

Home Link >>>

Newport School District



PARENT / STUDENT  
HANDBOOK  
2022-2023

*Embracing and Empowering Families*

*When the atmosphere encourages learning,  
learning is inevitable.*

Newport Home Link

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## CONTACT INFORMATION

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## MISSION STATEMENT

Home Link is a Parent Partnership Program dedicated to serving the needs of families who have chosen to be their children's primary educators. Our goal is to support not to replace the instruction in the home. We believe that by drawing on the strengths and resources of both the home and the public school, we can offer an education that combines the best of both worlds.

## PROGRAM DESCRIPTION

Home Link partners with families to provide services that support the teaching that is done in the home. A few of these services include: curriculum guidance and consulting, testing, resource materials, academic and supplemental classes, field trips, library, and computer labs.

Home Link is a part of the Newport School District and is subject to the rules governing Alternative Learning Experiences in the state of Washington. These rules are written for students' education that takes place outside the traditional school building. The program is designed to fit the needs and desires of our families while still meeting the laws that govern us as a public school. The Home Link staff is composed of certificated teachers who are committed to the program and its philosophy. Upon entering the program, each family is assigned a consulting teacher who will work closely with the parents to design courses of study that fit each child.

## NON-DISCRIMINATION STATEMENT

Newport School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator/ Compliance Coordinator & Section 504/ADA Coordinator/Civil Rights Compliance Coordinator: Dave Smith | POBox70, Newport, WA 99156 | 509.447.3167x4500 | [smithdave@newportgriz.com](mailto:smithdave@newportgriz.com)

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# PROGRAM REQUIREMENTS

Home Link is one of five schools in the Newport School District. Our program is governed by rules adopted by the State of Washington for Alternative Learning Programs. Alternative Learning Programs are learning situations in which a large part of the learning takes place away from traditional school buildings. There are many types of Alternative Learning Programs. Home Link is a Parent Partnership Program that is designed to meet the needs of families who would otherwise be homeschooling. Our goal is to support each family and help them create an educational situation, in a home learning environment, that is uniquely suited for each of their children.

\*The following are the state requirements for Alternative Learning Programs:

## 1. ANNUAL WRITTEN STUDENT LEARNING PLAN

A student must have an approved learning plan before he/she can enroll in the Home Link Program. The plan is simply a statement of the learning goals and curriculum used in each course on the learning plan for the coming year. Learning Plans are written and approved annually before the first day of school but can be modified at any time. Consultants/Learning Plan Partners will assist in the formulation of goals. Consultants/Learning Plan Partners will work alongside parents in developing their son's/daughter's learning plans the preceding spring when the school is open and there is staff available to help. The learning plans must be in place by the first day of school. If there is no approved learning plan by September 1<sup>st</sup>, the student may be dropped from the Home Link program.

## 2. MONTHLY PROGRESS REPORTS

Parents are required to submit progress reports on or before the 20<sup>th</sup> of each month for each of their children in the Home Link Program. If an emergency arises, please notify the Home Link office (447-6625) as soon as possible to alert your consultant/learning plan partner that you will not be able to attend the conference.

## 3. WEEKLY CONTACT WITH CERTIFIED HOME LINK STAFF

Each student must have weekly contact with a *Home Link certified teacher*. If a student does not have onsite Home Link classes, he/she must make weekly contact with his/her consultant/learning plan partner. This is usually a weekly face-to-face meeting but may also be done by telephone or e-mail in some situations.

## 4. ANNUAL ASSESSMENT

All students enrolled in alternative learning experience courses or coursework must be assessed annually. Very commonly, assessment of a student's grade level competency is based upon state assessment. Additional annual assessments are also accepted. Speak with your *consultant/learning plan partner* if you have a question.

# HOME LINK CLASSES

Home Link offers a wide variety of classes for all ages and grades K through 12. There are three categories of classes – supplemental, academic, and traditional.

**Supplemental Classes** These classes meet for 1 hr. per week. They provide opportunities for students to learn new skills and be with other students in a classroom setting. Most of our class sizes are small (approximately ten students per class) with the exception of the PE and dance classes.

Most classes require no time outside of class for preparation or homework. Exceptions are the language and music classes, which will require practice time at home. Fees for music books, classroom field trips, and performance-based classes may apply accordingly. Please check the course description to see what is required in a class and possible fees attached to classes before registering. Our supplemental classes are taught by individuals who have expertise in their field though not all of our specialists hold Washington Teaching Certificates.

**Academic Track Classes** Academic Classes for core high school subjects are offered for credit. Academic classes meet approximately 2 hours each week with 3 hours of coursework completed at home. This constitutes 5 hours of seat time each week. Course work is assigned weekly. These academic classes consist of textbook reading, classroom discussions and projects, homework assignments, and tests. Grades are given and regular attendance is an absolute requirement.

**Traditional Classes** Traditional subjects are offered for credit. Traditional classes meet approximately 5 days a week in a regular classroom setting in the building; it is offered per grade and/or academic level, with homework completed at home. This constitutes 5 hours of seat time each week. Course work is assigned weekly. These traditional classes consist of textbook reading, classroom discussions and projects, homework assignments, and tests. Grades are given and regular attendance is an absolute requirement.

**CLASS REGISTRATION** Before each semester, families will register for classes. To register online: go to the Home Link website at [newportgriz.com](http://newportgriz.com), login to ALEx, go to “classes”, then “enroll in classes”. Class registration is done according to seniority in the Home Link Program. Full-time students are limited to 10 classes per trimester and part-time students’ access to classes is dependent upon their enrollment status. For instance, a student who is .6 FTE has access to 6 classes total. All students are limited to register for half of their allotted classes during the first part of registration week, the second half of week registration is reopened and students may register for their remaining classes depending upon their full-time/ part-time status. Families are notified of registration dates for each trimester. If unable to register for a suitable class, students will be assigned to a computer lab or library, if there is space in order to remain on campus.

**ADDING AND DROPPING CLASSES** Parents may add or drop a class during the first two weeks of the trimester. After two weeks, parents must notify their *consultant/learning plan partner* to discuss the reason for wanting to drop a class; however, no classes can be added to a child's schedule after this two-week grace period.

**EXITING THE PROGRAM** Families are asked to schedule an exit meeting with Amanda Driver when leaving the program. All non-consumable materials must be returned at this time and any outstanding paperwork completed. If school materials are not returned, we will issue a bill that will need to be paid before transcripts and records will be sent to a new school. Students' diplomas will be withheld until all outstanding fines and paperwork are resolved. If you want to re-enroll, you will be placed on the waiting list until a slot is available.

**CLASS ATTENDANCE** Student attendance is an important factor in a child's learning process. Parental promptness helps teach children to be on time. Students who are tardy disturb the classroom. If your student is unable to attend classes due to sickness, weather, or family travel, please notify the **attendance line at 447-6625**, so that the absence will be excused. We reserve the right to drop a student from a class after three unexcused absences; class space is at a premium.

\*Attendance is required in academic track classes, and absences will affect a student's final grade.

If your student is tardy to any class please have them sign in at the front desk to get a tardy slip that will allow them to get into class.

Students needing to leave during the school day must:

1. Have verbal or written parental notification to the Home Link front office.
2. Sign out with the Home Link front office before leaving campus.
3. Sign in with the Home Link front office upon returning to campus.

**Truancy** - The following are considered truancies:

1. Being absent from school without the knowledge or permission of the parent.
2. Leaving school grounds during the day without permission.
3. Staying out of class without permission.

**SPECIAL SERVICES** Special education services are not provided in our Home Link program. The Newport School District provides a comprehensive set of special education services within the traditional schools. We can help in the process and scheduling of said services. Because we are a choice-based alternative learning program, we are not required to provide special education services. This has been confirmed through OSPI's special education department.

**SHARED ENROLLMENT** Home Link students may share a few classes at Stratton Elementary, Sadie Halstead Middle School, and Newport High School. Our students may take up to two classes at the Middle School and

two at the High School. Enrollment in Home Link and participation in homeschooling must be 50% of the entire time spent in a learning environment. Parents must notify their *Consultant/Learning Plan Partner* if Home Link will be sharing a child's enrollment.

**FIELD TRIPS** Home Link often provides field trip opportunities throughout the year. These can be for all ages or for specific classes. Program-wide field trips are announced through the weekly memo as well as on the Home Link web page. Classroom field trips will be arranged by the classroom teacher. Parents will be requested to sign a permission slip and a medical release form for their children to attend these trips.

**CLOSED CAMPUS, ARRIVING, AND LEAVING TIME** Home Link is a closed campus. Once students enter school property, including school buses, they are not to leave school property at any time without signing out from the office. Once students have left campus for the day, they may not return unless to attend a school-sponsored activity or event. Classes begin at 8:30 a.m. **STUDENTS ARE NOT TO ARRIVE BEFORE 8:00 A.M.** There is NO supervision at Home Link until 8:00 a.m. The school day ends at 2:55 p.m. All students arriving before 8:00 or staying after 2:55 must be accompanied by an adult/guardian or enrolled in an after-school activity supervised by an adult. Students must wait in the family room if dropped off early or picked up late. **Students should be picked up before 3:15** or an emergency contact person will be called to pick up students. The business offices close at 3:30 pm.

**CLASSROOM VOLUNTEERS** The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, district staff will clearly explain the volunteer's responsibility for supervising students in school, on the playground, and on field trips. On field trips, both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules. Staff members and volunteers, who will have regularly scheduled unsupervised access to children, will have their records checked through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation. The record check will include a fingerprint check using a complete Washington state criminal identification fingerprint card.

**VISITORS** Parent/student visitors are welcome to visit Home Link. Visitors must make prior arrangements through the front office for their visit. Repeat parent/student visitors will require special permission from the appropriate administrator. All student visitors must sign in at the front desk and receive a visitor's badge and remain with their sponsoring student while on campus. This is to further ensure the safety of our students.

**TESTING SERVICES** Home Link is a part of the Newport School District, our students fall under the same state testing requirements as other students in the district. We are required to administer the Smarter Balanced (SBAC) and End of Course (EOC) test to the same grade levels as the rest of the district. The I-Ready screening is also given to K-4 students as support to children's basic reading

skills. Students desiring a high school diploma through Home Link must earn 27 credits and pass all the required state testing. A student does not have to participate in state testing nor be working toward a high school diploma to be full-time enrolled in the Home Link program. Any parent opting out of state testing must sign a testing refusal form for the current school year.

**TRANSCRIPTS** Transcripts must be requested in writing. Allow 3-5 days for official transcript generation. Please request final transcripts on or before the last day of the Home Link School year, our staff is not available during the summer months to produce needed transcripts, school transfers, or college recommendations.

## CURRICULUM FUNDS

Home Link provides curriculum funding for each enrolled student. These funds allow parents to choose materials that are individually suited for their children's learning. All approved materials purchased must be for the education of the Home Link student and related to the current year's Student Learning Plan. Full-time Running Start students do not receive any curriculum funds unless they are taking courses that are overseen by Home Link staff.

Curriculum order requests must be reviewed by your consultant/learning plan partner for the current school year only. Orders will be reviewed and items that are available from the Curriculum Library will be removed from your order and checked out to you instead of ordering a duplicate item. Home Link cannot purchase faith-based curriculum. (See Purchasing Tips 2020-21 attached)

- Certain items may not be purchased with curriculum funds.

*\*See attached Approved/Not approved Curriculum Provider list and Purchasing Tips 2020-21*

- If you have a question as to whether or not something is an approved curriculum, please ask your consultant/learning plan partner.

**RESOURCE LIBRARY-CURRICULUM LIBRARY** Home Link's Resource Library is filled with a variety of core curriculum items, textbooks, solutions manuals, math manipulatives, and reference books to assist families in their teaching needs. Parents are encouraged to check out materials from this library.

- The resource library is located in the main Home Link building. Materials in this library include: curriculum from approved providers.
- A wide range of subject materials and manipulatives that may be checked out for the full year.
- Readers and read-aloud books that may be checked out for 4 weeks.
- Summer checkout is available for those who school year-round.

*\*The resource library is a growing collection of non-consumable materials that have been returned after being purchased with Home Link curriculum funds.*

**NON-CONSUMABLE VS. CONSUMABLE MATERIALS** Materials paid for with Home Link curriculum funds belong to the Home Link Program. Materials must be returned to the program when finished with or upon exiting the program. For your convenience, records are kept of all purchased material and non-consumable items that are expected to be returned in good condition. (*Look for the Property*



of Newport Home Link label) Non-consumable materials are those that can be used by another student. Consumable materials are workbooks and non-reproducible items that are considered consumed and are not expected to be returned.

**ONLINE SUBSCRIPTIONS** Another feature of our curriculum/resources are online educational subscriptions. See our approved vendor list for these options. Subscriptions are offered for 3, 6, 9, or 12 months. Subscription must run for the current school year only. Parents may pick up online order forms and subscription information in the Resource Library.

**ON CALL SPECIALIST SUPPORT** Extra teaching support for some subject areas is available onsite. These extra support sessions must be approved by the student's consultant/learning plan partner and permission from the On-Call Specialist given prior to the start of the session. These sessions will consist of a minimum of 2 students and for a minimum of 4 weeks.

\*No books will be checked out to anyone with overdue materials. Families will be charged for any materials that are lost or damaged. Accounts must be clear before registering for classes.

## STUDENT RESPONSIBILITY EXPECTATIONS

### **CODE OF CONDUCT**

- Home Link students are expected to be safe, responsible, and respectful of other students and adults. We honor traditional family values including the authority of the specialist in the classroom. We expect all students to be:

### **SAFE**

- Walk through the building in a safe, appropriate manner.
- Settle conflicts appropriately.

### **RESPECTFUL**

- Refrain from using profanity and any other vulgar language.
- Respect school property and the property of others.
- Show respect to self, other students, and staff members.
- Demonstrate mutual respect, civility, and orderly conduct

### **RESPONSIBLE**

- Arrive to class on time with the necessary materials and prepared to work.
- Contribute to a positive classroom and school climate.
- Follow school rules at ALL times.
- Verbal or written language at school/on school grounds that is profane or obscene is unacceptable. The use of profanity will result in disciplinary action.
- Home Link students are expected to be enrolled in, and on time to classes when on campus. If unable to attend, notify the Home Link attendance line at 447-6625 for an approved absence. Students may be removed from a

class or from the Home Link program for unexcused absences. Tardiness requires a Tardy Slip from the front office to enter classes late.

- *Following district policy, Home Link is a closed campus.*
- Students must not wander the halls between classes or during lunchtime.
- Students must eat lunch only in their assigned rooms, energy drinks are not permitted on campus.
- Students are to follow the Home Link Dress Code.

\*We reserve the right to remove students from class or suspend them from the program if they are disruptive or do not follow the rules for behavior.

### Home Link Dress Code - *We encourage modesty*

It is inappropriate to wear anything that distracts/disrupts the learning environment or the educational process. Additionally, items or clothing that may cause concern for student or staff safety will not be permitted.

- SCHOOL ATTIRE MUST BE APPROPRIATE AND MODEST.  
The following items are not to be worn or displayed:
- Clothing that refers to drugs, alcohol, tobacco, sex, gangs, violence, or profanity
- Shoes must be worn, no slippers, bare feet, roller skate shoes, or cleats.
- Clothing that exposes the midriff, navel, or any part of undergarments
- Crop tops, tube tops, halter tops, half tops, low cut/spaghetti strap tops or dresses, cut off or cut out sleeves
- Hats, hoods, or head coverings; sunglasses (unless doctor prescribed)
- Overly tight, sheer, or revealing clothing that may be distracting
- Slippers, pajamas or pajama bottoms, exposed boxer shorts
- Unclipped overalls, long belts, pants worn below the hip bones
- Writing or drawing on the skin or clothing that causes disruption or distraction Bra straps are not to be shown front or back.
- Cleavage and undergarments are not to be shown.
- Holes in garments are not to show undergarments or private areas, and holes in pants must be below the fingertips.
- Shorts, skirts, and dresses must meet or exceed the length of fingertips when arms are placed at the side.

A student who wears the above items will be counseled and asked to change clothes; parents may be contacted to bring appropriate clothing for the students to wear. If a parent is unavailable to bring suitable clothing, the student may be offered school-issued clothing (if available) or kept out of the classroom until appropriate attire is attained. Consequences will be issued for repeated dress code violations. Students are to observe modesty, appropriateness, and neatness in clothing and personal appearance.

SETTING	RESPONSIBLE: BE DEPENDABLE AND TRUSTWORTHY AT ALL TIMES.	RESPECTFUL: BE POLITE AND COOPERATIVE WITH OTHERS.	SAFE: BE FREE FROM HARM OF ANY KIND (PHYSICAL OR EMOTIONAL).
In the Classroom	<ul style="list-style-type: none"> <li>-Clean up after yourself</li> <li>-Use problem-solving skills</li> <li>-Follow staff directions</li> <li>-Stay in control of your own words and actions</li> <li>-Be responsible for your own learning (Do your own work, turn in work on time, complete makeup work in a timely manner)</li> <li>-Dress appropriately according to the handbook</li> <li>-Be prepared for class with all materials</li> </ul>	<ul style="list-style-type: none"> <li>Consider how others feel and are affected by your words and actions</li> <li>-Keep an open mind and allow others their opinions</li> <li>-Behave in a way that allows for others to learn</li> <li>-Be considerate of others' personal space and belongings</li> <li>-Be honest</li> <li>Choose words carefully according to your audience</li> <li>-Actively listen to the designated speaker</li> <li>-Cell phones may be used with specialist approval</li> </ul>	<ul style="list-style-type: none"> <li>-Follow specific safety procedures and directions when required</li> <li>-Ask permission to leave</li> <li>-Keep aisles clear</li> <li>-Use equipment and supplies appropriately</li> <li>-Follow school guidelines in the handbook</li> <li>-Seek the help of staff when needed</li> </ul>
On the Campus	<ul style="list-style-type: none"> <li>-Keep the school clean</li> <li>-Be present, prepared, and on time</li> <li>-Report unsafe behaviors and circumstances</li> <li>-Maintain personal hygiene</li> <li>-Dress appropriately according to the handbook</li> <li>-Take care of personal belongings and personal property</li> <li>-Follow staff directions and obey school rules</li> <li>-Get to destination promptly</li> </ul>	<ul style="list-style-type: none"> <li>-Use appropriate language</li> <li>-Be polite and helpful</li> <li>-Care for school grounds</li> <li>-Respect others' privacy, personal space, and property</li> </ul>	<ul style="list-style-type: none"> <li>-Stop and Think</li> <li>-Use school equipment appropriately</li> <li>-Follow directions in the handbook</li> <li>-Maintain appropriate physical contact</li> <li>-Report unsafe behaviors and circumstances</li> <li>-Keep areas risk free</li> <li>-Maintain a tobacco, alcohol, and drug free campus</li> </ul>
During school activities	<ul style="list-style-type: none"> <li>-Sit in the designated area</li> <li>-Participate in activities</li> <li>-Keep the school clean</li> <li>-Report unsafe behaviors and circumstances</li> <li>-Dress appropriately according to the handbook</li> <li>-Take care of personal belongings and personal property</li> <li>-Follow staff directions and obey school rules</li> </ul>	<ul style="list-style-type: none"> <li>-Be polite and helpful to visitors</li> <li>-Demonstrate positive sportsmanship</li> <li>-Support participants in their efforts</li> <li>-Use appropriate language</li> <li>-Respect others' privacy, personal space, and property</li> </ul>	<ul style="list-style-type: none"> <li>-Stop and Think</li> <li>-Use school equipment appropriately</li> <li>-Follow directions in the handbook</li> <li>-Maintain appropriate physical contact</li> <li>-Report unsafe behaviors and circumstances</li> <li>-Keep areas risk free</li> <li>-Maintain a tobacco, alcohol, and drug free campus</li> </ul>

## STUDENT MANAGEMENT

Home Link staff and administration care about each student and want to provide a safe, wholesome, positive atmosphere for learning and activity. To accomplish this, we cannot allow abusive or disruptive behavior. So that each student understands, the following are examples of the possible consequences which will occur for the listed infractions. Depending upon the severity or frequency of other violations, the administration reserves the right to determine the level at which the violation will be handled. Discipline guidelines for school rule infractions should be one or more of the forms of corrective action listed for the category. District policies regarding student conduct or behavior expectations are covered in Policy 3240-Student Conduct. These policies and procedures are applicable to district premises, district transportation, and any district-sponsored activity on or off district grounds. Discipline as administered in the Newport schools is based on a philosophy designed to promote behavior that will enable students to develop the self-discipline necessary to function successfully in their educational and social environments.

Students and visitors must take care to be sure that their words and actions are expressed at the right time, in the right place, and in the correct manner, so as not to interfere with the rights of others in the public building. Students have all of the rights afforded to the citizens of the United States according to the Constitution and the Bill of Rights, but students must know that rights in a school setting may be regulated to ensure the safety of all persons and that their words and actions may not interfere with the educational process or the rights of others. A rule of thumb is: is it safe, is it healthy, is it harmful, or is it hateful? Infractions to school rules and policies will lead to disciplinary action. Students will be afforded an opportunity to discuss the infraction and present their side of the issues that arise. The major objectives of discipline in schools are to teach the following fundamental concepts for living in any society:

1. Respect for the rights, dignity, and safety of all individuals
2. Respect and understanding of laws, rules, and regulations
3. Respect for public and private property

Certified teachers, specialists, and administrators will work together in conjunction with students and parents in meeting the above objectives. As used in these procedures the word "parent" includes, when applicable, the person having custody of the student. In some cases, a telephone call or a written notice to the parent will assist the parent to help the student correct his behavior. However, in more serious cases, or with repeated misbehavior, the administrator may resort to suspension or expulsion.

## Summary of Progressive Disciplinary:

**Conference w/Staff Member** As a part of our desire to assist students in developing positive behavioral choices and learn to make good choices, minor infractions will be handled with a Student Reflection or Minor Referral form from the classroom specialist and conference with a consultant, involving a reflection on the issues that removed the student from the class and re-teaching of the school policies regarding the infractions observed. Continued infractions will result in a Pink slip, parental contact by a staff member involved in conferencing with the student, and a referral to administration.

**Suspension** temporarily removes from a student the privilege of attending school, school activities, or being on school premises. Absences due to suspension are unexcused. Ordinarily, a suspension will not exceed five school days, but in special circumstances, a suspension may be extended up to 10 school days. Suspensions are made by our Principal. A student who is suspended may not return to school or be on any school district property until he/she is readmitted from the suspension by our Principal.

**Expulsion** is a more serious disciplinary action than suspension as it terminates a student's attendance at school and school activities for a period of time and is based on the student's behavioral records and the nature of the reason for the expulsion. Expulsion may be recorded on a student's permanent record and neighboring schools and states may honor or uphold any expulsion at their discretion.

### CONSEQUENCES FOR MISBEHAVIOR

Inappropriate Behavior	Minimum Consequence	Maximum Consequence
Inappropriate display of affection	Student Reflection sheet-Conference w/staff member	Suspension
Alcohol or drugs	Suspension/police contact	Expulsion
Arson	Suspension/police contact	Expulsion
Assault	Suspension/police contact	Expulsion
Bomb Threat	Suspension/police contact	Expulsion
Cheating/Plagiarism/Forgery	Conference w/staff member, loss of credit	Suspension
Computer misuse	Student Reflection sheet-Computer restriction	Suspension
Defiance	Student Reflection sheet-Conference w/staff member	Expulsion
Disruptions	Student Reflection sheet-Conference w/staff member	Suspension
Disruptive devices	Student Reflection sheet-Confiscated/Conference w/staff member	Suspension
Dress code violations	Conference w/staff member	Suspension
Electronic devices	Confiscated/ Conference w/staff member	Suspension
Explosive/flammable devices	Confiscated/suspension/police contact	Expulsion

Extortion	Suspension	Expulsion
Fighting	Suspension	Expulsion
Fire Alarm	Suspension/Fire Dept. contact	Expulsion
Gang activity	Conference w/staff member	Expulsion
Harassment/Bullying/Teasing	Student Reflection sheet-Conference w/staff member	Expulsion
Indecent gestures	Conference w/staff member	Expulsion
Misbehavior	Student Reflection sheet-Conference w/staff member	Suspension
Physical Aggression	Student Reflection sheet-Conference w/staff member	Expulsion
Profanity/Swearing	Student Reflection sheet-Conference w/staff member	Suspension
Property damage	Conference w/staff member	Expulsion
Obscene Material	Confiscated/ Conference w/staff member	Expulsion
Sexual harassment	Suspension	Expulsion
Spitting	Student Reflection sheet-Conference w/staff member	Suspension
Tardiness	Student Reflection sheet-Conference w/staff member	Truancy Enforcement
Theft	Conference w/staff member	Expulsion
Threatening gestures	Suspension	Expulsion
Threats of violence	Suspension	Expulsion
Tobacco/E-Cig	Confiscated/suspension/police contact	Expulsion
Truancy/Skipping/Cutting	Conference w/staff member	Truancy Enforcement
Vandalism	Student Reflection sheet-Conference w/staff member	Expulsion
Weapons	Confiscated/suspension/police contact	Expulsion

**TOBACCO/ALCOHOL/DRUG-FREE SCHOOLS** In accordance with Washington State law and Newport School District policy, the use of tobacco products, including both smoking and chewing tobacco, e-cigarettes, alcohol, or drugs by any student, parent, or staff member or other persons in the building or on the grounds of Home Link is prohibited. Possession or use of any controlled substance, including tobacco, alcohol, inhalants, or drug by any student may result in a suspension and/or expulsion from school and notification to the proper authorities

Home Link Certified Teachers may search all lockers, desks, or storage areas without prior notice given to students and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules according to school district board policy #3230.

**TAGGING/VANDALISM** Home Link prohibits tagging (graffiti); anything that could be offensive; and/or could distract/disrupt the learning environment or the educational process, or any items including notebooks, books, binders, clothing, homework, or any other object that is brought to school. Vandalism is a punishable disciplinary offense and will be dealt with severely.

**WEAPONS** RCW 28A.600.420 and RCW 9.41.280 states that it is unlawful for any person to carry onto school grounds or on to school property or school transportation any firearm, dangerous weapon; including nun-chu-ka sticks, throwing stars, air gun, BB or pellet gun, or other projectiles, gravity knives: including switchblade, butterfly, or similar knives, or any object used to cause harm to anyone else. Students may not bring matches or lighters to school. Possession or use of any form of a weapon to intimidate or cause injury will be grounds for expulsion.

**OPEN DISPLAY OF AFFECTION** At Home Link hand-holding, hugging, kissing, or other types of public displays of affection are not allowed. Parents may be contacted and students may be referred to the office with a Student Reflection sheet for necessary discipline.

**STUDENT TRANSPORTATION DURING SCHOOL** Students are not allowed to ride with other student drivers during the school day. Parents who want to transport students other than their own must have signed permission on file before transporting.

**INTERNET ACCESS AND COMPUTER USAGE** Every student has access to district student computers. However, to use the Internet, the Newport School District Individual User Agreement form must be on file/signed by the student and a parent/guardian. Students are given a username and password and should not share that information, as they are responsible for inappropriate usage. Internet usage is monitored and rules include:

- School usage only; no visiting chat rooms or creating web pages
- Students may not change settings on computers
- No downloaded games are allowed
- No inappropriate Google searches

Students are responsible for their actions while using the Newport school district's computer resources. Computer misuse may lead to students being held monetarily accountable, and/or to disciplinary consequences.

**STUDENTS AND ELECTRONIC DEVICES** Students may NOT have personal electronic devices out and turned on at school, such as cell phones, electronic readers, and other personal electronic devices.

\*If they are used without permission the following policy will take action:

- 1st offense – the device is taken from the student, to be pick-up at the end of the day
- 2nd offense – the device is taken from the student, for parent pick-up
- 3rd offense - the device is taken for parent pick-up and conference with parents

*The school will not be responsible for loss, theft, or destruction of devices brought on to school property. Please refer to District Policy.*

**HARASSMENT** Harassment Students/Adults. The District (policy #3207) is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from harassment, intimidation, or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image – including those that are electronically transmitted, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, that:

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
- Has the effect of substantially disrupting the orderly operation of the school.

Bullying is harassment in any form – physical, verbal, nonverbal, or electronic-whereby a student attempts to exploit another due to some sort of power differential. According to school policy, students will be disciplined appropriately up to and possibly including police involvement and/or expulsion. If you are asked to stop and you do not, you are harassing. This may make others uncomfortable.

Bullying/harassing may include:

- Name-calling and teasing; nasty, mean, or obscene comments
- Making fun of others or their family members; unkind remarks about physical appearance or intelligence
- Unwanted physical contact
- Glaring and mean looks
- Taking or destroying property
- Spreading rumors or lies (gossip, notes)
- Lying to get someone in trouble
- Purposeful exclusion of others by a group
- Threatening or obscene gestures or statements, or other intimidating behavior
- References toward sexuality, ethnicity, gender, or other things in a way that is meant to hurt
- Forming groups to make others feel unwanted, unwelcome, or for the purpose of excluding or intimidating others

Remember: Follow this plan when someone is harassing you:

- Tell the person(s) to stop and that you do not like their behavior. Leave if you can.
- If it happens again, seek help from a teacher/adult in the building. Involve your parents.
- If the problems do not go away, let the principal or assistant principal know.

PLEASE communicate harassment issues to staff. If we do not know, it is difficult for staff to help.

*\*Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Nondiscrimination Procedure# 3210. (See attached copy)*



**EMERGENCY SITUATIONS or DRILLS** Emergency drills are regularly scheduled during the school year to practice in case of an actual emergency. Students will be instructed by their classroom specialists regarding appropriate actions to take in case of an emergency or drill. If instructed, everyone leaving the building will walk quietly with their classroom specialist to ensure that all directions or special instructions will be heard. All parents on campus at the time of an emergency/drill, are required to follow the directions of school staff during the drill. No students or parents arriving at school during the drills and finding the doors locked will be allowed into the buildings until the all-clear is given.

**SERVICE ANIMALS IN SCHOOL** Newport Home Link acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “*service animal*” as required by federal laws and Washington State’s law against discrimination. Newport School District Board policy #2030 governs the presence of service animals in schools, on school property, including school buses, and at school activities.

A “service animal” means an animal trained to assist or accommodate a disabled person’s sensory, mental or physical disability.

The parent/guardian of a student or a parent who believes the student needs to bring a service animal to school or a parent who wishes to bring a service animal to school must submit a written request to the Program Director. Amanda, in consultation with the Section 504 coordinator or director of special services, as appropriate, will determine whether or not to permit the service animal in school.

## GENERAL INFORMATION

**WEEKLY MEMO** A communication memo is written and distributed weekly to inform parents, students, and staff of any upcoming events at Home Link. It is very important parents read the memo so that you do not miss something in which you would like to participate. Every Monday, the memo is posted on the Events Bulletin Board by the front desk, and posted on the Home Link website.

**STUDENT TRANSPORTATION** Bus transportation is only available between our campuses Mon-Fri during traditional scheduled classes only. An example would be students traveling from the high school to the PORS campus for an auto shop class. Riding the bus to school is a privilege, which may be revoked if NSD safety rules are not observed. If a problem occurs on the bus, a transportation ticket will be issued by the bus driver. These tickets may result in suspension from riding the bus or from school if warranted. If a parent has a question, contact the bus garage at 447-0505. Non-district students and visitors are not allowed to ride the bus.

**SUPERVISION OF CHILDREN** Younger siblings of enrolled children are welcome to be with their parents in the Family Room. Parents must be monitoring their children's behavior and have line-of-sight supervision at all times. Please monitor your children's noise level. There will be no roughhousing in the room, or on the furniture. We want the family room to be a welcoming place for everyone. Do not allow your young children to be in the halls or outside unsupervised. This can be disruptive to student learning. Parents are also responsible for cleaning up after their children. Younger children cannot attend classes unless they are in a class with a parent.

### **SCHOOL CLOSURES**

Occasionally severe weather makes it necessary to close schools. Newport School District will do an All Call when there is a weather emergency. The Home Link Program will be closed whenever the rest of the district is closed. When this happens, watch your local television stations. To be sure that you get these emergency calls please make sure that your primary contact phone numbers are up to date with Home Link and the School District.

### **LATE STARTS**

When there is a 2-hour late start, students will begin their day in their 10:30 a.m. class.

# NEWPORT HOME LINK GRADUATION REQUIREMENTS

Through the graduating class of 2023

English	4 credits
Math**	3 credits
Science	3 credits
History	3 credits
Wa. State History	1 credits
Fine Arts	2 credit
Fitness	1 credits
Health	1 credit
Occup/Voc	2 credit
Electives	5 credits
World Language	2 credits
<b>TOTAL</b>	<b>27 credits</b>

\*Complete the Community Involvement requirement.

\*Complete Digital Communications requirement.

\*Complete High School and Beyond Plan requirements.

\* The WA State History requirement can be satisfied at the 7th or 8th-grade level.

# HOME LINK PARENT/STUDENT CONSENT 2022-23

I acknowledge the receipt and will read and uphold the Newport Home Link Student/Parent handbook contents, and I agree to uphold these program requirements. I understand that if I/we fail to meet these requirements I/we may be withdrawn from the Home Link Program.

*We have completed all enrollment; paperwork or online.*

Parent's Print Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_