievance Procedure.....	9

Overview

The Marshall Alternative Program (MAP) is a district-wide middle school magnet program housed at Marshall Middle School consisting of approximately 55 students and two teachers. MAP teachers, students, and parents work together as a team to help students achieve their full potential.

Students normally enter in their first year of middle school, 6th grade, and stay through their 8th grade year. All three grades work together in the same classrooms for much of the day. The curriculum objectives are similar to all Olympia middle schools, but arranged in a 3-year cycle so all students experience the entire curriculum with minimal overlap during their middle school career. MAP students register in math classes with students from across Marshall Middle School and also have the option to participate in school-wide enrichment classes such as band, orchestra and choir.

Students are encouraged to examine personal learning styles and build on their strengths while exploring all learning methods. Much of the learning is experiential in nature, and many units of study are designed to integrate disciplines within the curriculum. Students set academic goals and frequently review their achievements. MAP emphasizes critical thinking and self-assessment along with narrative assessments provided by MAP faculty.

MAP is a community where students discover a lifelong love of learning, and build relationships that last a lifetime.

Organizational Structure

A. Class Arrangement and Placement of Students

The MAP program has reduced grade level designations for students. The rationale for this approach is to:

1. Allow students to progress through the curriculum at their individual developmental rates.
2. Provide a model of students being valued for where they are in their developmental level of learning, not their grade level.
3. Break down grade divisions within a classroom.
4. Permit children to be exposed to skill areas when they are developmentally ready.
5. Reduce competition with peers, but validate competition with oneself.

B. Teacher Selection

Teachers for the MAP program are hired by the Olympia School District. When an opening occurs, the position is posted and all interested teachers apply according to regular district procedures. While actual selection and hiring is done by the school principal and school district administration, representatives from the MAP parent/student/teacher group may have an opportunity to participate in the interview process with teacher applicants. Special consideration is given to finding candidates who feel compatible with the program philosophy and goals and have experience with teaching methods most suitable for this program.

C. MAP Council

The MAP organization is coordinated by a MAP Council made up of parents, students and a teacher representative. MAP parent officers serve from July 1 to June 30 for up to three years. Student representatives serve for one year, beginning with the start of the school year. Meetings are open to all parents and students who wish to participate.

Council Makeup

1. Parent meeting facilitator
2. Secretary
3. Treasurer
4. Fundraising Chair
5. Teacher representatives
6. Student representatives (four total; one per "grade level," plus an additional student)

7. Enrollment chair
8. Marshall Community Council representative
9. Communications
10. Field School Coordinator(s)
11. Mini-course Coordinator(s)
12. Garden Coordinator
13. Volunteer Coordinator

Council Responsibilities

1. General duties of each Council member:
 - a) Attend all MAP Council meetings. If unable to attend, make sure issues surrounding your position are covered by someone else.
 - b) Work as a body to coordinate MAP Council activities.
 - c) Coordinate nominations and elections of new Council members.
 - d) Review and approve annual budget, subject to ratification by MAP parents.
 - e) Draft program policies and procedures, subject to ratification by MAP parents.
 - f) Serve as part of a resource pool for mediation of grievances from families. (See Grievance Procedure, p. 9)
 - g) In the event of an unforeseen need, the MAP Council has the authority to allocation funds for any expenditure deemed appropriate.
2. Council member duties by position:
 - a) Parent Facilitator
 1. Sets agenda and facilitates parent meetings.
 - b) Secretary
 1. Prepares and electronically distributes MAP Council meeting notes.
 2. Prepares and electronically distributes monthly parent meeting notes.
 3. Acts as MAP archivist, keeping a file rosters, evaluations, committee reports, news clippings, and public relations materials.
 4. Retains and updates the policies and procedures of the MAP.
 - c) Treasurer
 1. Disburses funds.
 2. Retains financial records.
 3. Prepares preliminary annual budget for MAP Council review.
 4. Develops and updates financial policies of program for Council approval. Keeps all records of such policies.
 5. Develops and maintains systems and policies for handling fundraising activities in regards to ticket sales, money handling and accountability.
 6. Prepares a financial report for monthly Parent and MAP Council meetings, and prepares a synopsis of this as needed for publication.
 - d) Fundraising Chair
 1. Proposes and coordinates annual fundraising activities for MAP Council review.
 2. Presents fundraising plan for school year to parents at Parent Meeting.
 3. Reports on progress of fundraising activities at Parent meetings.
 - e) Marshall Community Council Representative
 1. Attends Marshall Community Council meetings as the representative of the MAP Council.
 2. Keeps the MAP Council informed of Community Council activities, and brings MAP Council concerns and positions to the Community Council.
 - f) Teacher Representative(s)
 1. Keeps the MAP Council informed of class, curriculum and overall needs of the MAP community.
 2. Creates agenda for MAP Council meetings.

3. Leads and facilitates MAP Council meetings.
 4. Maintain checkbook and disperse funds.
- g) Student Representatives
1. Keeps the MAP Council informed of the needs and concerns of the student community.
 2. Consults with the student community on a regular basis, and in an organized manner, in order to communicate their needs and concerns to the MAP Council.
 3. Informs the student community of the actions and policies of the MAP Council, to ensure those students are an informed and effective part of the MAP community and its governance process.
- h) Field School Coordinator
1. Consults with MAP teachers to plan field school options that connect to the year's curriculum theme.
 2. Proposes Field School (FS) ideas to MAP Council and, later, at a parent meeting.
 3. Working within budget parameters established by the Council, researches and secures lodging, transportation and curriculum-related activities
 4. Establishes the following committees:
 - i. Curriculum: Works with the teachers to research and create itineraries; gives teachers background material about the places that will be visited for classroom & journal reflection pages and various writing and art assignments.
 - ii. Food & Beverage: Consults students to create menu that is sensitive to food-related concerns. Coordinates acquisition of food and sundry items through purchase, donation, etc. During Field School: coordinates packing of food, meal preparation, cooking and cleanup.
 - iii. Transportation: Organizes transportation of food, luggage and people to and from lodging site as well as to any other destination sites during FS. Provides maps, travel times, meeting places and other pertinent information drivers need to know.
 - iv. Chaperones: Recruits, organizes and communicates with parent chaperones, teachers and FS Coordinator. Facilitates a meeting with teachers and chaperones a few days before departure.
- i) Communications Coordinator
1. Develops and coordinates systems for communicating information to the MAP parent community.
 2. Meets weekly with teachers to prepare and send weekly updates to the entire MAP community
- j) Mini-course Coordinator(s)
1. Secures volunteers to offer semi-weekly courses.
 2. Assigns students to courses based on student preferences and teacher input.
 3. Arrange for transportation as needed for offsite courses.
 4. Arrange for materials as needed for courses.
 5. Ensure completion of paperwork as required by the District.
- k) Enrollment Chairperson
1. Maintains MAP's program waiting list and roster of currently enrolled students.
 2. Coordinates orientation of prospective parents.
 3. Maintains contact with prospective parents.
 4. Serves as contact for interested parents.
 5. Enrolls new and returning students.
 6. Provides carpooling and transportation information to parents.
 7. Arranges for classroom observations by interested parents and others.
 8. Works in coordination with ALKI and with Olympia School District, Marshall Middle School administration, MAP Council, MAP teachers and committees to facilitate fair, equitable and efficient enrollment procedures.
- l) Marshall Garden Coordinator
1. Oversee and coordinate student hands-on gardening activities (e.g., planting, tending, harvesting, cooking) through MAP minicourses and as arranged with other Marshall teachers.

2. Facilitate maintenance of the garden, greenhouse, shed, tools and supplies in coordination with the principal and through actively soliciting Marshall parent volunteers.
 3. Attend Marshall Community Council (MCC) meetings as needed.
 4. Maintain financial records and data on all activities/participants/production.
- m) Volunteer Coordinator
1. Acts as liaison between program, building and district to ensure all necessary clearances are attained for MAP volunteers.
 2. Works within the MAP program with teachers, other Council members (e.g., Field School Coordinators, Garden Coordinator, Fundraising Coordinator, Mini Course Coordinator, Enrollment Chairperson) to recruit volunteers.

Policies and Procedures

A. Parent Involvement

1. Parent involvement is vital to the successful operation of the Marshall Alternative Program (MAP). This is based on the assumption that parents have the right and the responsibility to be actively involved in their children's education. Parents of MAP students have, as a condition of admission, committed to work within the program.
2. Parents can help in various ways according to both program needs and parent abilities:
 - a. Parents can assist in the class where needed, such as: one-on-one tutoring; teaching a mini course; helping with class projects in writing, art, cooking, or science, and; driving/arranging for field trips; arranging for guest speakers; and assisting with 8th Grade Projects.
 - b. Parents can assist out of class by coordinating field trips, finding guest speakers, shopping for class needs, making learning materials and games, constructing classroom furnishings and setting up construction projects for children.
 - c. Parents are encouraged to volunteer for other projects throughout Marshall Middle School, such as volunteering in another classroom, for the theater production, in the garden, etc.
 - d. Parents can also help outside of class by serving on the MAP Council or one of its committees, such as Fundraising or Enrollment.
3. Parent meetings are held monthly in the MAP classroom.
 - a. One parent from each family is expected to attend each month.
 - b. The parent meetings provide an opportunity to share views and concerns; to provide input on Council policy development; to learn about program or school events, activities, and needs; to meet with teachers, and committee chairs, and; to get to know other parents. Students who wish to participate in the meeting discussions are welcome.
 - c. The MAP Program delegates routine decision-making authority to the MAP Council. The Council consults on major issues and reports its decisions at the monthly parent meetings.
 - d. All decisions made by the MAP Council or its committees are open to review by the parents as a whole.

B. Enrollment and Orientation

Enrollment Mission

1. MAP is a voluntary program that draws students from across the Olympia School District and seeks to create a community of learning that actively involves students, parents and teachers. We value diversity and are open to students of all abilities.
2. To create this diversity and enrich the learning environment, the Enrollment Committee recognizes the importance of and welcomes students of a variety of developmental stages, learning styles and physical and academic abilities.
3. The kind of classroom we want to create will best serve students who meet the following criteria:
 - a. Desire to be in MAP;
 - b. Desire to learn;
 - c. Are involved;
 - d. Are respectful and accommodating to the learning of others;
 - e. Can implement their own learning proposals; and
 - f. Work at self-discovery and social skills.
 - g. Additionally, parent involvement is critical to the success of MAP; the expectation is that all parents would want to participate in some manner to assist the education of their child.

Enrollment Criteria

1. Teachers will review enrollment requests and will work with families to assure the decision to enter the MAP lottery is a good choice for the child (in accordance with the above criteria c. i.-vi.).
2. In-district applicants have priority over out-of-district applicants.
3. Returning MAP students who have submitted re-enrollment forms have priority over new applicants.
4. Applicants who are siblings of *former or* returning students have priority over other applicants.
5. Every effort will be made to maintain balance of grade levels within the MAP program.
6. Applicants on the waiting list from *the* previous year's lottery will be placed at the top of the current year's lottery unless no longer interested.
7. After satisfaction of the above criteria, selection is made according to position in the enrollment lottery.
8. If space is available, late applications will be considered.

Information and Orientation

- a. In the winter, the MAP Enrollment Chairperson will coordinate all enrollment activities, deadlines and the exact lottery date with the ALKI program's Enrollment Chairperson. MAP and ALKI use a shared application and lottery process. The Olympia School District and Jefferson's JAMS program may also be involved in this meeting and subsequent parent orientations.
- b. Information about MAP, including a description of the program and dates of the information meetings shall be provided to all 5th grade families in the Olympia School District. The deadline for application to the MAP program will be published and included on the application form.
- c. Information meetings are planned by the Enrollment Committee and typically include presentations by MAP teachers, parents and students.
- d. Prospective students and their families must attend an information meeting in order to be included in the lottery.
- e. Families of returning or former students are also required to attend an information meeting for any incoming sibling.
- f. Application packets will be available at the information meetings and prospective families may have the option to sign up for a visit to observe the MAP classroom during school hours.

- g. MAP will maintain a waiting list. All applications for admission will be tracked by the Enrollment Chairperson, and applicant's names, addresses, phone numbers, and all relevant student information will be processed by the MAP Enrollment Committee.
- h. The MAP Enrollment Committee, working with the teachers and other MAP officers, will determine the number of returning students by the application deadline. MAP families are required to register their intent to return in the fall, or they will be considered new applicants.
- i. After the deadline for application has passed, applicants who meet the enrollment criteria will be placed in the lottery pool.
- j. Late applicants will be prioritized on a first-come, first-served basis, and will not be part of the spring lottery.
- k. The lottery will be held in the presence of one of the Marshall Administrator, one of the Reeves Administrators, a MAP teacher, an Alki teacher and a member of the Enrollment Committee.
- l. Applicants will be notified, within one week of the lottery drawing of their enrollment position.
- m. Selected applicants will have 2 weeks to accept their place in MAP.
- n. The Enrollment Committee shall provide the Marshall Principal and the relevant school district office with the names of all returning and enrolling students, as quickly as possible.

Application Enrollment Agreements:

- a. For each applying student: a parent or guardian must sign the MAP Parent Agreement in order for their student to be admitted (or re-admitted) into the MAP program. Failure to abide by the Parent Agreement and other requirements outlined in the MAP Administrative code shall be grounds for not inviting a family back into MAP the next year. The Parent Agreement shall contain requirements consistent with the MAP Administrative Code.
- b. Parents or guardians entering MAP must agree to the following:
 - i. I have selected MAP because I think this program is a good academic and personal choice for my child.
 - ii. I will help my child work toward achieving the academic and personal goals she/he sets with the MAP teachers and me.
 - iii. I understand that consistently maintaining appropriate classroom behavior is a condition of continuance in MAP.
 - iv. I will provide supportive counsel to my child if experiencing behavioral difficulties.
 - v. I will maintain ongoing communication with the MAP teachers.
 - vi. I will participate in the MAP parent group by reading and following the MAP Administrative Code, attending required meetings, and supporting MAP activities.
 - vii. I understand that MAP's success is contingent upon parent participation in and outside the classroom and in other support activities.
 - viii. I will be an active participant in my child's education.
 - ix. All students applying to MAP must sign the Student Agreement in order to be admitted (or re-admitted) into the program. The Student Agreement commits the student to: working with the MAP community, realizing program goals, and abiding by the MAP Contract (see 8. Below). The Student Agreement shall contain requirements consistent with the MAP Administrative Code.
- c. Students entering MAP must agree to the following:
 - i. I will fully participate in the development of the MAP Expectations Contract and abide by its terms once developed.
 - ii. I understand that consistently maintaining appropriate classroom behavior is a condition of continuance in MAP.
 - iii. I have selected MAP because I think this is a good academic and personal choice for me.
 - iv. I will work toward achieving the academic and personal goals I set with my parents and teachers.

- v. I will help create a climate where my MAP classmates and I can work together to develop a sense of community in our program and in Marshall Middle School.
 - vi. I will work with my MAP classmates toward the goals we set for the program.
1. Students and families expressing a desire to leave the program must meet with the teachers to discuss the needs and options.
 2. Students and parents who have left the program and are re-applying to MAP must meet with the teachers to create an Individual Action Plan:
 - a. To set expectations of student and teachers
 - b. To deal with any unresolved issues
 - c. To design an explicit plan for success to be signed by the student, parents and teachers
 - d. To set an evaluation meeting after 30 days
 3. The MAP Expectations Contract:
 - a) The MAP Expectations Contract is a working document that is reevaluated, updated, and approved by students on a yearly basis.
 - b) The Contract commits the student to meet the student community's expectations for readiness and willingness to learn, to abide by collective student decisions, and to uphold standards of mutual respect and mutual aid.
 - c) The Contract shall be reviewed yearly by the MAP student community and submitted to the MAP Council.
 - d) More?

C. Elections

MAP Council parent representatives:

- a) MAP Council member terms run for 12 months, from July 1 to June 30. Officers may opt to serve additional years. Specific Council positions with descriptions are specified in Section One-C (Organizational Structure, MAP Council)
- b) Nominations, including self-nominations, will be requested at a spring parent meeting. If there is more than one parent nominated for a position, elections will be held at a later spring parent meeting.
- c) Elections needn't be held for uncontested races. The sole nominee is automatically seated. Any vacant position, or position for which there are no nominees, shall be filled by a MAP parent appointed by the MAP Council.

MAP Council student representatives

- d) The MAP student body elects its student representatives. One student from each grade level shall be elected, plus an additional student, or four in total.
- e) Elections are held as near to the start of the school year as possible, and student representatives serve ~~serve~~ for the school year or until a replacement is needed.

D. Decision Making

1. Other than elections, decided by majority vote, all MAP decision making shall be by consensus whenever possible, including parent meetings, classroom meetings, committee meetings and MAP Council meetings. Consensus decision making can be the foundation for an active, unified and effective organization.

2. If a matter of an urgent matter needs to be decided and consensus cannot be reached, the meeting facilitator may call for a majority vote to decide an issue.
3. Consensus is understood to mean general assent, and not necessarily unanimous agreement. Consensus decision making is a process for arriving at the best decision, with the greatest unity. Minority positions should be respected, and explored for perspectives and possibilities not considered by the majority. Minority positions, after having been respectfully accepted and understood, should stand aside if the majority remains unswayed.

E. Grievance Procedure

For any unresolved problem between or among MAP members regarding the operation of the MAP program, the following steps should be followed and overseen by the MAP Council, with documentation as necessary.

1. Make every effort to resolve the problem at the lowest level by the most direct and informal means. Go first to the individual(s) involved. Try to resolve the problem on a person-to-person basis. If the conflict involves a student, their parent(s) will be notified before attempting to resolve the conflict with the steps outlined below.
2. If the problem remains unresolved, parties involved may choose a mediator. If they are unable to agree on one, the MAP Council will appoint a mediator.
3. If an outside mediator is used, the MAP Council will coordinate this process. Parties involved will agree to a time period for resolution.
4. If the problem still cannot be resolved, a grievance committee consisting of one teacher, one Council member, one MAP student and two parents appointed by the MAP Council from the MAP program at large will review the grievance and make a written decision. Copies will be given to the individual(s) involved, to the council and to the Principal.
5. If all parties accept the decision, the MAP Council will oversee compliance. If all parties do not accept the decision, the individual(s) initiating the grievance may appeal at a meeting with the Principal, a previously involved MAP Council member, and a third person appointed by the Council. This committee of three will review the process and make their written decision as to the outcome of the appeal.
6. If the grievance is not resolved through this process, School District No.111 has a grievance procedure that may be used.