

Parent Handbook
2023-24



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.

TABLE OF CONENTS

Contact Information	Page 3
Enrollment	Page 4
Academic Policies and Expectations	Page 6
Classroom Expectations	Page 9
Parent Partnership Program	Page 9
Security, Supervision, and Safety	Page 10
Student Health	Page 14
General Information	Page 14
Appendix A - Skyward Family Access/Gmail Account Access	Page 16



HomeLink Parent Partnership

11220 30th ST NE, Lake Stevens, WA 98258

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

www.lkstevens.wednet.edu/homelink

Office Hours 8:00 am - 3:00 pm

HomeLink Prinipal

Vicky Francois 425-335-1623

STAFF EMAIL:

Vicky Francois	victoria.Francois@lkstevens.wednet.edu	Principal
Jen McPhee	jen_mcphee@lkstevens.wednet.edu	Office Professional/Registrar
Becca Malean	rebecca_malean@lkstevens.wednet.edu	Paraeducator/Office Support
Amanda Smitkin	amanda_smitkin@lkstevens.wednet.edu	Certificated Teacher
Ellen Gradwell	ellen_gradwell@lkstevens.wednet.edu	Certificated Teacher

All teachers hold Washington State teacher credentials

Appointments with staff members can be made via email or by calling the main office.

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 9th grade students. We serve families dedicated to taking an active role in the education of their children. K-9 students are encouraged to attend courses to complement Home School instruction. K-9 students may enroll in as little as two courses per week, while others are enrolled as full-time public school students who invest 27.75 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. HomeLink operates under the Alternative Learning Experience rules and guidelines through OSPI.

<https://www.k12.wa.us/student-success/learning-alternatives>

ENROLLMENT

Unless HomeLink is deemed at capacity, enrollment shall be accepted on an ongoing basis through the second week of March of the current school year.

Students enroll in a minimum of 2 classes and may enroll up to the designated maximum number of hours depending on homeschool experience. Kindergarteners may enroll in a maximum of 14 hours and 1st- 9th graders may enroll up to full time at 27.75 hours.

PART TIME ENROLLMENT: Students may enroll part-time under homeschool status by completing the Declaration of Intent to Homeschool. Student's are responsible for maintaining acceptable attendance and meeting all course and school requirements. For HomeLink, this will mean meeting the requirements of the Written Student Learning Plan as well as school and district attendance rules, and school behavior policies.

ENROLLING A KINDERGARTEN STUDENT: A kindergarten enrollee must meet the criteria for entering public school. There are specific age requirements mandated by State and District policy for entry into school. Contact the program Director about kindergarten placement if you have a child with a September birthday. Board Policy 5035 HomeLink does not offer a full time Kindergarten program.

OUT OF DISTRICT VARIANCE/CHOICE TRANSFER: Students who live outside of the LSSD boundaries may enroll at HomeLink. New families must contact the HomeLink Registrar prior to requesting a variance to confirm availability. If openings are available, enrollment paperwork must be submitted to the office. The choice transfer/variance request and LSSD Student enrollment/registration paperwork will be reviewed together.

Renewal: Families must apply for a variance EVERY year. The District office begins the review and notification process in the order received beginning May 15th. Applications received after June 30 and prior to August 31 will be considered on a case-by-case basis.

All variances may be approved or denied based on:

- Space or program availability
- Student's disciplinary records
- Student's attendance patterns

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. Enrollment will be shared between the two entities and may not exceed 1.0 FTE.
 - Students who attend HomeLink on an out of district variance, may not attend classes at other LSSD schools that are deemed at capacity or within their resident school district.
 - Students should contact their advisor if requesting a class not offered at HomeLink.
- **SPORTS/EXTRACURRICULAR ACTIVITY PARTICIPATION:**
 - HomeLink students may try out/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.

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. Students will need to be up to date or have proper immunization exemption paperwork approved by the Nurse to begin classes. Our compliance Nurse will review immunization status and Health History forms annually.

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 the 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 and need to be reviewed prior to student starting classes.

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. WSLP meetings must be scheduled with Advisors prior to beginning any HomeLink classes.

SPECIAL EDUCATION INSTRUCTION: An Individual Education Plan (IEP) for specially designed instruction is not available at HomeLink. Parents must complete and submit the LSSD Ancillary Services Form annually with their Declaration of Intent to continue services or to request a student evaluation. If the student lives within the Lake Stevens School District- the Special Education Department will work with the parent and students' neighborhood school to continue services or initiate services.

504 ACCOMMODATIONS: Students needing 504 accommodations may receive these services through HomeLink. Please contact our school Principal for more information regarding an evaluation or implementation.

ENROLLMENT FORMS AND APPLICATIONS: All District and Alternative Learning Experience forms are due at least 1 WEEK BEFORE a student can attend class:

- District Enrollment paperwork, including but not limited to:
 - Copy of Birth Certificate
 - Proof of Residence
 - Immunization/Health History
 - Approved choice transfer, if out of district
- ALE Paperwork:
 - Declaration of Intent to homeschool - if part-time status
 - Parent Signature Page
 - Review and acknowledgment of Statement of Understanding
 - Dual Enrollment
- Volunteer Application - Washington State Background check
 - All parents and/or guardians who accompany students on campus are considered parent volunteers
 - A LSSD Volunteer Form must be completed for the District office as part of the registration process. Applications are good for two years from the approval date.

ACADEMIC POLICIES AND EXPECTATIONS

HOMELINK SCHEDULE: HomeLink classes are offered to enrich, not replace, the Home-Based Instruction parents are providing to their children.

- HomeLink classes are scheduled as year-long courses
- Classes have "grade bands", meaning multiple grade levels participate in each class
- Families meet with an Adviser to review class offerings to create the Written Student Learning Plan prior to starting classes

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, via digital platform, email or as directed by the instructor.

WEEKLY CONTACT WITH A CERTIFICATED TEACHER: It is expected that students will attend class in person. ALE guidelines stipulate that STUDENTS must make direct personal contact with certificated teachers for each class on the WSLP within the school week, defined as Sunday through Saturday. Attending class in person meets this requirement.

Direct Contact as evidenced by:

- In class instruction, email, phone call, and/or synchronous/asynchronous digital communication
- Direct contact must be between the student and certificated teacher:
 - for the purpose of instruction, review of assignments, testing, evaluation of student progress, or other learning activities or requirements identified in the WSLP
- When a student is absent:
 - They will communicate with their teacher about the missed assignments, homework, etc.
 - Parents may scribe message to teachers for younger students
 - Students are still responsible for weekly contact and missed assignments and classwork regardless of the reason for an absence.
 - Teachers will attempt contact with students who are absent. Replying to the teacher will meet the Student-Teacher direct personal contact requirement
- Students who have excessive missed contacts will require a conference and a plan of improvement will be developed to address concerns. Students who continue to accrue missed contacts risk being dropped from HomeLink.

ATTENDANCE/TRUANCY: Parents are responsible for contacting the office to excuse a student absence. This is separate from the ALE student/teacher direct personal contact requirement.

- Absence - call 425-335-1594 or [Report an Absence online form](#) posted on the HomeLink website
- Parents will be notified of any unexcused student absence via email
- Schedule appointments, outside field trips and vacations outside of the days your child attends HomeLink.
- All pre-arranged absences of three or more days must include a Prior Permission Form which is available in the office. The student is responsible for completing the form and returning it to the office at least three days before the 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.
- 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.

Excused absences defined with valid justification for missing ALE course include:

- Student illness or parent illness in ALE course requiring parent on campus
- Doctor/Specialist appointment that cannot be scheduled outside the school day
- Pre-arranged trip for family vacation, sports activities, extra-curricular events
- Bereavement
- For extended travel, pre-arranged absence form must be completed prior to leaving

WSLP - MONTHLY PROGRESS EVALUATION: 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 each teacher for any class 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 Director.

GRADING: HomeLink students are graded on their participation, completed assignments, and attendance.

Elementary Grades are figured on a 4 point scale:

- 4: Full Participation (weekly contact, attendance in class sessions, submission/completion of all weekly menu assignments)
- 3: Partial Participation (weekly contact, partial classroom attendance, submission/completion of most weekly menu assignments)
- 2: Minimal Participation (irregular contact, partial attendance in class, incomplete menu work)
- 1: Not participating

Middle school students are graded on a standard scale unless otherwise indicated on the specific course WSLP

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

STUDENT INTERVENTION PLAN: 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 a 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-9th who have a Certificate of Independence will forfeit their Independence, requiring a parent to be on site the month following an unsatisfactory progress report.

COURSE ADD/DROP POLICY - Changes to Student WSLP: Adding and dropping classes will affect student learning hours on their WSLP. Consult with the student's Advisor if you have any questions.

- Classes may be added after the initial WSLP meeting
- There is a two week DROP deadline:
 - Within the two weeks after the start of HomeLink classes
 - Within the two weeks after the semester change
 - Only one drop form allowed per student, per semester
- The add/drop form is available in the office and must be filled out completely, including teacher, parent & advisor signatures prior to returning to the office for processing.

SKYWARD FAMILY ACCESS: Parents and Students have access to review student monthly progress, class grades and attendance in Family Access. To get to the login page, go to the district's website and look for the link called Family Access which will take you to the login page. The URL for the district website is www.lkstevens.wednet.edu. If you don't know your login or password, use the "forgot login" or password link to have the system email your account information. If your email address is not found by the system please contact the office to have it updated.

STUDENT GMAIL: All Lake Stevens school students are issued a LSSD google gmail account that can be accessed with their student ID and an assigned password. Lake Stevens email allows students to safely and effectively communicate and collaborate with their HomeLink teachers. Student email accounts restrict sending and receiving email to accounts outside the district. Teachers and staff have access to monitor student email accounts for appropriate use and reset passwords.

CERTIFICATE OF INDEPENDENCE: Students may earn a Certificate of Independence allowing continuing 6th-9th 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.

- Students should not be on campus longer than 15 minutes before or after classes and must stay in adult supervised areas.
- The Certificate of Independence will be revoked for students who are not demonstrating academic success by earning 60% or higher in all courses AND/OR demonstrate responsible and respectful conduct on campus.
- Parents must supervise students on campus for the following month of an unsatisfactory progress report.
- 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 classroom teacher. If further concerns arise, report to the HomeLink principal.

ANNUAL WASHINGTON STATE TESTING REQUIREMENT: HomeLink is committed to preparing all students for a bright future. We work with you, as a home-based instruction parent, in your efforts to ensure that your student moves from grade to grade with academic knowledge and skills necessary for success in the next school year. Assessments are one of the many ways that we have to know whether students have mastered skills for the next grade level. Per Washington state RCW [28A.200.010](#) and WAC [180-52-070](#) - Home-Based Instruction law requires annual assessment of students, using an approved standardized achievement test or a written non-test assessment. Participation in the Math and ELA Smarter Balanced Assessments (SBA) - and Washington Comprehensive Assessment of Science (WCAS) meet the annual assessment requirement of students in home-based instruction

3rd- 9th grade students enrolled at 80% or over from September - January, are required to participate in the Spring SBA and WCAS assessments. Students enrolled less than 80% participate in may opt-in.

CHROMEBOOKS: HomeLink students may be eligible to check out a Lake Stevens School District chromebook if required for a course on a student's Written Student Learning Plan. All students have access to Chromebooks when they are on campus.

For students who check out a District device, Lake Stevens School District offers a Chromebook Protection Plan for a nominal fee that is available to help defray the costs associated with maintaining and repairing student Chromebooks. We provide a reduced rate for families who need assistance. The [Chromebook User Agreement & Protection Plan form](#) and [Parent & Student Technology Handbook \(PDF\)](#) are available on the District website or copies are available in the office.

Before your child is allowed to take possession of his/her Chromebook, the Chromebook User Agreement & Protection Plan must be signed and returned. You agree to two things when you sign the form:

1. First you are agreeing to the terms of what the protection plan will cover.
2. Secondly, we ask parent AND child to sign the Responsible Use section indicating you have read and agree to abide by the conditions set forth in the Parent & Student Technology Handbook.

Note: If you qualify for free and reduced lunch, a spot is provided for you to sign to give permission for district personnel to verify that you do qualify.

SCHOOL LUNCH: School lunches are available for purchase by pre-ordering in the office. Lunch menus for LS High School are posted and available on the [Food and Nutrition Department webpage](#). Payment for lunches can be set up by utilizing the LSSD My Mealtime Online payment option, also on the Food & Nutrition webpage. See office staff for pre-ordering details.

FIELD TRIPS: All permission slips and payments must be completed and submitted TWO WEEKS PRIOR to the field trip. 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. If you cannot afford to participate in a field trip experience, please let your instructor, office staff or school Principal know and we will try to find funding.

HOMELINK LENDING LIBRARY: A selection of fiction and non-fiction books, as well as selection of various curriculum subject materials are available for parent and student check-out. All materials and resources are the property of the School District. Materials may be checked out for as long as needed and must be returned at least two weeks prior to the last day of HomeLink scheduled classes. If any items checked out to your family have been lost, you must pay for or replace the materials. A fine will be charged to student accounts for items not returned or replaced. Please see office staff to check out items.

CLASSROOM EXPECTATIONS

Students will follow building-wide and classroom expectations. Every teacher will create a safe, caring learning environment with their own routines, procedures, and expectations for work and interpersonal behavior.

PARENT PARTICIPATION IN CLASS: Parents may assist children in class if invited by the teacher, otherwise they should only observe. We ask that you not teach over the teacher during class and 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 and they are quiet and respectful in class. Students disrupting class will be asked to leave.

PARENT PARTNERSHIP PROGRAM

The Parent Advisory Committee (PAC) serves the interest of HomeLink, providing parent voice and input in meeting the unique needs of Home School families. Beginning in the 2023-24 school year, the PAC meetings will now be open to all parents wishing to connect with the program principal to discuss interests of families and help facilitate HomeLink events, clubs, outreach and enrichment. One meeting will be scheduled each month during the school year. For more information, please contact HomeLink principal or office staff.

Any family interested in being paired up with a mentor family please see the front office.

VOLUNTEERING: We Request That Parents Volunteer! Volunteering enhances our students and enriches our school when parents participate in any variety of the activities listed:

Area Supervision

- Supervise to ensure that our students remain in designated areas

- Family area - Monitor appropriate use of area

Housekeeping

- Maintain the refrigerator and microwaves – Clean them out weekly
- Family area - Wipe off tables and pick up trash

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

Staff Support

- Classroom assistant

SECURITY, SUPERVISION & SAFETY

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.

HOMELINK IS A CLOSED CAMPUS: Students may not leave the building unaccompanied, including those with a certificate of independence. To keep our academic focus, students are not permitted to be on campus for any longer than 15 minutes prior to the start and 15 minutes following the end of their classes.

SIGN-IN EXPECTATIONS: All K-9th students, parents and visitors must check in when they arrive on campus each day. Remember to check out when leaving campus.

- K-5 parents must escort their students into the building.
- Do not drop your students at the curb or allow them to run ahead from the parking lot.
- ALL students, siblings, and adults on campus must check in and out at the SafeVisitor desk.
 - 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.
- Students in grades 6-9 with a Certificate of Independence must check in and out when on campus.
- 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 a HomeLink family are not permitted on campus during the school day.

SUPERVISION: HomeLink relies on parents to provide supervision for their K-9 students and **MUST** be in the building when their students are present. The exception is for 6th - 9th grade students with a Certificate of Independence, who must stay in adult supervised areas.

On occasion, if you must step away from your student(s) for a few minutes (phone call, pick up lunch, forgotten homework, etc) you must designate a Parent in Charge and inform your student of your absence from the building.

The parent and parent in charge must both sign the Parent in Charge form available in the office. *A parent in charge does not preclude parents from regular daily supervision of their student. Excessive use of PIC may result in a meeting with the program principal.*

SHARED CAMPUS - HOMELINK DESIGNATED AREAS: District staff members are trained to identify anyone unfamiliar on campus during school hours. Please have your ID badge on at all times to make yourself easily identifiable as a member of HomeLink.

- Parents and students must stay in designated HomeLink areas
- Families will receive a parking pass to display in vehicle parked on campus
- Adult supervision is required in all areas
- Please escort younger students/siblings to restrooms

FAMILY GATHERING AREA: The family space is open to all students, parents and siblings.

- This is the primary location designated for eating. School lunch is available for purchase. Ordering and purchasing information is available in the office.
- The refrigerator is available for daily use, but not for long-term food storage.

- Personal toys and games may be brought to school for daily use and must be taken home daily, not stored at school.
- Clean up after yourself, including wiping off tables, spills in the microwave, throwing away all garbage or uneaten food, and sweeping or vacuuming the floor if necessary.

DRILLS /EMERGENCIES IN CONJUNCTION WITH HOST CAMPUS

DRILLS: We conduct safety drills for a variety of reasons: state requirements, school district requirements, and ultimately preparedness. Please comply with all directions during these important drills. HomeLink, in cooperation with HOST CAMPUS, will conduct a monthly fire drill, earthquake drill, lockdown drill, or shelter-in-place drill.

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 and follow all directives given by HomeLink staff until dismissed or an all clear signal is given.
- Please report any safety concerns to the HomeLink Director or office staff.

CAMPUS DRESS CODE: Applies to all HomeLink students, staff and parents and visitors

- Student dress is the responsibility of the student and parent.
- Clothing with profanity, suggestive comments/designs, advertisements for alcohol, tobacco or drugs are not acceptable. Clothing or jewelry with sharp points pose a danger to students and furniture within the learning environment and should not be worn at school.
- Shorts and skirts may be worn only if they are no higher than the fingertips when arms are held at the student's side. Halters, "spaghetti" straps, tank tops, and clothing that expose the torso are not considered appropriate, as they are a distraction to the educational process. T-shirts under spaghetti strap tank tops are okay. Undergarments should be fully covered.
- 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.

CELL PHONES/ELECTRONIC DEVICES:

- Students with cell phones must keep them in their backpack while in class
- Access to guest WiFi is available for families on campus
- Headphones should be used when listening to music or content with sound
- Personal devices connected to LSSD guest WiFi agree to Network policies

CAMPUS VISITORS: 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.

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.

DRUG, ALCOHOL AND TOBACCO FREE ZONE: The Lake Stevens School District prohibits the use, possession or distribution of alcohol, illegal drugs, or tobacco on or adjacent to school property or as part of any school activity. Compliance with this rule is mandatory.

GUN FREE POLICY: Students who violate our District's Policy #1610 and #5570 will be subject to discipline that includes a one-year mandatory expulsion for firearms. School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. The superintendent, or designee, may modify the one-year expulsion on a case by case basis.

NON DISCRIMINATION WORKPLACE AND SEXUAL HARASSMENT

DISCRIMINATION

The Lake Stevens 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, gender 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(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator: John Balmer; john_balmer@lkstevens.wednet.edu; 12309 22nd St NE, Lake Stevens, WA, 98201; 425-335-1592

Title IX Officer: John Balmer; john_balmer@lkstevens.wednet.edu; 12309 22nd St NE, Lake Stevens, WA, 98201; 425-335-1592

Section 504 Coordinator: Miriam Tencate; miriam_tencate@lkstevens.wednet.edu; 12309 22nd St NE, Lake Stevens, WA, 98201; 425-335-1504

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:

<https://docs.google.com/viewer?a=v&pid=sites&srcid=bGtzdGV2ZW5zLndlZG5ldC5lZHV8bHNzZGRvY3N8Z3g6MzFiNDlhMjRjYTM4ZDE4Mw>

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:

<https://docs.google.com/viewer?a=v&pid=sites&srcid=bGtzdGV2ZW5zLndlZG5ldC5lZHV8bHNzZGRvY3N8Z3g6NzRmM2FjNzBiNTg5ZGZm>

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory

harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1: Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | *Fax:* 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

STUDENT HEALTH

STUDENT ILLNESS/INJURY AT SCHOOL: HomeLink office personnel have Health Room training and will assist students with health needs when needed. HomeLink parents of K-5 students should already be on campus to assist if their student has an accident/injury or is not feeling well. Students in 6-9 with a Certificate of Independence will report to the office in the event of illness/injury. The host campus Nurse is also on call to assist with all student health needs.

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

WHEN SHOULD I KEEP MY CHILD HOME?

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.

VOMITING/DIARRHEA: Anytime a child vomits or has diarrhea, he/she needs to be isolated from other children. Children should be vomit/diarrhea free without medication, for at least 24 hours before sending them to school.

NASAL DRAINAGE/COUGH: A runny nose by itself is not necessarily cause to keep your child home. Consider the color of the drainage. Clear drainage is usually associated with allergies or the start of a viral infection. Yellow or green drainage may be a bacterial infection. If the runny nose is associated with a sore throat, nausea or unusual fatigue, keep your child home and contact your healthcare provider if symptoms do not improve within 24-48 hours. Severe coughs or those lasting longer than 2 weeks should be evaluated by your health care provider to rule out Pertussis or "whooping cough". Your child should be kept home if the cough is persistent and they are unable to fully attend to their work or their continuous coughing is disruptive to their peers or teacher.

RASH: Any rash of unknown cause should be considered contagious. Please have your child examined by a physician to determine the cause and communicability of the rash before sending him/her to school. The child may not return to school unless there is a letter from the medical professional stating that the rash is not communicable in nature or no longer is present.

GENERAL INFORMATION

PICTURE DAY/PHOTO ID BADGES: HomeLink enrolled students, parent volunteers and staff members will need to attend the scheduled picture day to receive their school issued Photo Identification Badge. These badges are free of charge and must be worn at all times when on campus. Picture package forms and/or online ordering is available to families who would like to purchase student portraits.

CALENDAR/IMPORTANT DATES: A copy of the important dates calendar will be provided to families at the start of the school year. Any changes will be shared in the monthly newsletter and current versions will be posted on the HomeLink website.

COMMUNICATION FROM HOMELINK: Email, phone calls, text messages and mobile app notifications are sent via Blackboard, a mass communication system, to notify parents about what's happening at HomeLink and within the Lake Stevens School District. Blackboard uses parent/guardian information from Skyward, so please be sure your email and phone information is current. Newsletters, attendance, teacher contact and important program information are always emailed to parents.

SCHOOL CLOSURES AND DELAYS: Weather events, utility outages, earthquakes, etc. may affect class start times or cause school closures. District wide notifications will be posted on the LSSD website and shared via an automated message and is also available by subscribing to "FlashAlert". HomeLink specific closures and delays will be shared with HomeLink parents via email. In the event LSSD has a 2 hour delay, HomeLink morning classes will be canceled. Per ALE rules, students are still required to make direct personal contact with their teachers for classes that are canceled for any reason.

MAIL CENTER: Check the family mail center on a regular basis. School related communications, event flyers, missed classwork, returned classwork, etc can be found in your family file.

LOST AND FOUND: The lost and found can be found in the Family area. Items not claimed will be donated to a local charity.

BIKES, SKATEBOARDS, SCOOTERS, ETC: Students can ride their bike (etc) onto campus, but the bike must remain parked when on campus. Students must lock their bikes on campus. For safety, it is recommended that students wear a helmet. 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.

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.

APPENDIX A

Students use their 6 digit school ID number to access Skyward and google gmail account

Skyward Family Access:

Visit the Lake Stevens School District website: [Lake Stevens School District Home Page](#)

Click on the  icon within the blue banner

Student Access login: Student ID number (6 digits)

Student password: Student birth date with or without exclamation point
(ex: 01242002 or 01242002!) unless the password has been changed or reset.

Parent access: If you have never logged on or have forgotten username/password for Skyward, click forgot your login/password to have the system email your account information. Enter the email provided on your students registration form. If your email is not found by the system, contact the HomeLink office. Parents can view all of their students on one site.

Lake Stevens School District Student google gmail:

Student gmail - send and receive email from teachers, registration information from the office

On a District chromebook:

Login: Student gmail account and password (may need to “add a person” to chromebook device if never logged on.

Students have access to their email, documents, and educational portals. Most apps students access remotely both at school and home need to have the student logged into their school account to grant access. Any time an account is used on a public computer, make sure to log out. Failing to do so allows others access to all account information (email/drive) All communication with teachers and all school work should be done via student account. Google is integrated to work harmoniously and keeps track of all documents and nothing can be lost.

On a home computer:

Open Google at www.google.com and click “sign in”

Enter student Login: Student ID followed by @lkstevens.wednet.edu (not @google.com)

Password: Student birth date with or without exclamation point

(ex: 01242002 or 01242002!) unless the password has been changed or reset.

If the password is updated/changed, please memorize it and write it on paper if needed

Please contact the HomeLink office if you forgot your password or have difficulty logging in.