

# HomeLink Handbook



**Welcome to HomeLink. We pride ourselves in providing a unique partnership of public school experiences for students and their families who are choosing to homeschool.**

**We operate under the direction of Lake Stevens School District and the [Office of the Superintendent of Public Instruction](#) with adherence to rules, policies and guidelines addressing [Alternative Learning Experiences](#).**

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# HomeLink Program Guidelines

## **BELIEF STATEMENT**

We believe that parents have the ultimate responsibility for their children's education. Parents have a right to partner with public education programs to help them provide a quality education for their children in a safe, professional, family-friendly environment.

## **MISSION STATEMENT**

Our mission is to partner with parents and schools by offering access to educational opportunities that enrich, expand, or promote a child's learning experience.

## **PROGRAM DESCRIPTION**

HomeLink Parent Partnership is a public school option for Kindergarten through 10<sup>th</sup> grade students. We serve families dedicated to taking an active role in the education of their children. K-8 students are encouraged to attend courses to complement Home School instruction. K-8 students may enroll in as little as two courses per week, while others are enrolled as full-time public school students who invest 29 hours per week depending on grade level. Students who wish to join HomeLink must have 90 days of documented, successful homeschooling in the last two years to be eligible to join the program. Students who do not meet that eligibility may enroll provisionally for 90 days (see the link regarding our Mentor Program). HomeLink operates under the Alternative Learning Experience rules and guidelines through OSPI.

<http://www.k12.wa.us/ALD>

## **HIGH SCHOOL AT HOMELINK**

At this time, HomeLink cannot offer a full pathway to graduation. Students in grades 11 and 12 may enroll in Running Start through Everett Community College. Please see the HomeLink Counselor for enrollment information. Students also have access to Sno-Isle courses.

## **NON-DISCRIMINATION & SEXUAL HARRASSMENT POLICY**

Lake Stevens School District complies with all State and federal rules and regulations and does not discriminate on the basis of race, color, creed, national origin, gender or disability. This policy is true for all students interested in participating in educational programs and/or extra-curricular activities. Inquiries regarding compliance and/or grievances may be directed to the school District's Title IX RCW 28A.640 Officer, section 504 Coordinator and/or ADA Coordinator.

# HomeLink Contact Information

8220 24th Street SE

Lake Stevens, WA 98258

Phone: 425-335-1594 Fax: 425-397-7516

[www.lkstevens.wednet.edu/homelink](http://www.lkstevens.wednet.edu/homelink)

HomeLink/OAR Principal & ALE Administrator

Tina Vinnick 425-335-1623

## STAFF EMAIL:

|                 |  |                   |
|-----------------|--|-------------------|
| Tina Vinnick    | <a href="mailto:tina_vinnick@lkstevens.wednet.edu">tina_vinnick@lkstevens.wednet.edu</a>       | Principal         |
| Jen McPhee      | <a href="mailto:jen_mcphee@lkstevens.wednet.edu">jen_mcphee@lkstevens.wednet.edu</a>           | Head OP/Registrar |
| McKenzie Harsin | <a href="mailto:mckenzie_harsin@lkstevens.wednet.edu">mckenzie_harsin@lkstevens.wednet.edu</a> | Counselor         |
| Rebecca Malean  | <a href="mailto:rebecca_malean@lkstevens.wednet.edu">rebecca_malean@lkstevens.wednet.edu</a>   | Paraeducator      |
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| Sarah Walles    | <a href="mailto:sarah_walles@lkstevens.wednet.edu">sarah_walles@lkstevens.wednet.edu</a>       | Teacher           |

## All teachers hold Washington State teacher credentials

Please call the main office to set up appointments with Ms. Vinnick.

For all other staff, please set up appointments via email, or by calling the main office to reach them.

# HOMELINK ENROLLMENT

## STUDENT ENROLLMENT PERIOD

- HomeLink is open to enrollment on an ongoing basis.
- HomeLink student enrollment is only accepted prior to Spring break.

## COURSE ENROLLMENT REQUIREMENTS

Students must enroll in a minimum of 2 classes and may enroll in a maximum number of hours as listed below and on the HomeLink schedule:

- Kindergarten - 14 hours
- 1st grade - 8th Grade - 27.75 Full Time Enrollment Hours(FTE)

## ENROLLING A KINDERGARTEN STUDENT

A kindergarten enrollee must meet the criteria for entering public school. Meeting the 90-day previous homeschooling requirement is not required. There are specific age requirements mandated by State and District policy for entry into school. Students under the age of 5 prior to September 1st cannot enroll in classes or participate in classes (unless they are invited to participate as a sibling, at teacher discretion). [Board Policy 5035](#)

## 90 DAY MENTOR PROGRAM

Families who desire to be part of HomeLink, but have not satisfied 90 days of homeschool experience in the last 2 years are still able to enroll in the program. The guidelines for the program can be found in Appendix A.

## OUT OF DISTRICT VARIANCE - CHOICE TRANSFER

Students who live outside of the LSSD boundaries may enroll at HomeLink. After you have contacted the HomeLink registrar, visit your resident School District office and request a Choice Transfer.. Students must have an approved Choice Transfer (variance) on file with the district office prior to starting classes. **This must be renewed annually.**

## PART TIME ENROLLMENT

Students may enroll part-time under homeschool status by completing the [Declaration of Intent to Homeschool](#) . Families work with staff to create a Written Student Learning Plan (WSLP). HomeLink cannot provide special education classes. If your child requires Specially Designed Instruction, as outlined in and IEP, we will partner with your LSSD resident school to provide services. This will be discussed further at the WSLP meeting.

## WRITTEN STUDENT LEARNING PLAN

Per District Policy, parent(s) or guardian(s) must participate in the development of their child's WSLP. Families are an integral part of the HomeLink program and are encouraged to supervise homework, extend learning at home through engaging learning activities, assist students with advocacy, time management and long term goal setting. The parent and student meet with and communicate with the student's advisor to review and update the WSLP and to build a program to meet student needs and interests.

## DUAL ENROLLMENT

### PRIVATE SCHOOL:

- According to state guidelines, students may not be enrolled in public and private school entities simultaneously unless a course is unavailable within the private entity.

### WITHIN LAKE STEVENS SCHOOL DISTRICT:

- Students may have access to LSSD courses, within their school of residence that are not offered at HomeLink, if space is available. There will be no schedule modifications made to enable school participation outside of HomeLink. Students who attend HomeLink on an out of district variance, may not attend classes at other schools within LSSD or within their resident school district.
- Obtain a course request at resident school form from office if you are interested in attending another school. There is no guarantee that HomeLink students will be admitted to other schools

## VOLUNTEER WSP BACKGROUND CHECK

**Every adult** on campus is considered an on-site volunteer and is **required** to complete a [Volunteer Application](#) on the District website for a WSP Background Check before volunteering in any capacity with children or being in proximity of students at HomeLink. This is a policy for **all** parents, guardians and adults helping in Lake Stevens schools and is in place for the safety and security of all people at HomeLink.

## DISTRICT & ALE REQUIRED ENROLLMENT FORMS

The following items are required **1 WEEK BEFORE** a student can attend class:

- APPROVED CHOICE TRANSFER, IF OUT OF DISTRICT
- A SIGNED SIGNATURE PAGE
- A SIGNED STATEMENT OF UNDERSTANDING
- ALL REQUIRED PAPERWORK: BIRTH CERTIFICATE, IMMUNIZATION, SCHOOL RECORDS.....
- DECLARATION OF INTENT TO HOMESCHOOL - if Part-time status
- A WRITTEN AND SIGNED WRITTEN STUDENT LEARNING PLAN (WSLP) TO BE COMPLETED AND SIGNED WITH STUDENTS ADVISOR AT MANDATORY REGISTRATION MEETING

## IMMUNIZATIONS - CURRENT BY AGE

A Certificate of Immunization Status is required for all students. *Immunizations by Age* requirements are available through the [Lake Stevens School District](#) or [Department of Health](#) website.

## HEALTH CARE PLAN

If your student has asthma, diabetes, seizures, uses an epi-pen or has been in the hospital within the last two (2) years, you need to complete a health questionnaire for our school nurse. A Health Care Plan with Doctor signature may be required for specific health issues. [Health Care Plans](#) can be found on LSSD website.



# COURSE POLICIES AND EXPECTATIONS

*HomeLink classes have attached hours that delineate number of minimum hours the student should be spending on each class per week. A class that meets once a week for an hour that is assigned 3 hours, comes with the expectation that the student will spend at least 2 more hours per week on that course at home.*

## CONFERENCES

It is required that families, including the student, meet with an advisor prior to the first day of school to create the student's schedule and subsequently the Written Student Learning Plan. Individual conferences/meetings with classroom teachers can be scheduled as needed throughout the year. Please contact the teacher directly, preferably via email, to schedule a conference/meeting

## STUDENT LEARNING TIME

Per Washington Administrative Code, all students are to meet weekly with a certificated staff member for the purposes of instruction, review of assignments, testing, reporting of student progress, or other learning activities. **Attending a class taught by a certificated staff member meets this purpose.** If your student misses class, direct contact between the teacher and student must take place within the week. Parents are invited to participate as well, but the two way contact must include the teacher and the student, per ALE rules.

## HOMEWORK

All classes have weekly assignments/enrichment opportunities to complete, beyond the work done in classes. When the teacher assigns homework, please be sure your child understands what the homework is and when it is due. It is recommended that you check with each teacher regarding specific homework expectations. It is expected that students will complete extended learning opportunities at home.

Assignments must be turned in on-time. Late assignments not submitted directly to the teacher can be turned into the teacher mailbox or online, as directed by the instructor.

For middle students, submitting late or incomplete work **will** affect course grades. Parents may discuss any homework-related issues with the teacher. In credit bearing classes, students may lose the opportunity to earn high school credit if there are excessive missing assignments

## CHROMEBOOKS AT HOMELINK

Homelink students are eligible to receive a LSSD issued ChromeBook for use during the year for students in grades 6-10 or are enrolled in online courses. A nominal insurance fee is optional. Families will receive information with regard to student eligibility. Families who choose to check out a Chromebook must complete the [District Chromebook forms](#) (and pay insurance fee) before the Chromebook will be issued. *HomeLink students must return their chromebook at the end of the school year.* Chromebooks may also be used in classrooms for various teacher directed lessons.

## **SKYWARD/FAMILY ACCESS - Student grades, assignments, progress, access**

Classroom teachers post grades in Family Access through Skyward. Students and parents are encouraged to use this resource [Skyward Link to Family/Student Access](#) to monitor classroom progress and check assignments. Instructions for Family Access can be found in Appendix B.

## **GRADING POLICY**

Elementary Grades are figured on a 4 point scale:

- 4: Exemplary
- 3: Meets standard
- 2: Approaching Standard
- 1: Not Meeting Standard
- N/A Not applicable

Middle school and high school students are graded on a standard scale:

|               |             |             |                 |
|---------------|-------------|-------------|-----------------|
| A : 93%- 100% | B: 83%-86%  | C: 73%-76%  | D: 63%-66%      |
| A-: 90%-92%   | B-: 80%-82% | C-: 70%-72% | D-: 60%-62%     |
| B+: 87%-89%   | C+: 77%-79% | D+: 67%-69% | F : 59% or less |

## **COURSE ADD/DROP POLICY**

Students seeking to add or drop a class must complete an add Add/Drop form located in the office. One form per student per semester.

**Credit bearing courses** dropped after 6 school days of each semester will result in an F on the transcript regardless of their current grade in the class (see drop date on Student calendar). Dropping classes has a pronounced impact on the overall operations of HomeLink. Students enrolled in Online courses will not be allowed to drop or withdraw from courses.

**Course add/drops** must be completed by posted deadlines on the HomeLink calendar.

- Students wishing to add a course after the first semester deadline must check with office manager to verify course availability.
- Students wishing to drop a class at second semester must complete the Add/Drop form within one calendar week of the start of the new semester.
- Completed form must include teacher initials, Advisor signature and Parent signature when returned to the office manager.

## **CERTIFICATE OF INDEPENDENCE**

- Students may earn a Certificate of Independence allowing continuing 6th-10th grade students to earn the privilege of being on campus independently IF they are in good academic standing and they continue to demonstrate responsible and respectful conduct on campus.
- The Certificate of Independence will be revoked for students who are not demonstrating academic success by earning 60% or higher in all courses.

- Parents must be on campus for any student who does not have a current Certificate of Independence. Students without a required adult on campus will be sent home. (refer to # 7 in operating guidelines).
- Students who are enrolled under the 90 day Mentor Guidelines must have a parent on site for the first 90 days of enrollment regardless of grade level.
- All HomeLink students, regardless of age, are expected to follow the rules for safe conduct and comply with staff and parent redirection. Please report any concerning behavior to the HomeLink Principal.

## **LEARNING PLAN ASSESSMENTS – MONTHLY PROGRESS**

Per State guidelines, students enrolled in ALE programs, shall have their educational performance evaluated ...at least once per month.” Staff will document whether the student is making satisfactory monthly progress and reaching the goals and performance objectives defined in the WSLP. Students must be passing all HomeLink classes at 60% or higher to receive a satisfactory determination This is not a cumulative record of progress, but rather a snapshot in time. If the student receives an unsatisfactory determination, an intervention plan will be developed by the teacher(s) of the class(es) where the student is struggling.\*If a student demonstrates issues with attendance, appropriate conduct, or fails to attend intervention meetings, it may be determined that HomeLink is not a good match and a conference to discuss improvement and/or alternate settings will be scheduled with the Program Administrator. **\*For the month of September, parents must email the advisor to acknowledge receipt of the monthly progress reports.**

## **STUDENT INTERVENTION PLAN**

Per WAC 392.121.182 (6), if the student's overall WSLP is listed as unsatisfactory for a given monthly review, an Intervention Plan designed to improve student progress will be developed by the classroom teacher and implemented **within 5 school days**. Throughout the subsequent month, increased contact and progress monitoring will be implemented.

- If the student continues to demonstrate a lack of monthly progress, a second and more comprehensive plan will be developed and implemented.
- If after a third month, the student does not demonstrate adequate monthly progress, a modification of WSLP will be instituted to ensure that student progress goals are being met.
- If student is still unsatisfactory after modification of WSLP they will be subject to a major change in their program, including the possibility of withdrawal from HomeLink as required by State ALE rules.

6th-10th grade students with interventions forfeit their Certificate of Independence, requiring a parent be on site

## **CHEATING/PLAGIARISM/ACADEMIC INTEGRITY**

Willful copying of another person's paper/project or published source with intent to present that work as one's own work without proper recognition of the original source (footnoting, quotation marks, etc.) constitutes a form of cheating and is considered to be misconduct. Collusion is working with others in a group without the instructor's approval. Sharing homework or answers is a form of collusion. Consequences for violation of academic integrity may range from failure to earn credit for the particular paper or project to loss of credit and removal from class.

## **HIGH SCHOOL CREDIT FOR SEVENTH AND EIGHTH GRADERS (optional)**

If a 7<sup>th</sup> or 8<sup>th</sup>-grade student plans to earn credit for a qualifying high school class the student and parent need to complete the *Request Middle School Coursework Transfer to High School Credit* form. Please note that not all classes are offered at HomeLink.

Classes offered include:

### 7<sup>th</sup> Grade:

- Algebra

### 8<sup>th</sup> Grade:

- Algebra
- Geometry
- Physical Science
- Spanish 1
- English 9 (if student qualifies)

*Pre-registration is held every June during end of year conferences for currently enrolled students. This saves your student's space in their preferred classes. Students who have district identifiers, such as Highly-Capable or IEP, will be allowed to register into core classes outside of listed grade bands to meet their unique academic needs.*

# ATTENDANCE POLICY

## Why Attendance?

**Every** absence, excused or unexcused, is a learning opportunity lost and can have significant impacts on a student's success in school and life. A student who misses 10% or more of their school days, which can mean just two days a month, for any reason, is considered chronically absent. Chronically absent students are more likely to fall behind academically and less likely to graduate from high school. Addressing chronic absenteeism and developing good attendance habits is a solvable problem for which we all share responsibility.

## STUDENT/TEACHER WEEKLY CONTACT

By enrolling in a HomeLink course, it is expected that students will attend class in person. STUDENTS must make 1:1 contact with each of their teachers weekly.

- Please schedule appointments, outside field trips and vacations outside of the days your child attends HomeLink. However, if this is unavoidable and you know your student will miss more than two days of classes, please complete a 'Prior Absence Approval' form and return to the office before the start of the absence period. Students are still responsible for weekly contact and missed assignments and classwork regardless of the reason for an absence.

Students who have excessive absences will require a conference and a plan of improvement will be developed to address concerns. Students who continue to accrue absences risk being dropped from HomeLink.

Two (2) absences from the same class in one month, five (5) absences from any combination of classes within one month, and/or three (3) absences from the same class in one quarter. Per RCW 28A.225, five (5) or more unexcused absences in one month, or ten (10) or more unexcused absences during the year qualify for probation and the possible filing of a truancy petition. Students with excessive absences due to documented health concerns will be referred for home hospital services.

## LEAVING SCHOOL EARLY

- If a student has reason to leave school during the school day, he/she must have parental permission. Parent must show ID and sign student out in the main office. This permission can be obtained with a note from the parent brought to the attendance office prior to the time of dismissal. If a student does not have a note, he/she must come to the attendance office and call a parent for permission to leave the campus. Upon returning to school, student must bring a parent-signed note.
- Students leaving school without first checking out with the attendance office may be considered truant. Leaving school for appointments or illness during the school day requires that students sign out at the attendance office before leaving or the absence will be declared unexcused.

## TRUANCY SANCTIONS

Excessive Truancy (5 plus days) may result in a Snohomish County Juvenile Office Referral under Becca Truancy Law and/or a removal from HomeLink per ALE rules and regulations.

# Campus Rules and Expectations

## CLOSED CAMPUS

- HomeLink is a **closed campus**.
- Students may not leave the building unaccompanied during the day and are not allowed to wander the Cavelero campus.
- HomeLink students should remain in the SE wing of the 1st floor, other than to get lunch
- To keep our academic focus, students are not permitted to be on campus for any longer than 30 minutes prior to the start and 30 minutes following the end of their classes.

## PHOTO ID BADGE

*All staff, students and parents are required to wear a photo ID Badge to be identifiable as belonging to HomeLink. If you forget your badge, please visit the SafeVisitor desk so you may be issued a temporary ID. If you lose your badge, a new ID can be created for you.*

## SUPERVISION AND SIGN-IN REQUIREMENTS

**All K-10th students, parents and visitors must check in when they arrive on campus each day.**

Remember to check out when leaving campus.

- **For safety, K-5 parents must escort their students into building.** Please do not drop your students at the curb or allow them to run ahead from the parking lot.
- Adults on campus must check in and out at the SafeVisitor desk.
- Students in grades 6-10 with their Certificate of Independence must check in and out when on campus.
- Non-enrolled siblings must be included in the daily check in process. Please provide sibling(s) names to the office to have them added to the daily check in/out process.
- Parents of K-5 students **MUST** be in the building when their students are present.
- If you must step away from your student(s) for a few minutes (phone call, pick up lunch etc) you must designate a Parent in Charge during your absence from the building. Please enter Parent in Charge pertinent information on clipboard.
- **Parent in Charge** - designates an adult on campus that may provide supervision on an occasional basis. This does not preclude parents from being on campus on a regular basis. HomeLink staff may not serve as Parent in Charge.
- Guests must have district approval prior to coming on campus by completing the SafeVisitor Volunteer Application available on the main school district website under the Community tab.
- Children not related to HomeLink students are not permitted on campus during the school day.
- **Mail Center** - Please check the family mail center on a regular basis to receive important information, missed classwork, etc.

## CAMPUS CONDUCT

Students are not allowed to run or play inside the learning areas. Please keep away from the stairways, refrain from climbing stair handrails. Running and roughhousing is **not allowed** in HomeLink classrooms and hallways..

## FLEX AREA/GATHERING SPACE

The flex area outside classrooms is designated as quiet space. This area is open to all students, parents and siblings.

- The Flex Area is the primary location designated for eating. Lunches are available for purchase in Cavelero cafeteria. Ask in office for details.
- The refrigerator is available for daily use, but not for long-term food storage.
- HomeLink doesn't supply cups and silverware, so please bring labeled cups or water bottles and silverware for your family's use and store them in the gathering room cubbies.
- Please bring toys and games for your family with you and take them home with you daily
- Please clean up after yourself, including wiping tables, throwing away all garbage or uneaten food, and sweeping or vacuuming the floor if necessary. Please remember to clean up the area before leaving.
- Black desk chairs need to be up on tables at the end of every day. Stackable chairs should also be stacked daily and placed against the wall closest to the cafeteria..

## SHARED CAMPUS - HOMELINK DESIGNATED AREAS & TIMES

Cavelero staff is trained to identify anyone on campus. Please have your ID badge on to make yourself easily identifiable as a member of HomeLink.

Parents and students must stay in designated Cavelero areas listed below. Please confirm with another parent if your child will be under their direct supervision and care.

- Outside Space:
  - HomeLink has been designated an area for play in the grassy space directly behind the SE parking lot and trail for supervised student and sibling use. Use the sidewalk to access this area.
  - HomeLink parent supervision is required to access the undercover area before and after Cavelero lunches. See Cavelero lunch schedule posted in Flex area.
- Indoor areas and hours:
  - **Entry to the cafeteria, vending machines, and hallways is only allowed during Cavelero posted lunchroom hours.**
  - Classes held in NE132 meet at a teacher designated area and students go to the NE wing classroom as a group.

## CAMPUS DRESS CODE

- **Applies to all HomeLink Students, Staff and Parents and Visitors**
- Students will remove hoods inside the building for safety and security purposes. Appropriate head covers may be worn for warmth and protection outdoors, and inside for religious reasons or special circumstances.

Items of clothing that are unacceptable for school include those that:

- Promote or glorify the use of alcohol, tobacco, drugs or gangs
- Portray, promote or encourage illegal actions, activities or substances
- Demean, harass, threaten, exploit or ridicule individuals or groups of people
- Contain profanity or refer to or depict obscene gestures, actions or messages
- Are tank tops unless covered by a shirt, sweater or jacket. (Sleeveless shirts are permitted as long as they cover the entire top of the shoulder.)
- Are excessively revealing. (Exposing chest, stomach, navel, buttocks or underwear.) There may be no gap between the waistband and the hem of the upper garment.

### **BIKES, SKATEBOARDS, SCOOTERS, ETC.**

Students can ride their bike (etc) onto campus, but the bike must remain parked when on campus during HomeLink and/or Cavelero school hours. Students must lock their bikes on campus. Scooters and skateboards may be “parked” in the office until the end of the day. For safety, it is recommended that students wear a helmet. If you need help obtaining a safety helmet or bike lock, please notify the office. Students bringing items of value, do so at their own risk.

### **ANIMALS ON CAMPUS**

Lake Stevens School District policy prohibits animals on campus unless they are part of the learning curriculum and tied to specific learning objectives. An exception to this policy is for service animals who are on campus to provide a specific task or job.



# CLASSROOM ETIQUETTE & RULES

## PARENT PARTICIPATION IN CLASS

- Parents may assist children in class if invited by the teacher, otherwise they should **only** observe.
- Parents are asked to not teach over the teacher during class.
- In modeling appropriate classroom behavior, parents should remain attentive and refrain from the use of electronics.

## SIBLINGS IN THE CLASSROOM

To maintain teacher focus on learning outcomes for enrolled students, siblings should not expect to participate in class activities. Teacher discretion is allowed with regard to the level of participation of siblings (younger and older). Siblings may be in the classroom if they are supervised by the parent or adult-in-charge and they are quiet and respectful in class. Students disrupting class will be asked to leave.

## VISITORS IN CLASS

Occasional outside guests may request to visit HomeLink, but must abide by the written District policy. Guests must have district approval prior to coming on campus by completing the Volunteer Application available on the main school district website under the Community tab. Prior permission is required from the teacher and the Program Administrator before a guest may visit classrooms. All visitors must check in at the office first.

Non-enrolled children- Children who are not related to HomeLink students are not allowed on HomeLink campus during the school day.

## CELL PHONES/HANDHELD DEVICES

**Cell Phone Policy:** While at times cell phones enhance teaching and learning, students must have permission from teachers to have a cell phone out while in the classroom. Furthermore, students are expected to follow digital citizenship guidelines that are taught at the beginning of the school year and throughout the year.

Teachers may confiscate items which cause a disruption to the educational environment. Cell phones should not be out, or used during classroom instruction time unless approved for educational use by the teacher.

*HOMELINK WILL NOT BE RESPONSIBLE FOR STOLEN, BROKEN OR MISSING ELECTRONIC ITEMS.*

Cell phone violations may result in the following:

- 1st offense: The cell phone will be confiscated by the teacher.

- 2nd offense: The entire electronic item will be confiscated and delivered to an administrator. A parent/guardian will be notified to pick the item up from the main office.
- 3rd offense: Similar to step two (parent picks up item) with the addition of further discipline including the assignment of Progressive discipline.

For student non-compliance (refusal to hand over their phone and/or disruptive and/or disrespectful behavior) the staff member will either send the student to the main office or call the main office for assistance. Law enforcement will be contacted regarding any student found to be in possession of stolen property.

# STUDENT HEALTH & CAMPUS SAFETY

## STUDENT ILLNESS/INJURY

Office personnel have Health Room training and will assist students with health needs . If necessary, a student may also be escorted to the Cavelero Health Room and Nurse to receive care.

## IMMUNIZATIONS

A Certificate of Immunization Status is **required** for all students. If you have an exemption, you will also need to attach a signed CIS form.

Immunization requirements by age are available through the HomeLink office.

In the event of an outbreak, parents and students who cannot provide proof of immunizations will not be allowed to attend HomeLink for a predetermined time by the District. If a K-5/non Certificate of Independence parent cannot attend, the student will not be allowed on campus.

## HEALTH NEEDS

If your student has asthma, diabetes, seizures, uses an epi-pen or has been in the hospital within the last two (2) years, you need to complete a health questionnaire for our school nurse. These forms must be completed on an annual basis. Please see the school Secretary for further information.

## HEALTH SCREENINGS

Available upon request, which may include vision, hearing and/or scoliosis assessments.

## FEVER

A temperature, taken orally, that is 100.4 degrees Fahrenheit or higher, is considered a fever. Students, siblings and parents should be fever-free without fever reducing medications, for at least 24 hours before returning to school.

## STUDENT PRIVACY

As a school district, our utmost priority is the safety and well-being of our students. Please remember that you are prohibited from taking photos or videos of students or their work. At school and school events, students have an expectation of privacy. This is governed by the federal Family Educational Rights and Privacy Act (FERPA). This also includes field trips. You are, of course, welcome to photograph your own child(ren).

- ***Classroom/Field Trip/Campus Photos:*** Photos should not be used for other purposes and cannot be posted to the Internet or social media accounts. You must obtain a list from the classroom teacher indicating which students cannot be photographed.
- ***After school sporting events and high school graduation are considered public events and photographs are allowed.***

## **DRUGS, ALCOHOL, DRUGS and FIREARMS; BULLYING AND HARASSMENT**

Every student has the right to feel safe and secure at school. The Lake Stevens School District has a no-tolerance policy regarding the possession or use of drugs, alcohol, and tobacco on school property or at school events. Consequences will include suspension or expulsion. In addition, exceptional misconduct such as vandalism, theft, assault, bullying, sexual harassment, physical or verbal harassment or possession of an object that can reasonably be considered a weapon will result in suspension or expulsion. Possession of a firearm or other dangerous weapon on any school property is illegal. Students who violate district policy regarding possession of a firearm or weapon will be subject to discipline that includes a one-year mandatory expulsion from school. School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. **LSSD Policy 5570, RCW 9.41.280.**

## **EMERGENCIES and DRILLS IN CONJUNCTION WITH CAVELERO MID-HIGH**

### **Treat all Drills as if they were actual emergencies**

**Drills:** OSPI requires that schools conduct monthly safety drills. Please comply with all directions during these important drills. HomeLink, in cooperation with Cavelero, will conduct a monthly fire drill, earthquake drill, lockdown drill, or shelter-in-place drill. Please notify staff if you have information regarding a false alarm.

**Fire Alarms:** In the event of a fire alarm, please exit quickly and quietly to south west end of the football field per the evacuation diagram. Evacuation procedures are posted throughout the campus and classrooms.

**Night Lock Device:** Every classroom in the Lake Stevens School District has been outfitted with a Nightlock device. In case of a lockdown, the device is mounted on the door and can only be opened by the proper authorities.

### **We ask that all parents/adults on campus model appropriate safety and participate in emergency drills and lockdowns.**

- If there is a school/district emergency and you are on campus, please remain on campus until dismissed or an all clear signal is given.
- Please report any safety concerns to the HomeLink Administrator or office staff.

# DISTRICT & STATE TESTING REQUIREMENTS

The District and the State has comprehensive graduation requirements and standardized testing programs. The academic requirements are designed to provide a well-rounded education while state testing assesses what students know and can do at each grade level. The test results provide achievement and performance data that compare progress for the individual student as well as for all students by school, District, and State. HomeLink parents and staff can utilize the data to get a picture of each child's learning strengths and weaknesses in order to amend Student Learning Plans and select appropriate curricula.

## READING/WRITING/MATH & SCIENCE ASSESSMENTS

HomeLink students will participate in assessments throughout the year to highlight growth and celebrate student success.

### STATE TESTING:

- Any student enrolled over 80% in HomeLink is required to take the state tests, if they are in the testing grade levels.
- PLEASE DO NOT PLAN VACATIONS during the District/State-determined testing window. (see 18-19 Student Calendar for testing dates.) There are consequences to your child and HomeLink when State-mandated tests are missed. Additionally, these state tests provide a wide array of valuable information with regard to on level goal achievement and allows us to better serve our students academic needs.

# PARENT PARTNERSHIP PROGRAM PARTICIPATION

## Parent Advisory Committee (PAC)

The Parent Advisory Committee (PAC) serves the interest of HomeLink, providing parent voice and input in meeting the unique needs of Home School families. This committee has bylaws for membership and a set of operating guidelines that can be found in Appendix\_\_\_\_. PAC members meet once a month to discuss interests of families and help facilitate HomeLink events, clubs, outreach and enrichment. Please look for a PAC member for more information on how you can be involved.

## We Request That Parents Volunteer!

Volunteering enhances our students and enriches our school when parents participate in any variety of the activities listed below:

***To document volunteer hours, please use the Volunteer Monthly Log sheet.***

### Area Supervision

- Supervise play areas for student safety and to ensure that our students do not interfere with Cavelero classes
- Flex area - Monitor appropriate use of area

### Housekeeping

- Maintain the refrigerator and microwaves – Clean them out weekly
- Recycling – Flatten boxes and collect used paper, cans, bottles, etc.
- Grounds – Pick up trash, do some weeding, maintain the grounds
- Classroom Maintenance – Stack chairs, wipe off tables at day's end
- Flex Space - Stack chairs, wipe off tables, pick up trash
- Study Areas – Straighten & wipe tables, stack chairs, put away books

### Special Events & Clubs (Help plan, organize and/or lead)

### Staff Support

- SafeVisitor Attendant
- Photocopies, Office help, Mailbox distribution
- Classroom assistant
- Bulletin boards

# GENERAL INFORMATION

## **SPORTS/EXTRACURRICULAR ACTIVITY PARTICIPATION**

HomeLink students may tryout/participate in extracurricular activities at their resident school. They must contact that school and complete any required paperwork or online registration and proof of sports physical as needed. Students must purchase an ASB sticker through the school they are seeking athletic participation. For more information, please contact the resident school.

## **HOMELINK LIBRARY**

HomeLink Library is located in the flex area. Parents may check-out enrichment materials for student use. All materials and resources remain the property of the School District. When a student is finished with the curriculum or withdraws from HomeLink, items MUST be returned to HomeLink. If a book checked out to your family has been lost, you must pay for the book or replace the book before the end of the school year. Items not returned or replaced may be fined a charge on students account.

## **COMMUNICATION AND FORMS**

HomeLink provides family mailboxes to distribute school, district and teacher provided information as needed. Please check your box regularly. HomeLink also provides access to frequently used forms in the office and on our website <http://www.lkstevens.wednet.edu/homelink>.

## **HOMELINK CLUB FLYERS & OUTSIDE GROUP POSTERS:**

*All HomeLink flyers and postings must be approved by the HomeLink Administrator or Office Manager and receive a stamp of approval prior to being distributed or posted in any classroom or common area.*

## **DISTRICT COMMUNICATIONS:**

### **PEACHJAR**

As part of our efforts to embrace innovative technology, be more environmentally-friendly, and maintain fiscal responsibility, we have transitioned from paper to electronic flyer delivery via Peachjar. The Lake Stevens School District distributes flyers from the school district and community via Peachjar emails. Once you enroll in the district, your email address is added to the Peachjar email system. You may adjust your preferences on the site. You will receive flyers from HomeLink as well.

Please note that some flyers are printed on both sides, when it shows "page 1 of 2" below the flyer you must click on the flyer to see the other side. You will find all Peachjar flyers on the HomeLink website: [www.lkstevens.wednet.edu/homelink](http://www.lkstevens.wednet.edu/homelink). There is an icon on the bottom left of the screen that shows "Peachjar eflyers". For access, please visit [Peachjar.com](http://Peachjar.com) for information.

## **FIELD TRIPS**

It is a more rewarding experience if parents attend field trips with their children, but we know that this is not always possible. If your child(ren) would still like to go on a trip that you cannot attend, it is your responsibility to find a parent enrolled in the program who is willing to chaperone your child(ren) during the trip. All permission slips must be completed PRIOR to the field trip. If you cannot afford to participate in a field trip experience, please let your instructor, a secretary or the program administrator know and we will try to find funding.

## **OFFICE SUPPLIES AND EQUIPMENT**

Office supplies are intended for HomeLink staff and classes. Please bring needed supplies for your student. Please ask if you must use HomeLink equipment for educational materials.

## **LOST AND FOUND**

HomeLink lost and found can be found in Flex Space. Items not claimed will be donated to a local charity.



## APPENDIX A

### 1:1 Devices (Chromebooks)

The Lake Stevens School District encourages students to use a variety of technologies to enhance student learning (with teacher approval). To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with policy and regulations that have been established for technology use in the district. The district's [Acceptable Use Policy](#) is available on the district web site, [www.lkstevens.wednet.edu](http://www.lkstevens.wednet.edu), in the School Board section. The policies are [1800 - Electronic Resources](#) and [1800 EIS Form](#) and can be found by clicking on Board Policies and then using the search feature for the policy manual. Parents and students should also have read and understand the [Parent Student Handbook for 1:1 Technology](#).

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Students must:

1. Respect and protect their own privacy and the privacy of others.
  - a. Use only assigned accounts.
  - b. Keep personal information such as: name, address, phone number, etc., offline.
  - c. Keep passwords secret.
  - d. Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.
2. Respect and protect the integrity, availability, and security of all electronic resources
  - a. Observe all network security practices.
  - b. Conserve, protect, and share these resources with other students and Internet users.
  - c. Lake Stevens School District is not responsible for damages, lost, theft or any cost incurred to personal digital technologies or electronic communication devices.
  - d. Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
3. Respect and protect the copyrighted/intellectual property of others.
  - a. Cite all sources appropriately.
  - b. Follow all copyright laws.
  - c. Use electronic communication devices appropriately to assure academic integrity.
4. Respect and practice the principles of community.
  - a. Communicate only in ways that are kind, responsible, respectful and lawful.
  - b. Use electronic communication devices for schoolwork only.
  - c. Lake Stevens School District email should only be used for school-related email and projects.
  - d. Report threatening or offensive materials to a teacher or administrator.

Terms and Conditions of the Student Chromebook: It is imperative that the device the student is issued be maintained and handled in a responsible way. Damages will require the student to pay a deductible or to replace the device in its entirety, depending upon the damage. If the power supply/cord, case or other accessory is damaged or lost, the student is responsible for the full cost of replacement.

## **APPENDIX B**

### **90 DAY MENTOR PROGRAM**

#### **For the first 90 days:**

- You will partner with a certificated teacher who will be your advisor.
- Your advisor will be a resource for your family, guiding you to curriculum, sharing effective teaching practices, and answering your questions.
- You will be paired up with an experienced HomeLink family for further support, and if possible, will have children of similar age(s) to your family.
- Parents are required to accompany the student on campus for the 90 calendar school days.
- Students must enroll in two on-site classes.
- All other essential grade level subjects are taught at home.
- You will provide your advisor with monthly updates for all classes.
- You will also conference with your advisor when you enroll in HomeLink, after 45 days, and again after 90 days. Your advisor will also conference with you more frequently based upon need (s).
- At the end of your 90-day exploratory phase, each student will provide 2-3 samples of work completed in each class.
- Upon review and approval of your successful 90-day homeschooling phase, you will then be allowed to enroll your student(s) full time in HomeLink.
- Students who are not demonstrating success at 45 day intervals, will be precluded from continuing at HomeLink.
- Success is measured by 60% or higher in all classes and by in-class attendance.

## APPENDIX C



### Lake Stevens School District 2018-2019 HOMELINK OPERATING GUIDELINES

1. Operates as an alternative school under WAC 392-121-182 ALE Requirements. Consistent with the State Constitution, the HomeLink program is non-sectarian.
2. Recognizes the parent as the primary teacher and works as a resource to ensure a high quality learning experience for each child consistent with the expectations of the student's family and the State's current grade level learning standards.
3. Enrolls new homeschooling students to enroll in two courses and requires participation in a mentor program for the first 90 school days. Upon successful completion of this trial period, students will also be allowed to enroll full time, if desired.
4. Collaborates with each family to establish an understanding about the school and to develop a Written Student Learning Plan (WSLP). This plan designates the average weekly time commitment for each content area and includes the learning goals, activities, curriculum resources and assessments needed for the plan. Parents are encouraged to discuss with their advisor courses taught off-site.
5. Requires parents to be on campus when their children in grades K-5 are on campus. (Parents of new 6<sup>th</sup>-12<sup>th</sup> grade students must be on-site with their children for at least the first 30 days.) Parents who need to leave campus while their child is **in class** should first choose another parent to be the Parent in Charge (PIC) while they are gone. The PIC and student both need to know the plan. Both the Parent and PIC will sign the PIC form in the Office indicating when you plan to return and how to contact you in an emergency.
6. Encourages parents to attend classes with their students. Parents should talk with the teacher for guidelines about when and how to participate in class and when to just observe quietly. Teachers may require a parent to be in the classroom when the child's behavior and/or academic performance is not acceptable. (Sitting in class does not qualify as volunteer hours. Teachers can verify volunteer hours when you complete projects.)
7. Allows students in grades 6-12 to earn a "Certificate of Independence" and attend classes without requiring a parent to be on campus. Students must have good attendance, behavior and academic performance. Independence can be revoked if the student is failing a class or has one "Letter of Concern" placed in their file. If Independence is lost, the parent needs to be on site with the student for 30 subsequent days. Students with Independence must stay in supervised areas when not in class. (Students who have Independence **must** attend orientation – or have a parent attend - to keep Independence for the next year.)
8. In order to preserve HomeLink culture, we expect that families, which can include students, to volunteer a minimum of five (5) hours per semester, or every 18 weeks, for a total of 10 hours per school year. In addition to the behaviors a student must display to earn a Certificate of Independence, the parent must complete and document volunteer hours

each quarter for a student to be independent.

9. Gives priority for new enrollment to students living in the Lake Stevens School District. Requires a non-resident transfer request form for each student who lives outside the Lake Stevens School District boundaries. This form is obtained from the school district where the student lives and is submitted for approval to the district and is only for attendance at HomeLink.
10. Involves parents on an advisory committee to oversee the operation of the HomeLink program and make recommendations in the selection of each program staff member.
11. All HomeLink parents/guardians, students, visitors and staff are **required** to wear a HomeLink provided badge when on campus.
12. For campus safety, sign in/out sheets are located in the HomeLink office in Portable 1. Per the HomeLink Parent handbook, all students, parents and visitors are responsible for signing in upon arrival to campus and signing out when leaving campus. Additionally, if an emergency or drill occurs, parent and sibling attendance will be taken with these sign in sheets.

< See the Parent Handbook for further details. >

## APPENDIX D

### HOW TO ACCESS MY SCHOOL ELECTRONIC INFORMATION

(Computer Access for Families)

Student ID Number: \_\_\_\_\_

*Note: If there is a leading 0, disregard it and use the remaining 6 digits.*

(If you don't know your ID number, check with HomeLink office staff. Your student ID number is on your student badge.)

#### **Skyward Family Access: Computer access to class grades for students in grades K-12**

Open the Lake Stevens School District website at: [www.lkstevens.wednet.edu](http://www.lkstevens.wednet.edu)

Click on the "Skyward" icon within the blue wide banner across the page

*Student access login:* Student ID number (6 digits long)

*Password:* Student birthdate ( ex: 01242001 )

*Parent access:* Request your parent access login from the office staff. If you don't know your password, use the "Forgot Login/Password?" link to have the system email your account information. If your email address is not found by the system, please contact the HomeLink office to have it updated. **Parent access allows viewing of all siblings on one site.**

#### **How do I access my student e mail account/Google drive/work?**

*At Home:* Install Google Chrome on your home computer or device.

Open Google at [www.Google.com](http://www.Google.com) and click "Sign-In"

Or go to the HomeLink website select 'Parents & Students' in the green bar at the top of the page, then select 'District Gmail'

*Login:* Student ID number followed by @lkstevens.wednet.edu  
(ex:123456@lkstevens.wednet.edu )

*Password:* Birthdate followed by ! ( ex: 01242001! )

*If you change your password, please memorize it and write it on paper at home.*

*Please talk to a teacher if you forget your password.*

*At school:* Login to a Chromebook using the password above.

*Login:* Student ID number (6 digits long)

*Password:* your birthdate followed by ! ( ex: 01242001! )

Make sure you sign out and shut down when you are done. Failing to do so allows others access to all of your work/emails.

NOTE: When working from any computer or device: You must be signed in to your Google account/email to access your work and programs. Most apps (programs) students access remotely both at school and home need you to be signed in to your school account to grant you access. Log out of your account when done with everything.

Also Note: You should do ALL of your school work and communication through your school login. It is integrated to work harmoniously, plus it keeps track of what you do and saves your work automatically (nothing gets lost).

**Once you leave HomeLink, these Google documents will be deleted, so if you want to save them for future reference, save them to a different Google account you have set up on your own or save them on your own drive.**

Seen or heard something unsafe or concerning?

Safe School Tip Line

[Click here](#) to file a tip!

Call or Text: (855) 200-5058

[Email Us](#)