

Home Link >>>

Newport School District



PARENT / STUDENT HANDBOOK

Embracing and Empowering Families

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

Newport Home Link

1302 W 5th Street

P.O. Box 70

Newport, WA 99156

(509) 447-6625

nhl.newportgriz.com

CONTACT INFORMATION

Newport Home Link: Office Hours 8:00 – 3:30 Mon-Fri

Amanda Driver, Director	driveramanda@newportgriz.com	6502
Chris Tellessen, Secretary	tellessenchris@newportgriz.com	6501
Tim Jurgens, Consultant	jurgensstim@newportgriz.com	6102
Debbie Trepanier, Consultant	trepanierdebbie@newportgriz.com	6103
Marie Hughes, Consultant	hughesmarie@newportgriz.com	6104
Kaitlyn Johnson, Consultant	johnsonkaitlyn@newportgriz.com	6105
Sara Zwarg, Consultant	zwarg@sara@newportgriz.com	6106

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 mentor teacher who will work closely with the family 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

TABLE OF CONTENTS

Program Requirements	pg. 4
Home Link Classes	pg. 5
Class Registration	pg. 5
Adding and Dropping Classes	pg. 6
Exiting the Program	pg. 6
Class Attendance	pg. 6
Shared Enrollment	pg. 6
Field Trips	pg. 7
Visitors	pg. 7
Curriculum Funding	pg. 8
Resource Library/Curriculum Library	pg. 8
Student Responsibilities	pg. 9
Code of Conduct	pg. 9
Home Link Dress Code	pg. 10
Student Management	pg. 12
Consequences for Misbehavior	pg. 13
Student and Electronic Devices	pg. 15
Student Transportation	pg. 15
Harassment	pg. 16
Weekly Memo	pg. 17
Family Room	pg. 18
Supervision of Children	pg. 18
School Closures	pg. 19
High School Graduation Requirements/Grading	pg. 20
Statment of Understanding	
School Calendar	
Approved/Non Approved Curriculum Providers	
Purchasing Tips	

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 which 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 not an approved learning plan by September 1st, 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 20th 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 5.5 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 HS Classes Traditional subjects are offered for credit. Traditional classes meet 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 5.5 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. This is a great option for CTE credits.

CLASS REGISTRATION Before each semester, families will register for classes. To register online: go to the Home Link website at 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, including chromebooks and chargers, 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 attached)

- Certain items may not be purchased with curriculum funds.

**See attached Approved/Not approved Curriculum Provider list and Purchasing Tips*

- 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"> -Clean up after yourself -Use problem-solving skills -Follow staff directions -Stay in control of your own words and actions -Be responsible for your own learning (Do your own work, turn in work on time, complete makeup work in a timely manner) -Dress appropriately according to the handbook -Be prepared for class with all materials 	<ul style="list-style-type: none"> Consider how others feel and are affected by your words and actions -Keep an open mind and allow others their opinions -Behave in a way that allows for others to learn -Be considerate of others' personal space and belongings -Be honest Choose words carefully according to your audience -Actively listen to the designated speaker -Cell phones may be used with specialist approval 	<ul style="list-style-type: none"> -Follow specific safety procedures and directions when required -Ask permission to leave -Keep aisles clear -Use equipment and supplies appropriately -Follow school guidelines in the handbook -Seek the help of staff when needed

On the Campus	<ul style="list-style-type: none"> -Keep the school clean -Be present, prepared, and on time -Report unsafe behaviors and circumstances -Maintain personal hygiene -Dress appropriately according to the handbook -Take care of personal belongings and personal property -Follow staff directions and obey school rules -Get to destination promptly 	<ul style="list-style-type: none"> -Use appropriate language -Be polite and helpful -Care for school grounds -Respect others' privacy, personal space, and property 	<ul style="list-style-type: none"> -Stop and Think -Use school equipment appropriately -Follow directions in the handbook -Maintain appropriate physical contact -Report unsafe behaviors and circumstances -Keep areas risk free -Maintain a tobacco, alcohol, and drug free campus
During school activities	<ul style="list-style-type: none"> -Sit in the designated area -Participate in activities -Keep the school clean -Report unsafe behaviors and circumstances -Dress appropriately according to the handbook -Take care of personal belongings and personal property -Follow staff directions and obey school rules 	<ul style="list-style-type: none"> -Be polite and helpful to visitors -Demonstrate positive sportsmanship -Support participants in their efforts -Use appropriate language -Respect others' privacy, personal space, and property 	<ul style="list-style-type: none"> -Stop and Think -Use school equipment appropriately -Follow directions in the handbook -Maintain appropriate physical contact -Report unsafe behaviors and circumstances -Keep areas risk free -Maintain a tobacco, alcohol, and drug free campus

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 9A1.280 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 nunchucks, 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 10:10 a.m. class.

NEWPORT HOME LINK GRADUATION REQUIREMENTS

Through the graduating class of 2025

Home Link students will receive their diploma through Newport High School

1. The board will award a regular high school diploma to every student enrolled in the district who meets the requirements of graduation established by the district. Only one diploma will be awarded with no distinctions being made between the various programs of instruction which may have been pursued.
2. The board of directors has established graduation requirements aligned with those established by the State Board of Education to ensure students are prepared for post-secondary education, training, and career with 21st century skills and foundations needed for lifelong learning.

To graduate from high school, each student must meet the following requirements:

1. Complete the credit and subject requirements specified below;
2. Demonstrate career and college readiness by completing a high school and beyond plan; and
3. Meet the requirements of at least one graduation pathway in Math and in English Language Arts. described below

Credit and Subject Requirements

The following shall be required for each student graduating from Newport High School:

<u>Subject</u>	<u>Credits</u>
English	4
Math	3*
Science	3
At least 2 credits must be lab sciences	
Social Studies	3
World History	
US History	
CWP/Civics	
World Language	2**
2 Credits in the same language	
Arts or PPR	2**
Health/Fitness	2
(.05 Health/1.5 Fitness)	
Career & Technical Education (CTE)	2
General Electives	6
TOTAL	27

***Math:** This includes- Algebra I, Geometry, and a third credit of high school mathematics, aligning with the student's interests and high school and beyond plan.

****PPR = Personalized Pathway Requirements:** Two credits of Fine Arts and two credits of World Language are recommended; however, based on the pathway that the student chooses and as agreed to by their parents and counselors, one credit of Fine Arts and the two credit World Language requirements may be adjusted and fulfilled with other elective credits that are in alignment with their High School and Beyond Plan. These elective courses become Personalized Pathway Requirements.

High School & Beyond Plan (HSBP)

To graduate, all students must develop a High School and Beyond Plan specifying how they will meet high school graduation requirements and what they will do following high school (post-secondary). Students begin their plan in eighth grade and revise it each year to accommodate changing interests and post-secondary goals. The HSBP helps students get the most out of high school and think about their future. Students work with parents, advisors, and school counselors to create their own "personalized plan" throughout high school. These plans will then guide their course choices with the goal of leading to a specific post-high school career and educational outcome chosen by the student.

Postsecondary aspirations may include pathways for application to four-year colleges or universities, two-year community or technical colleges, apprenticeship programs, industry standard certificate programs, military training, or on-the-job training. The ultimate goal is that students will explore and pursue courses that will lead them down a pathway to a successful post-high school experience.

Graduation Pathway

Students will need to meet one of the following graduation pathways that are *aligned* to their High School and Beyond Plan.

GRADUATION OPTIONS (must meet ONE option below in English AND Math)

English

Math

1 Meet Standard on ELA State Assessments

Currently: Score (2548)

Meet Standard on Math State Assessments

Currently: Score (2595)

2 Meet Standard on SAT or ACT in reading, writing or English

ELA SAT with essay (410) / ACT (14)

Meet Standard on SAT or ACT in math

Math SAT (430) / ACT (16)

³/₄ ELA Transition Course

Earn high school ELA credit in Bridge to College - English

Advanced Placement (AP) Course

C+ or higher in the class or 3 or higher on test
AP Calculus, AP Statistics, or AP Computer Science Principles

5 Dual Credit

Complete and qualify for college credit in dual credit ELA course:
Running Start; Eastern Washington Univ. - English 101
Eastern Washington Univ. - English 171; or
Eastern Washington Univ. - English 201

Dual Credit

Complete and qualify for college credit in dual credit math course:
Running Start or Financial Literacy

6 Armed Services Vocational Aptitude Battery (ASVAB)

Meet Standard on the ASVAB. Currently AFQT Score is: 31. Updated annually. ASVAB Pathway qualifies to meet both ELA and math requirements.

Armed Services Vocational Aptitude Battery (ASVAB)

Meet Standard on the ASVAB. Currently AFQT Score is: 31. Updated annually. ASVAB Pathway qualifies to meet both ELA and math requirements.

7 Career and Technical Education (CTE) Course Sequence

Earn passing grades in at least 2 credits within a single CTE program area of sequential courses that align with High School & Beyond Plan. The sequence MUST include at least one course that has the potential to earn college credit or an industry recognized credential.

Career and Technical Education (CTE) Course Sequence

Earn passing grades in at least 2 credits within a single CTE program area of sequential courses that align with High School & Beyond Plan. The sequence MUST include at least one course that has the potential to earn college credit or an industry recognized credential.

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

For any additional information please ask your mentor teacher. They will be able to help you, along with the Newport High School Handbook.

HOME LINK PARENT/STUDENT CONSENT

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: _____

**Found on your parent home in School Data please confirm with your mentor teacher you have read and understand.*

Newport Home Link School Year 24-25 STATEMENT OF UNDERSTANDING

In accordance with the Alternative Learning Experience Implementation Standards, reference WAC 392-121- 182(6)(j), prior to enrollment parent(s) or guardian shall be provided with, and sign, documentation attesting to the understanding of the difference between Home-Based Instruction (homeschooling), Private School and enrollment in a public school Alternative Learning Experience (ALE). Students are considered either one or the other.

Summary Description

Home-Based Instruction

- Is provided by the parent or guardian as authorized under RCW 28A.200 and 28A.225.010.
- Parent has filed an annual Declaration of Intent with the district.
- Students are neither enrolled nor eligible for graduation through a public high school unless they meet all district and state graduation requirements.
- Students are not subject to the rules and regulations governing public school, including course, graduation, and assessment requirements.
- The public school is under no obligation to provide instruction or instructional materials, or to otherwise supervise the student's education.

Private School

- Students are enrolled in an approved private school in the State of Washington.
- Students are not subject to the rules and regulations governing public school, including course, graduation, and assessment requirements.

Private School or Home-Based Instruction students may have access to ancillary services, and may enroll in a public school course on a part-time basis (less than full-time) where space is available. Students are responsible for maintaining acceptable attendance and for

meeting the course and school requirements for courses in which they are enrolled. They maintain their Home-Based Instruction or Private School student status.

Alternative Learning Experience Program

- Is authorized under WAC 392-121-182.
- Students are enrolled in public education.
- Students are subject to the rules and regulations governing public schools, including course, graduation, and assessment requirement for all portions of the ALE.
- Instructional materials used for coursework meet district standards and are free from sectarian control or influence.
- Learning experiences are:
 - Supervised, monitored, assess, and evaluated by certificated staff (weekly contact and monthly review).
 - Designed learning experiences planned together with student, parent and teacher.
 - Provided via a Written Student Learning Plan (WSLP).
 - Provided in whole, or part, outside the regular classroom.

I have read the summary description of home-based instructions and alternative learning experience and I understand the difference between home-based instruction and the public school alternative learning experience program in which my child is enrolling. I understand that I must meet applicable state, district, school and course requirements.

full-time or shared district enrollment

part-time enrollment (Home-based or private)

Parent Signature

Date

Name of Student



NEWPORT SCHOOL DISTRICT



August

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

2024-2025

August 26 _____ Conference Day
 August 27 _____ Open House/Meet Griz
 August 28 _____ Professional Development
August 29 _____ First Day of School
 September 2 _____ Labor Day, No School
 October 7-8 _____ NHS After School Conferences
 October 8-9 _____ SHMS After School Conferences
 November 1 _____ Professional Development, No School
 November 11 _____ Veterans Day, No School
 November 25 _____ End of Trimester/ Early Dismissal
 November 25-26 _____ SES Conferences
 November 26-29 _____ Thanksgiving Break, No School
 December 20 _____ Early Dismissal
 Dec 23- Jan 3 _____ Winter Break, No School
 January 6 _____ Professional Development, No School
 January 7 _____ School Resumes
 January 20 _____ Martin Luther King Jr. Day, No School
 January 21-22 _____ NHS After School Conferences
 January 22-23 _____ SHMS After School Conferences
 February 14 _____ No School
 February 17 _____ President's Day, No School
 March 7 _____ End of Tri 2
 March 10 _____ No School
 March 11 _____ Professional Development, No School
 March 11-14 _____ SES After School Conferences
 April 7-11 _____ Spring Break, No School
 April 29-30 _____ NHS After School Conferences
 April 30- May 1 _____ SHMS After School Conferences
 May 23 _____ Snow Day/Makeup No School
 May 26 _____ Memorial Day Holiday, No School
 TBD _____ Pend Oreille River School Graduation
 June _____ Newport High School Graduation
 June _____ 8th Grade Promotion
June 12 _____ Last day of School-Early Dismissal
 June 13 _____ Snow Makeup Day

February

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- = Start/End of School
- = Early Dismissal
- = No School
- = Professional Development, No School
- = End of Trimester
- = School Board Meeting
- = Parent Teacher Conferences

For updated calendars of school events throughout the year, please visit the district website.

www.newportgriz.com

Board Approved:

Approved/ Not Approved Curriculum Providers

- Most of the materials provided through these vendors are approved for purchase with Homelink curriculum funds.
- The items NOT Approved are Religious materials and those listed in the NOT Approved section below. Please speak to your Consultants about the items you are purchasing and add them to your WSLP. **WITH ALL ORDERS: check with the Resource Library for availability before the order is placed.**
- Please fill out the Vendor order (the cart) online, print the cart, and submit it to your consultant for approval!

This list is a small selection of the vendors available. If you choose a different vendor, please ask your consultant if that vendor is approved for purchasing.

Approved Providers:

1. Amazon
2. Amsco - amsco-orders@pbd.com
3. Beautiful Feet Books - bfbooks.com
4. BookShark - bookshark.com
5. Critical Thinking - criticalthinking.com
6. Creative Mathematics - creativemathematics.com
7. Evan-Moor - evan-moore.com
8. Foundations in Personal Finance HS(Dave Ramsey) order through Rainbow Resources
9. Gravitas - gravitaspublications.com
10. Great Courses, The - thegreatcourses.com
11. Home Science Tools - hometrainingtools.com
12. Horizons (Math K4, Algebra 1&2, Spelling, and Vocabulary) - christianbook.com
13. Houghton Mifflin Harcourt - hmhco.com
14. Institute for Excellence in Writing - excellenceinwriting.com
15. JackKris Publishing - growingwithgrammar.com
16. Kaplan - kaplanco.com
17. Lakeshore - lakeshorelearning.com
18. Learning Resources - learningresources.com
19. Math U See - mathusee.com
20. McRuffy Press - mcruffy.com
21. Memoria Press - charter.memoriapress.com
22. Mobius Discovery Center (STEM & ART kits) mobiusdiscoverycenter.org
23. Nicole The Math Lady - nicolethemathlady.com
24. PAC-Paradigm Accelerated Curriculum - pacworks.com
25. Perfection Learning - perfectionlearning.com
26. Rainbow Resources - rainbowresource.com
27. Scholastic - scholastic.com

28. Singapore Math & Science - sigaporemath.com
29. Spelling U See - mathusee.com
30. Starline Press - starlinepress.com
31. Study.com - study.com
32. Teacher Created Materials - teachercreated.com
33. Teaching Textbooks - teachingtextbooks.com
34. Teacher Pay Teachers - teacherpayteacher.com

Approved Online Publications (highlighted, all students will have an account to access)

1. Aleks Math - aleks.com
2. Brave Writer - bravewriter.com
3. Edgenuity - edgenuity.com/online-courses
4. Explode the Code - eps.schoolspecialty.com
5. IXL - ixl.com
6. Lexia Core 5 and Power Up
7. MiaPrep - miaprep.com
8. MobyMax - mobymax.com
9. Nicole the Math Lady - nicolethemathlady.com
10. Nessy - nessy.com
11. Raz-Kids - raz-kids.com
12. Reading Eggs, Math Seeds
13. Reading Horizons - readinghorizons.com
14. Rosetta Stone - rosettastone.com
15. Scholastic Go - go-scholastic.com
16. Spelling City - spellingcity.com
17. Schools PLP
18. Starfall - starfall.com
19. Study.com
20. Thinkwell - thinkwell.com
21. Time 4 Learning - time4learning.com
22. Time 4 Writing - time4writing.com
23. Write at Home - writeathome.com
24. REFLEX Math - reflexmath.com
25. Tumble Books - tumblemobile.com

Not Approved Providers

A Beka
Alpha Omega
Apologia
Bob Jones
Drive Through History-David Barton
Good and The Beautiful
LIFEPAK
Memoria Press - Instructor's Guides and Bible Materials
NOTGRASS History
Pathways
A Reason for Handwriting
A Reason for Spelling
Rod and Staff
Science Shepherd
SonLight - Instructor's Guides and Bible Materials
Switched on Schoolhouse
Veritas Press

Non-Reimbursable Items: Library cards, backpacks, private lesson/tutoring

No - Arts/Crafts supplies: colored pencils, paint, plaster casting, beading, scrapbooking, stamps, coloring book kits, rockets, toy robots, toy models, ink cartridges, notebook paper, blank journals, etc...

No - Board Games, No Exceptions: Noodlers, Bananagrams, Monopoly, Clue, Life, etc...

No - Electronics: cameras, telescopes, kindles, DVD players, calculators, microscopes, talking globes, keyboard, hardware, etc... (please check the resource room, we order only when Home Link is replacing these items.)

Newport School District is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. September is Attendance Awareness Month and each school in our district will be focused on helping students develop consistent attendance habits that will carry through to their adult lives.

DID YOU KNOW?

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

WHAT WE NEED FROM YOU

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please call the campus attendance message line at **509 447-2481 press #1**.

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

SCHOOL POLICIES AND STATE LAWS

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time.

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.

If your student has three unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that requires an assessment to determine how to best

meet the needs of your student and reduce absenteeism. The assessment and other attendance information may be viewed on the district website.

In elementary school after two unexcused absences in any month, or ten or more unexcused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

Additionally, districts are required to conference with the parent/guardian and child in an elementary school for any student who has five or more *excused* absences in a month or ten or more *excused* absences in the current year except when (1) prior written notice was given or a doctor's note was provided; and (2) an academic plan was put in place to keep the student on track.

The conference must include a school district employee such as a nurse, counselor, social worker, teacher, or community human services provider at a time reasonably convenient for all persons for the purpose of identifying the barriers to attendance and supports and resources so that the child may regularly attend school. If the child has an IEP or a 504 plan, the team that created the plan is required to attend the conference.

A conference is not required if there was prior notice or a doctor's note was provided to the school *and* there is an academic plan put into place to ensure the student does not fall behind.

If your student has five unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family will be referred to the Community Truancy Board, or you and your student may need to appear in Juvenile Court. The goal of the CTB is to improve student attendance through positive interventions and partnerships between home and school. The board is comprised of community professionals dedicated to serving the families of our area. Board members work together with the student, parents, and school to devise a plan for consistent attendance and graduation. The purpose of the board is restorative, not punitive in nature. If your student continues to be truant, you may need to go to court.

At **Newport School District**, we have established the following rules on attendance that will help you ensure your student is attending regularly.

Attendance Hotline

Please call your school and leave a message regarding your student's absence. When leaving your message please include the following information:

1. Spell the first and last name of the student.
2. State your name and relationship to the student.
3. Leave your daytime phone number for verification purposes.
4. Give a brief reason for the absence.

Excused Absences

The following are valid excuses for absences from school:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry) for the student or person for whom the student is legally responsible;
3. Family emergency including, but not limited to, a death or illness in the family;

4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding, or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW [28A.225.055](#);
8. Absence directly related to the student's homeless status;
9. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW [28A.705.010](#);
10. Absence resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion); and
11. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

A written note or phone call from a parent or guardian must be received by the school within 48 hours of the absence in order for an absence to be considered excused, other than for school sponsored activities.

Unexcused Absences

An absence will be considered unexcused if the school does not receive a written note or phone call from a parent or guardian within 48 hours of the absence.

- The school is required to notify the parents via phone or in writing upon the first unexcused absence.
- After three unexcused absences in a month, the school is required to send out a letter of concern and initiate a conference to improve the student's attendance.
- After four unexcused absences in a month, the Community Truancy Board (CTB) Secretary will initiate a parent phone conference to improve the student's attendance.
- After five unexcused absences in a month or ten unexcused absences in an academic year, the school is required to refer the case to the Community Truancy Board. The CTB will meet with the student and parent(s) to form an attendance agreement plan.
- If the student is not in compliance with the attendance agreement plan, the school is required to file a contempt motion.

Tardies

Being on time to class is an expectation for all students in our district. Tardies disrupt both the learning of the late student and the other students already in the classroom. Tardies are excused using the same parameters as absences. Waking late or sleeping through an alarm will not be considered excused tardies. Three unexcused tardies will equal one unexcused absence and will trigger the steps outlined in the unexcused absence section above.

Tardy Procedure:

Students are expected to be on time to class. We understand issues arise. Students needing to visit the office, counselors, or other support staff can receive a pass if they have permission from the staff member in order for their tardiness to be excused.

Tardies 1, 2, and 3 in a trimester: Teacher conference with student. On tardy 3, the teacher must contact home and document in Skyward.

Tardies 4, 5, and 6 in a trimester: Teacher initiated consequence for each tardy. Teacher must contact home and document in Skyward.

Tardies 7+ in a trimester: Teacher must put a referral into Skyward for each tardy. Admin initiated consequence, admin will contact home and have a parent conference.

A teacher must put the referral (tardies 3+) into Skyward: an NHS staff member will call home for each tardy referral. Being more than fourteen (14) minutes late for class is an unexcused absence.

15 Percent Rule

Once a student's absences, regardless of whether they are excused or unexcused, reach 15% of cumulative days of attendance, the school may require a doctor's note for any subsequent absences to be excused.

School-Sponsored Absence

Sometimes, students are absent from class for the purpose of participating in a recognized school activity such as a classroom trip, athletic competition, music program, extracurricular field trip or student government activity. The most common reason for these absences is an "away game" with a leave time scheduled before the end of the school day. All school-sponsored absences are excused.

Illness During School Day

If a student becomes ill while at school and wishes to go home, he or she must:

1. Report to the office.
2. Call parents from the office to see if anyone is at home. If not, the student must stay in school. Office personnel must speak with the parent before releasing the student to go home.
3. Parents, please provide emergency contact information to the office listing alternative people that you give authority to pick up your child in the event that you cannot be reached.

Check-Out Procedure

Students who leave anytime during the school day must tell the teacher and report to the office prior to leaving the premises. Students must sign out and have school *and* parent/guardian permission, given via note or phone call, for legitimate purposes such as illness, doctor's appointment, or family emergency.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine. Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your student's teachers if you notice sudden changes in behavior. These could be tied to something going on at school. Encourage meaningful after school activities, including sports and clubs.

Network Use Agreement FOR INTERNET ACCESS AND COMPUTER USE

The purpose of this policy is to ensure student-level compliance with policies and guidelines concerning the Internet and the District Network which will be generated by Local, State, National and International entities and to help assure the district's opportunity to access the Internet.

1. All use of the network must support education and research and be consistent with the mission of the District.
2. Any use of the Network for personal gain, commercial solicitation and compensation of any kind is prohibited.
3. Extensive use of the Network for non-work related communication is prohibited. Spamming is strictly prohibited. Chat groups, Instant Messenger, web-based emails and unsecured communications are prohibited.
4. Any use of the Network for product advertisement or political lobbying is prohibited.
5. Network accounts (logon IDs) are to be used only by the authorized owner of the account for authorized purposes only.
6. Users shall not intentionally seek information on, or obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Network.
7. All communications and information accessible via the Network should be assumed to be private property in regards to accessing, downloading or transferring of other people's data and information.
8. No use of the Network shall serve to disrupt the use of the Network by others; hardware or software shall not be destroyed, modified, or abused in any way. Absolutely no software is to be installed other than that provided by Newport School District on any computer, device or server. Furthermore, I recognize that copyright laws that protect software; therefore, no student will make unauthorized copies of software found on school computers or devices. Any programs, files, or music not authorized will be deleted without notice.
9. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computing system, network and/or damage the software components of a computer, computing system or network is prohibited.
10. Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks are prohibited.
11. The illegal installation of copyrighted software for use on District computers or devices is prohibited.
12. Use of the Network to transmit material likely to be offensive or objectionable to recipients is prohibited.
13. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing, Cyberbullying) is prohibited.
14. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material is prohibited.
15. Attaching unauthorized devices to the District network is prohibited.
16. Subscriptions to ListSrvs must be pre-approved in writing by the District's Technology Director.
17. No student will be allowed to give out any personal information such as his/her address, telephone number, parent's address/telephone number, the name and location of their school or their picture.
18. Students should discuss with parents and teachers the appropriate areas to visit while online before ever using the Internet.

From time to time, Newport School District, ESD 101 and WedNet will make determinations on whether specific uses of the Network are consistent with the Acceptable Use Policy. Newport School District and ESD 101 reserve the right to log Internet use and to monitor file server space utilization by users. Newport School District and ESD 101 reserve the right to remove a user account on the Network to prevent further unauthorized

activity. WedNet and ESD 101 reserve the right to disconnect an Affiliate (school district) to prevent further unauthorized activity.

Computers, Workstations and other Devices

1. Computer or Devices abuse or unauthorized experimentation will not be tolerated and may be subject to disciplinary action, including civil and criminal actions.
2. Students, and their parents or guardians will be held financially responsible (full replacement cost) for any damage to hardware and/or software including but not limited to; monitors, mouse, mouse pad, keyboard, speakers, systems box, devices and other peripheral equipment
3. Any disk, computer or device suspected of having a virus must be reported immediately to the District Technology Director, extension 5000.
4. Misuse of equipment or programs may result in immediate suspension of computer and Network use.
5. Computer and device users may not make any changes to the environment on the computers in any way. This includes, but is not limited to, altering or deleting any system files.
6. Students are not allowed to open or make physical changes to computers or devices. This includes, but is not limited to; swapping a mouse or keyboard with another computer.
7. The District reserves the right to confiscate and search any electronic device (including but not limited to cell phones, cameras, iPod's and tablets) used on school district property for any material deemed inappropriate by the Districts Cyberbullying Policy No. 3207 or the Electronic Resource Policy No. 2022.

No Expectation of Privacy

The district provides the network system, email and Internet access as a tool for education and research in support of the District's mission. The District reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of: the network; user file and disk space utilization; user applications and bandwidth; user document files, folders and electronic communications; email; internet access; and any and all information transmitted or received in connection with network and email use. No user should have any expectation of privacy when using the District's network or other electronic media on school district property. The District reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Individual User Access Release Form

I declare that I have read the NETWORK USE AGREEMENT FOR INTERNET ACCESS AND COMPUTER USE Policy and I agree to abide by all rules and regulations.

In consideration for the privilege of using the Network, WedNet and in consideration for having access to public Networks, I hereby release Newport School District Number 56-415 and/or Washington School Information Processing Cooperative, their operators, and any institutions with which they are affiliated, from any and all claims and damages of any nature arising from my, or my child's use, or inability to use the Network, WedNet including without limitation the type of damages identified in the Newport School District and/or ESD 101 Acceptable Use Policies. Further, I and/or my child agree to abide by the Acceptable Use Policies.

I also understand the Network is considered to be Public and, therefore, student information/files/emails are subject to review at any time for content and use by district staff or their agents. Furthermore, the district uses real-time monitoring of technology without prior notification.

Chromebook Checkout

Email: GrizIT@newportgriz.com Website: www.newportgriz.com

Students will receive a Chromebook to use at home as a means to promote achievement and provide for flexible learning opportunities. Students are expected to use District technology responsibly and they must understand the appropriate and responsible use of the technology and District network resources. The District also expects that students will keep their devices safe, secure, and in good working order. This agreement includes the following specific expectations.

Care of the device, software, and confidential data:

- ☐ Do not leave unattended in a car, an unlocked home, or in a public place.
- ☐ Do not use or store food and drink near the Chromebook
- ☐ Protect from extreme temperatures (i.e. do not leave in the trunk of a car for long periods of time).
- ☐ Do not mark or deface your NSD issued Chromebook, defacing includes the use of stickers or tape.
- ☐ Do not remove or alter district-placed stickers and tags.
- ☐ You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another individual.
- ☐ Students will log on to the network only as themselves.
- ☐ Students will refrain from using any device or software that masks the use of the school resources. This includes, but is not limited to, anonymizers and any application or hardware device that circumvents network security, logging or tracking procedures.
- ☐ Students will notify their classroom teacher or the technology department immediately if the mobile device needs repair, is lost, or stolen.
- ☐ Students should not reveal or post identifying personal information, files, or communications to unknown persons through email or other means

Responsibilities and Restrictions:

- ☐ Students are expected to abide by the Responsible Use Agreement (Board Procedure 2022P)
- ☐ Student use of District equipment is filtered on and off District property in compliance with CIPA and district policies. No filter is perfect and the District cannot guarantee students will not intentionally or unintentionally access content that is inappropriate.
- ☐ Students are responsible for all content on their Chromebook. Any inappropriate content, in any form (pictures, text, animation, video, sound, etc.) will be grounds for disciplinary action.
- ☐ Use technology for school-related purposes only. Use for commercial or political purposes is prohibited.
- ☐ I will use technology in accordance with the laws of the United States and the State of Washington as they relate to libel, copyright, and criminal acts. Only download/save music, videos, or other content related to specific assignments. I will not use the Chromebook to store personal digital content. ☐ Cyberbullying, including personal attacks or threats toward anyone using online resources, is strictly prohibited and may lead to criminal charges. If you are aware of cyberbullying, please report it to responsible school personnel!
- ☐ All electronic communications, activities, and files created and/or accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.
- ☐ Routine maintenance and monitoring of The NSD Computer Network may lead to the discovery that you have violated this Policy, the Student Handbook, or the law.

I understand that if loss or damage occurs while the Chromebook is in my possession, I am responsible for any damage, and in case of theft, for filing an official police report and informing my school immediately. The District may request the Chromebook device and software be returned at any time. Upon request by the District

or termination of the Agreement, I must return the Chromebook to the District, in the same condition it was received, reasonable wear and tear excepted. I understand that the District may ask to examine the device at any time.

Approximate Replacement Costs, these costs can vary depending on the prices provided by our vendors:

Case: \$25	Keyboard:		Device Exterior: \$40
Charger: \$25	\$75	Individual	Hinge: \$25
Screen: \$120	Keys :\$15	Touchpad:	Full Replacement: \$205
	\$30		

By signing this handbook, you agree to abide by the conditions listed above and assume responsibility for the appropriate and safe use and care of NSD district-issued technology. You understand that should you fail to comply with the terms of this agreement, access to 1:1 technology, the internet, and other digital content or services may be limited. Students may also be subject to disciplinary action as outlined in their respective Student Handbook.

Prevention & Education: In each one of our schools, we take a proactive approach to educate our students on the definitions, processes, and reporting methods regarding harassment, intimidation, and bullying. Annually, and preferably at the beginning of each school year, our schools teach students how to prevent and respond to harassment, intimidation, and bullying. All schools have a bulletin board with reporting forms, copies of policy and procedures, and methods to report anonymously. Specific policies and procedures are available at these bulletin boards, as well as on our school district websites. Methods for reporting include:

1. **Online anonymously** -- <https://newport-wa.safeschoolsalert.com/>
2. **Paper (with an anonymous option)** – complete the reporting form located outside school offices and submit to the “bully box” at the bulletin board
3. **Call or talk to the school office** – Each school's office staff can forward any reports to the appropriate administrator to intervene

Intervention:

For an action to be considered harassment, intimidation or bullying, it needs to meet the following definition found in [RCW 28A.300.285](#):

Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

Please note that harassment, intimidation and bullying are closely related, but they are not identical. Also remember that not every mean, unfriendly, inappropriate or otherwise unwanted action is harassment, intimidation or **bullying**.

If you believe a child is being **bullied**, contact the school – the child's teacher, the school principal, counselor, another trusted adult – to let them know of the situation.

Obtain a copy of the district's anti-bullying policy and procedures and follow the procedures for filing a written complaint. All districts are required to publish their anti-bullying policies and procedures. Schools usually have those policies and procedures available as well in their student handbooks. A [model policy and procedure](#) document is located on OSPI's website, and your school's policies should look similar to the model policy.

If the act was committed because of perception around a person's race, color, religion, ancestry, gender, sexual orientation or handicapping condition, it might be considered **discriminatory harassment**. If it was particularly vicious, causing significant physical harm to your child or his/her property, the aggressor *may be* guilty of [malicious harassment](#). Contact the police if your child has been the victim of malicious harassment.

Once a complaint is submitted, the school is required to conduct an investigation. Parents/families will be notified of the investigation and the results of that investigation.