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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 is designed to provide families the best of both homeschooling and public education. Families who can document a minimum of 90 consecutive school days of successful homeschooling within the last two years may enroll full-time or part-time.

To be considered full-time, all students, with the exception of Running Start and Sno-Isle students, must average the following number of hours per week: Kindergarten -10 hours; Grades 1-3 – 20 hours; Grade 4-12 – 25 hours. Students may enroll part-time under homeschool status by completing the Declaration of Intent to Homeschool. Families work with staff to create a Student Learning Plan (WSLP). In addition, parents and students meet each quarter with an advisor to update the WSLP and present a portfolio of student work during their quarterly conference. HomeLink cannot provide special education classes. If your child requires Specially Designed Instruction, as outlined in and IEP, we will partner with your home school entity to provide services. This will be discussed further at the WSLP.

North Lake Middle School and HomeLink Code of Conduct “Three R’s”

RESPECT FOR LEARNING:
I will be punctual and prepared for classes, listen carefully, ask pertinent questions, participate actively, and complete all assignments.

RESPECT FOR PEOPLE:
I will behave and cooperate in ways that help me and others feel safe, respected, and cared about. I will treat others as I would like to be treated.

RESPECT FOR PROPERTY:
I will take pride in the care of my school. I will care for my belongings, respect the property of others, and take care of school property.
HomeLink Parent Partnership
Address: 2202 123rd AVE NE  Lake Stevens, WA  98258
Main Office Phone: 425-335-1594  Fax: 425-397-7516
HomeLink website:  www.lkstevens.wednet.edu/homelink
HomeLink Administrator: Tina Vinnick  425-335-1623

STAFF:
Tina Vinnick  tina_vinnick@lkstevens.wednet.edu  HomeLink/ALE Administrator
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Amy Verner  amy_verner@lkstevens.wednet.edu  Teacher
Sarah Walles  sarah_walles@lkstevens.wednet.edu  Teacher

All teachers hold Washington State teacher credentials
Please call the main office (425-335-1594) 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.
We are governed by Washington State Office of the Superintendent of Public Instruction
http://digitallearning.k12.wa.us
ENROLLMENT

The following items are required before a student can attend class:

- A WRITTEN AND SIGNED WRITTEN STUDENT LEARNING PLAN (WSLP)
- A SIGNED SIGNATURE PAGE
- A SIGNED STATEMENT OF UNDERSTANDING
- ALL REQUIRED PAPERWORK: BIRTH CERTIFICATE, IMMUNIZATION, SCHOOL RECORDS.....
- FILED INTENT TO HOMESCHOOL PAPERWORK

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. Contact the Program Administrator if you have a child with a September birthday.

HEALTH ISSUES

Immunizations

A Certificate of Immunization Status is required for all students. Inoculation requirements by age are available through the HomeLink office.

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. 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. Children should be fever-free without fever reducing medications, for at least 24 hours before sending them to school.

Note: HomeLink has many students and staff members who are extremely sensitive to the chemicals and fragrances. Please do not wear fragrant perfumes, colognes, etc while on the HomeLink campus.
ATTENDANCE POLICY

**Your student must make 1:1 contact with each of their teachers if they miss class.**
Please assist them in emailing, calling or setting up an appointment with their teacher within the week of their absence.

Students who have excessive absences will require a conference and a plan of improvement will be developed to address concerns.

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.

Please try to schedule appointments, 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 Approval’ form and return to Portable 1 before the start of the absence period.

NON-DISCRIMINATION 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.

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.

WRITING THE 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. The parent is to meet with and communicate with the student’s advisor to review and update the WSLP.
CLASSES AT HOMELINK

Registration
For High School students, we strongly recommend that your core subjects (reading, writing, math, social studies, science), take priority before signing up for the arts (music, drama, visual art), physical education, computer/tech, or world language classes. Your preliminary schedule will be discussed with your advisor.

*Students may enroll in a maximum number of hours as listed below and on the HomeLink schedule:*

- Kindergarten: 10 hours (15 hours maximum)
- 1st-3rd Grade: 20 hours (25 hours maximum)
- 4th-12th Grade: 25 hours (30 hours maximum)

Transfer Credits
Any courses taken toward a Lake Stevens School District diploma, that are taken through an accredited high school/program, must have prior approval by the HomeLink Administrator.

Courses Required for Graduation
Courses required for graduation through Lake Stevens School District that are not offered at HomeLink can be taken on-line with a mentor teacher. The course must be 100% completed by the end of the semester in order for the grade to be transcripted. This applies to 9th-12th grade students only, only one class per semester, and must be approved by the HomeLink Administrator. Other options for taking the course at an alternate school may be available. Please obtain administrator approval.

High School Credit for Seventh and Eighth Graders (optional)
If a 7th or 8th-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.

Classes offered include:

7th Grade:
- Algebra

8th Grade:
- Algebra
- Geometry
- Physical Science
- Spanish
- Honors Language Arts: Creative Writing, Journalism, English 9 (if student qualifies)
Homework
All classes have weekly assignments/enrichment opportunities to complete, beyond the work done in classes. Please check the Homework Notebook or check in with your teacher in person or online. When the teacher assigns homework, please be sure your child understands what the homework is and when it is due. Parents should use the Homework Notebook as a checklist to support their child’s academic achievement.

Assignments need to be turned in on-time. Late assignments not submitted directly to the teacher need to be turned in at the Homework Station in the Office. Use the form provided there to attach to the assignment. Especially for high school students, submitting late or incomplete work will affect course grades. Parents may wish to discuss any homework-related issues with the teacher. Any high school student having difficulty in a course needs to discuss the problem directly with the teacher.

Cheating/Plagiarism
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. Consequences may range from failure to earn credit for the particular paper or project to loss of credit and removal from class.

Instructional Materials
HomeLink’s Curriculum Center is located in Portable 1. Parents may check-out enrichment materials for student use. All non-consumable materials and resources remain the property of the School District. When the student is finished with the curriculum paid for by the District or withdraws from HomeLink, any non-consumable item MUST be returned to HomeLink. If a book checked out to your family from the HomeLink Curriculum Center has been lost, you must pay for the book or replace the book before the end of the school year. Please return the exact item, no substitutions.

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.
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

ADD/DROP POLICY
Students seeking to add or drop a class must complete the Add/Drop form (available in P1). Please complete the form, including teacher signatures and return to P1. **One form per student per semester.** Credit bearing courses dropped after 10 school days of each semester will result in a F on the transcript regardless of their current grade in the class (see drop date on Add/Drop form).

LEARNING PLAN ASSESSMENTS – MONTHLY REVIEWS
Per State guidelines, “students enrolled in ALE programs, shall have their educational performance evaluated ...at least once per month.” The review is to include direct contact between the certificated teachers, the student and the parent via conference, telephone or e-mail. Staff will document whether the student is making satisfactory monthly progress and reaching the goals and performance objectives defined in the WSLP. This is not a cumulative record of progress. 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 problems in attendance, appropriate conduct, or fails to attend WSLP conferences, 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.
CONFERENCES
At HomeLink, we schedule time each SEMESTER to personally assess each child’s progress in depth. Parents and students participate in conferences. If the WSLP needs to be modified to meet student needs, it can be discussed at the conference.

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 program will be instituted to ensure that student progress goals are being met.

GENERAL INFORMATION
- Please check your mailbox whenever you enter HomeLink
- Sign in and out in Portable 1
- Scan Announcements and Bulletins and check the Homework Notebooks as necessary
- Check bulletin boards for notices, special activities and field trips

Photo ID Badges
All students and adults are to wear an ID badge or nametag while on site. Because we are sharing the campus with North Lake, parents and students need to be identifiable as belonging to HomeLink. Just inside the doorway to Portable 1, there is a sign in sheet and name labels for guests.

Sign In!
All visitors need to report to Portable 1 to sign in when they arrive. 6th-12th grade students and parents also need to sign in/out on the clipboards in the office.

Washington State Highway Patrol Background Check
Every adult volunteer on-site is required to bring their Volunteer Application form (with photo ID) to P1 for a WSP Background Check before volunteering in any capacity with children. This is policy for all parents helping in Lake Stevens schools and is in place for the safety and security of all people at HomeLink.

Here are other steps you need to take to keep yourself and your child(ren) from harm:

- Only leave your child(ren) with someone you really know.
- When you leave your child(ren) with a Parent In Charge, have that parent sign the PIC sign-in/out form. Take young child(ren) to the restroom.
- Do not let them go alone. Report suspicious/inappropriate behavior to administration, teachers, or parents.
Photocopies
The copy machine is in Portable 1. Please monitor your copies carefully and be sure they are needed for your child’s education. Also, be aware of copyright laws. Avoid printed waste. **Students are not allowed** to use the copy machine unless staff has trained them. Please be aware that overage use charges affect HomeLink’s budget.

Parent Participation in Class
Family is welcome to OBSERVE in the rear of the classroom. **If toddlers become restless, please take them to the Toddler Area in Portable 2.** Parents may assist children in class if invited by the teacher, otherwise they should only observe. Non-enrolled siblings may not attend and participate in class, or be coached by a parent during teaching, unless this has been arranged with the teacher prior to the beginning of the quarter. **Parents are asked not to teach over the teacher during class.**

siblings in class/visitors in class
Younger siblings may be in the classroom if: (1) they are supervised by the parent or adult-in-charge; (2) they are quiet and respectful in class; and (3) the teacher gives permission for them to be in attendance. Students disrupting class will be asked to leave. A non-HomeLink visitor, with prior permission to visit from the Program Administrator may observe with teacher approval. **All visitors must check in at the office first.**

Campus Expectations
- All students and families are to sign in upon arrival on campus. Sign in Sheets are in Portable 1.
- No Hats are allowed anywhere on the North Lake campus. This includes HomeLink classrooms and portables.
- To keep our academic focus, students are not permitted to be on campus for extended periods of time prior to the start and following the end of their classes.
- A reminder that once students have signed in, they are to remain on campus until they leave for the day. HomeLink is a CLOSED campus
- All students and families are to sign out before they leave campus
- Computers are to be used for educational purposes only

Parking
HomeLink designated parking areas are the SE and NE corners of campus. Please avoid the North Lake bus loop between 7-8 and 2-2:45. Handicapped Parking is available in the North Lake bus loop. Please exercise extra care in this busy area. Students are not allowed to park in the North Lake parking lot.

Restrooms
Restrooms are available on the east end of the 500 building. Please supervise children under school age when using this restroom. Please try to avoid using the restrooms during North Lake passing periods.
**Toddler Area**

Part of Portable 2 has been established as a Toddler Area. A parent must always be supervising children in this area. **Please remember to clean up toys etc in the Toddler Area before leaving for the day.** A changing table is available in the girls’ restroom in the 500 Building.

**Eating and School Lunches**

- The Gathering Room in Portable 2 is the primary location designated for eating.
- Food is NEVER allowed by the computers.
- The refrigerator is available for daily use, but not for long-term food storage.
- Microwave ovens and a toaster oven are also available for preparing meals.
- **Please clean up after yourself, including wiping tables, throwing away all garbage or uneaten food, and sweeping or vacuuming the floor if necessary.**
- Please bring labeled cups and silverware for your family’s use and store on the Gathering Room shelves. HomeLink does not supply cups and silverware.
- There is a water dispenser—one with hot and cold spigots.
- Lunches are available for purchase at NorthLake Middle School. Ask in P1 for details.

**Sports/Extracurricular activities**

HomeLink students can tryout/participate in extracurricular activities at their resident school. They must contact that school and complete any required paperwork and sports physicals as necessary.

**Campus Dress Code (applies to all HomeLink Students, Staff and Parents/Visitors):**

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.
- Important: **NO hats** allowed anywhere on the North Lake campus during school hours for anyone. This includes in HomeLink portables and classrooms, too. Hoods may not be worn inside buildings. (Exception: young children wearing snow hats during winter recess.) The only exceptions would be announced ahead of time.
PARENT PARTNERSHIP PROGRAM PARTICIPATION

WE REQUEST THAT PARENTS VOLUNTEER! Since this is a Parent Partnership Program, it enhances our students and enriches our school when parents participate in any of the activities listed below. Every adult volunteer on-site is required to bring their Volunteer Application form (with photo ID) to P1 for a WSP Background Check before volunteering in any capacity with children. (There is no cost for the form.) School District policy requires any adult working in the school environment in any capacity to complete this form. You can obtain a clean copy of this form from the Secretary in Portable 1. Return the application to a staff member as soon as possible. (The form is good for two years.)

PLACES TO VOLUNTEER

Area Supervision
- Supervise play areas for student safety and to ensure that our students do not interfere with North Lake PE classes or recess
- Portable 2 – Monitor appropriate use of area.

Housekeeping
- Maintain the refrigerator and microwaves – Clean them out weekly
- Maintain parent bulletin board in Gathering Room
- 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
- Gathering Room – Stack chairs, wipe off tables, pick up trash
- Toddler Area – Sanitize toys, remove garbage, clean dishes
- Study Areas – Straighten & wipe tables, stack chairs, put away books

Tutoring
- Help a struggling reader
- Assist students with math problems

Fund Raising (Help collect and process)
- Box Tops for Education

Special Events (Help plan, organize and/or lead)
- See HomeLink Calendar

Staff Support
- Photocopies, Office help, Mailbox distribution,
- Classroom assistant
- Bulletin boards

PAC (Parent Advisory Committee)

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 bi-laws for membership. Please look for PAC members to discuss ideas and to learn more.
HOMELINK ETIQUETTE AND SAFETY

ALL people on the HomeLink campus must wear HomeLink ID. This includes students, parents, staff and visitors. If you forget or have lost your HomeLink ID, please visit portable 1 so you may be issued a temporary ID or a new ID will be created for you.

Visitors/Non-enrolled Students
Visitors are welcome at HomeLink, but must abide by the written District policy. Prior permission is required from the teacher and the Program Administrator before a visitor may visit classrooms.

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).

- Exception for Yearbook Committee & Classroom Photographers: You must obtain a list from the classroom teacher indicating which students cannot be photographed. Photos should not be used for other purposes and cannot be posted to the Internet.
- After school sporting events and high school graduation are considered public events and photographs are allowed.

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 NorthLake school hours.

Safety: Drills and Emergencies
Drills: OSPI requires that schools conduct monthly safety drills. Please comply with all directions during these important drills. 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 secretaries.

Fire Alarms
In the event of a fire alarm, please exit quickly and quietly to the fence beyond the softball diamond as posted on the evacuation diagram. Evacuation procedures are posted throughout the portables and classrooms. HomeLink, in cooperation with North Lake, 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.

Night Lock Device:
Every classroom and portable 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.
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.

Please be aware that we do have a family with a Service Dog on campus. Please do not look at, talk to, or pet the dog; essentially you are asked to ignore the dog. Please do not distract the service dog. If you are handed a card by the service dog owner, it means that the owner does not have the ability to speak with you at the moment.

Please do not try to engage in conversation with the owner or talk to the dog. The service dog provides blocking, buffering, stability when walking (as needed) along with other duties.

Please do not distract the service dog. It may cause her not to be able to do her job effectively. The service dog is allowed per ADA. (www.ada.gov)

Running
Please do not run in the portables, classrooms, halls or on the ramps.

Safety: Drugs, Alcohol, 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.

Closed Campus
- HomeLink is a closed campus
- All students, parents and guests must sign in at Portable 1 when they arrive on campus
- Students may bring a lunch or buy lunch at the North Lake cafeteria, but may not leave campus unaccompanied during the day
- Students are not to wander the North Lake campus
- Students, parents and guests should sign out in Portable 1 when they leave campus
On-site student supervision

- K-5 students must have an adult supervisor on site at all times
- Continuing 6th-12 grade students may have 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.
- Middle and High School students who are new to HomeLink need to have a parent on site for the first 30 days of enrollment, at which time they may receive a Certificate of Independence, allowing them to attend classes without adult supervision. The certificate may be revoked and a parent may be asked to accompany their 6-12 grade student if a student is disrespectful, disruptive or unsafe.
- All students, regardless of age, are expected to follow the rules for safe conduct and comply with staff and parent re-direction.

Play Areas on the North Lake Campus

Students must stay in designated play areas listed below. Please confirm with another parent if your child will be under their direct supervision and care. At no time may HomeLink students or siblings interfere or join in with North Lake PE classes or sports.

- Equipment- Parents may check out play equipment from Portable 2, but they are responsible for replacing any items that are lost or broken.
- Designated areas:
  - HomeLink has been designated the paved space directly in front of Portable 5 & 6 for student and sibling use. Basketball, catch, four square, jump rope, etc are appropriate for this area.
  - Grassy area behind the portables may be used for supervised play
  - Softball Diamond may be used for kickball or softball, with appropriate equipment and supervision when not being used by North Lake PE classes.
  - Track and Field are also available for supervised use when not being utilized by North Lake. A parent may check out a key from the office.

Students supervised by Non-Parent Adult

Students are occasionally left on campus in the care of a non-parent adult. These PIC's (Parent in Charge) should be listed on your child’s emergency card. Please assure that the adult PIC knows that they are to supervise your child(ren) If your child will be leaving with another parent, please alert the office.
**DISTRICT REQUIREMENTS and STATE TESTS**
The District and the State have 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.

**State requirements:**
Any student enrolled over 80% in HomeLink needs to take the state tests, if they are in a testing grade level.

*Washington State History:* This course is typically taken in 7th or 8th grade. It is required that all students pass this course to graduate from high school.

*Academic requirements:* High school students must complete the required number of credits in specific areas to graduate from high school. These requirements are outlined in the High School and Beyond Handbook.

**Reading/Writing/Math Assessments:**
HomeLink students will participate in assessments throughout the year to highlight growth and celebrate student success.

**Testing**
PLEASE DO NOT PLAN VACATIONS during the District/State-determined testing window. (Refer to the HomeLink Calendar for general 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.
OPTIONAL High School Tests
High school students have the opportunity to take the PSAT/SAT (Preliminary Scholastic Aptitude Test) or the ACT (American College Test) to qualify for post-high school education programs; the NMSQT (National Merit Scholarship Qualification Test), to qualify for a potential scholarships (10th graders may take the test for practice, 11th graders may take the test to qualify); and/or the ASVAB (Armed Services Vocational Aptitude Battery). You do not have to plan to enlist in the armed services in order to take this test. Students should visit the Lake Stevens High School Career Center website to view a current listing of scholarships.

Tests for the College Bound Student

Sat I - Scholastic Assessment Test  The SAT is usually taken in the early fall (October or November) of the senior year. A number of juniors take the test in the late spring (May or June) and take it again in the senior year. The test is given seven times per school year at various locations in the area. Registration materials may be obtained in the LSHS Guidance and Counseling Center and should be obtained well prior to the test date selected as postmark registration deadlines are frequently over a month prior to the test date. This test or the ACT is required for admission to almost all four year colleges. 
http://www.collegeboard.com/student/testing/sat/calenfees/calenfees2.html

SAT II - Subject Tests  The College Board offers 16 different one hour subject tests which are basically designed to measure knowledge of particular subjects and the ability to apply that knowledge. Many colleges require or recommend one or more of these tests for admission or placement. The SAT I is usually taken on a test date prior to taking the SAT II. Registration procedures are similar to the SAT I.

ACT - American College Test  The ACT consists of four tests, a Student Profile Section, and an Interest Inventory which is completed when registering for the test. The test is normally given five times per school year.
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 staff in portable 1. 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
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 in portable 1. 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 email account/Google drive/work?

At Home: Install Google Chrome on your home computer or device.
Open Google at 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.
If using a computer in portable 3:
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.

**What is 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”.
HomeLink:

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 current homeschooled students with parents who are committed to partnering with HomeLink in their child’s education. Families who can document a minimum of 90 consecutive school days of successful homeschooling within the two-year period prior to enrolling in HomeLink may enroll their student(s) fulltime or part-time.

4. Interviews 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 6th-12th 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 choose another parent to be the Parent in Charge (PIC) while they are gone. (The PIC and student both need to know the plan, and the office should know 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. Requires parents to volunteer, on site, a minimum of three hours per quarter, per family, in classrooms, on parent committees, or on program projects. 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. All students, parents and visitors are required to sign in at the office upon arrival on campus.

< See the Parent Handbook for further details. >