

Hoquiam Homelink

3rd-12th Grade ALTERNATIVE SCHOOL



Student Handbook 2025-2026

Hoquiam School District No. 28 complies with all federal rules and state rules and regulations and does not discriminate on the basis of race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts of America designated youth groups.

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Frequently asked questions about Homelink

1. Can a student graduate through Homelink?

A: Yes, classes completed and credits awarded combined with the passage of required tests will lead to graduation.

2. If I do not have a computer, will one be available to my student?

A: Yes, Homelink has a limited number of usable computers that can be issued to a student provided the student is fully enrolled into Homelink. The computer must be returned in the same condition it was issued if the student is no longer enrolled. Parents/Guardians sign for a computer and are responsible for any damage that may occur.

3. Is the student required to attend Homelink each and every day?

A: No, attendance will be determined by the parent and by the student's WSLP (written student learning plan). Students are required to attend daily as specified in the WSLP. All students must meet with the teacher at least once a week, this can be done in person, via a Zoom conference, through a communication log or any way that is arranged with the teacher. If a student is not showing sufficient progress, they may be required to spend more time at Homelink or zoom with the teacher.

4. Is breakfast and lunch provided?

A: Students who qualify for a free or reduced meal will have the opportunity for breakfast and/or lunch.

5. Will my student be required to take the state test in the spring?

A: All full-time students enrolled in Homelink grades 3-11 will be required to take the state and district tests.

6. What is required for a student to be successful in this program?

A: Over the years, we have found that successful students in Homelink have
1) parent support 2) a commitment to complete online work on a daily basis
3) ongoing communication with the teacher

7. If I do not have transportation, what, if any, transportation is available?

A: The school registrar will have a number of Grays Harbor Transit passes available to students who may need transportation to the school.

Hoquiam School District Office

325 W Chenault Avenue

Hoquiam, WA 98550

Phone: (360) 538-8200

Fax: (360) 538-8202

HOMELINK 3-12

Homelink enters its 18th year of service to our students. It now serves over 100 students 3-12 who live in Grays Harbor and beyond.

HOURS OF OPERATION: 8:00 A.M.-2:30 P.M.

Suggested Grades 3-8

- **8:00 AM – 11:00 AM Tuesday through Friday**

Suggested Grades 9-12

- **11:30 AM – 2:30 PM Tuesday through Friday**

All grades:

- **Monday – Meetings by appointment/individual tutoring**

Mission Statement

Hoquiam Homelink School is dedicated to serving the needs of our students in a safe environment that provides everyone the opportunity to learn, and promotes respect of self and others.

Program Description

Homelink is a partnership program, sponsored by the Hoquiam School District, designed to support home school families and students who desire an alternative school setting.

Homelink offers the best aspects of homeschool and public-school education. Students in Homelink are considered enrolled students in the Hoquiam School District. Parents are encouraged to participate in the program as instructors, monitors and assistants.

Homelink uses an on-line computer curriculum. A large number of classes are available for students in grades 3-12 on-line. Each enrolled student will have a personalized written student learning plan (WSLP) developed in collaboration with the parent, student and district staff. Once enrolled, the student will meet with a certified teacher at a predetermined time to monitor and assess progress toward the WSLP.

Homelink is flexible. The district provides a certificated administrator, certified teachers, and counseling support for students. Students are able to take advantage of the on-line curriculum in the comfort of their own home with a computer and Internet access. Students also have the opportunity to work on their classes at the Homelink location on Tuesday, Wednesday, Thursday and Friday 8 a.m. – 2:30 p.m. Monday is by appointment only for tutoring and additional help.

Homelink is not a home-based instruction program. The school district is ultimately responsible for student learning. Students can register either as a FULL-time student or a PART time student.

What will it take to be successful in Homelink? Parent support and assurance that the student will log into the online class daily. The student must also show commitment and self-discipline to log in daily and attend weekly one on one meetings with the teacher.

Program Requirements

Written Student Learning Plans

A student must have a Student Learning Plan developed in collaboration with the student, guardian and Homelink teacher. The plan is simply an outline of the learning goals in each assigned subject. Student Learning Plans are reviewed and updated at least once per month to ensure that the student is on track to accomplish the established goals, and/or modify goals as needed. Students are responsible for logging 28 hours each week for coursework.

Weekly Contact Requirement

Students are **required** to make contact with a Homelink teacher, either in person, via Zoom or communication log one time per week, unless special arrangements are made with the student, guardian, and Homelink teacher. Failure to make weekly contact will result in an absence. Excessive absences, as determined by the Homelink staff, may result in expulsion of the program and/or a file of petition to the juvenile courts, known as the Becca Bill.

Log in daily!

Monthly Progress Reports

Homelink teachers will provide progress reports monthly to the student's/parent/guardian's email. (or mail when requested) Monthly progress reports are designed to indicate the student's progress toward meeting the established Student Learning Plan. Monthly progress reports are not an official grade report, but are designed to measure progress based on the Student Learning Plan.

Annual State Testing

Full time Homelink students in grades 3-11 are required to take the Washington State Assessment and any district assessments.. Graduating Homelink students are required to meet one of the state Pathway options. The Homelink counselor can offer more guidance on graduation and Pathways.

Curriculum Guidelines for Service Learning (Community Service)

The rationale behind this curriculum comes from the national movement to help students apply what they've learned in the classroom, develop leadership and communication skills, become more caring and responsible citizens, and help meet the community needs. Service learning is active learning during which students have shown much higher retention through hands-on activities.

Homelink has adopted service learning as a part of its curriculum from grades 9-12. The amount of service will vary with the grade level of each class as follows:

World History	(Grade 10/yearlong class)	15 hours
United States History	(Grade 11/yearlong class)	20 hours
Global Issues	(Grade 12/yearlong class)	30 hour

The teacher will document these hours. Students and parents are also encouraged to do the same.

Grade Point Averages

The grade point averages for grades 9-12 shall be calculated in the following manner:

1. Each student's "grade point average" shall be the sum of the point values, of all the marks/grades received for all courses attempted divided by the sum of the credits for all courses attempted. The grade point value shall be calculated by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course.
2. The numerical value of grades are:

A = 4.0	B = 3.0	C = 2.0	D=1.00
A-= 3.7	B-= 2.7	C-= 1.7	F=0.0
B+= 3.3	C+= 2.3	D+= 1.3	

Grading Scale

Teachers shall use the grading scale listed below for all of your high school classes to assist in making communication with parents concerning student's grades an easier process.

100 –93 (A) 92-90 (A-) 89-87 (B+) 86-83 (B) 82-80 (B-) 79-77 (C+) 76-73 (C) 72-70 (C-) 69-67 (D+) 66-60 (D) Below 60 (F)

Grades 3-12

Students will use the online curriculum, such as Odysseyware or Edgenuity to focus on four core subjects (Math, Science, Language Arts, History). In addition to the core subjects, the Student Learning Plan will include supplemental and/or enrichment activities as determined by the student, guardian and Homelink teacher.

High School Homelink Requirements

English (4 Credits)

Freshman

- Introduction to Literature

Sophomore

- Critical Reading and Effective Writing

Junior

- American Literature

Senior

- British and World Literature

Social Studies (3 Credits)

Sophomore

- World History

Junior

- U.S. History

Senior

- U.S. and Global Economics

- U.S. Government and Politics

Science (3 Credits as lab science)

Freshman

- Physical Science

Sophomore

- Biology

Junior

- Chemistry

Math (3 Credits)

Introductory Algebra Algebra I Geometry Algebra II Precalculus

Consumer Math Integrated Math Trigonometry

Freshman

- _____

Sophomore

- _____

Junior _____

P.E./Health (2 Credits)

- Physical Education

- Skills for Health _____

High School Homelink Requirements

Occupational Ed. (1 credit)

- Business Computer Information System IA _____
- Business Computer Information System IB _____

Art (2 Credits)

- Music Appreciation _____
- Art Appreciation _____

2 credits World Language

Electives (4 Credits)

The following are also non-credit requirements:

Service Hours: _____

Completed:

- | | | |
|-----------------------------|-----|-------------|
| • Washington State History | Yes | Date: _____ |
| • Culmination Project | Yes | Date: _____ |
| • 5 th Year Plan | Yes | Date: _____ |

Passed:

HSPE - Reading Score _____
 Writing Score _____
 (Or Collection of Evidence submitted and approved: date _____)

EOC- Algebra Score _____
 Geometry Score _____

(Only needs to pass one EOC in math)
Biology Score_____

HOMELINK Electives

Math Electives

Math Foundations I
Math Foundations II

English Electives - Can Be Used For Freshman/Sophomore English

English Foundations I
English Foundations II
Reading Skills and Strategies
Writing Skills and Strategies

Science Electives

Earth Science
Chemistry
Psychology
Physics

Social Studies Electives

Geography and World Cultures
World Geography
20th Century American History
The Civil War
Vietnam Era
Government

World Languages

French I
French II
Spanish I
Spanish II

General Electives

Personal and Family Living
Essentials of Communication
Music Theory

Each year Odysseyware adds new elective classes.

Homelink Class Outline Grades 9-12

9th

English (English 9/Sped)

Math (Alg, Geom, Alg 2 or Consumer Math/Sped)

Science Earth Science

PE .50 Credit

Health

Digital

1.50 Electives (Spanish is not recommended for 9th grade/Could take ASL at HHS)

Recommend at least one art class

10th

English (English 10/Sped)

Math (Alg, Geom, Alg 2 or Consumer Math/Sped)

Science Biology

Civics/World History

PE (yr)

Elective 1.0

11th

English (English 11/Sped)

Math (Alg, Geom, Alg 2 or Consumer Math/Sped)

Science any other

US History (yr)

Electives 2.0

(11th/12th best time for Spanish 1 and 2 or ASL)

12th

English (English 11/Sped)

Government/Econ

(Math (Alg, Geom, Alg 2 or Consumer Math/Sped)- if needed)

(Science any other if needed)

2.0-4.0 Electives

Hoquiam High School Electives

HOMELINK students have the opportunity to take **Career and Technical Education** courses at the Hoquiam High School or through the Twin Harbors Skill Center located on the campus of Aberdeen High School. For questions and/or a list of current classes available, please talk to your HOMELINK teacher.

Twin Harbors Skill Center Electives

In partnership with Aberdeen High School, HOMELINK students may take courses through Twin Harbors Skill Center. For more information, please talk to your HOMELINK teacher or counselor.

Current courses available at Twin Harbors Skill Center:

AUTOMOTIVE TECHNOLOGY (GRADES 10, 11, 12)

One year; 3 hour class, 1.5 credits per semester – Occupational Credits

Prerequisite: Application/Interview with instructor

This course is designed for students interested in pursuing mechanics as a career choice and will prepare you for entry-level automotive employment. The application of basic automotive knowledge will be stressed as well as electronics, repair, maintenance, and trouble-shooting. Students will acquire job entry-level skills and be encouraged to pursue additional training. Each student will be encouraged to become certified in 6 of the 8 Automotive Service of Excellence (ASE) areas. Certifications include: 1. Engine Repair; 2. Electricity/Electronics; 3. Engine Performance; 4. Brakes/ABS; 5. Suspension & Steering, 6. Heating and Air Conditioning.

Students may earn college credit (with a grade of “B” or better).

Monday through Friday: 12:00 p.m. - 2:45 p.m.

ELECTRICAL ENGINEERING (GRADES 10, 11, 12)

One year; 3 hour class, 1.5 credits per semester – Occupational Credits

This course is designed to give students a background into Industrial Engineering and the commercial service fields. Students will receive hands on training in Advanced Electronics, HVAC and refrigeration, motors and controls as well as trouble shooting techniques and marketable job skills. Students will have the opportunity to receive their Refrigerant Handler's Certificate through a test administered by an outside company. Job shadowing in a related field will be required.

Students may earn college credit (with a grade of “B” or better).

Monday through Friday: 12:00 p.m. – 2:45 p.m.

PROFESSIONAL MEDICAL CAREERS (GRADES 10, 11, 12)

One year; 3 hour class, 1.5 credits per semester – Occupational Credits

Prerequisite: Successfully met standard on the Reading and Writing High School Proficiency Exam or Instructor Permission

The Professional Medical Careers program introduces students to the rewarding medical field to learn the knowledge and skills applicable to many medical occupations. Students explore medical careers in their areas of interest, as well as in targeted demand areas for future job openings. Students completing all course work, and participating in a 50-hour clinical internship, will be eligible to become Washington State Nursing Assistant Certified (NAC). Own transportation required for clinicals.

Students may earn college credit (with a grade of “B” or better).

Monday through Friday: 1:00 p.m. – 4:00 p.m.

CRIMINAL JUSTICE

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*Courses are offered in Aberdeen

*Transportation is the responsibility of the student

*After school courses are dependent on legislative funding and subject to change

Running Start

Juniors and seniors in HOMELINK have the opportunity to take college classes at Grays Harbor College.

- High School Juniors and Seniors under the age of 21.
- Students must pass the [College Placement Test](#) at college level in two areas including (Reading and Sentence skills) or (Reading and Math).
- New juniors are eligible for 6 consecutive quarters (Fall quarter start) summers are not included.
- New seniors are eligible for 3 consecutive quarters. (Fall quarter start).
- Students who start mid-year are eligible for the remaining quarters only.
- For more information, please talk to your assigned HOMELINK teacher.

GRADUATION REQUIREMENTS

Washington requires public high school students to complete a minimum number of credits to graduate. Many local school districts, however, require students to earn credits beyond the state minimum. Students must fulfill all local district requirements to be eligible to graduate.

Subject	Minimum requirements for our school district* 2019/20	Minimum requirements for our school district* Class of 2021+	Minimum requirements for public, four-year colleges and universities	Recommended courses for highly selective colleges and universities
English	4 credits	4 credits	4 years	4 years
Math	3 credits	3 credits	3 years	3-4 years
Science (one must be a lab)	2 credits	3 credits	2 years	3-4 years
Social Studies(including U.S. and Washington state history)	3 credits	3 credits	3 years	3-4 years
World language(same language)	0 credits	2 credits	2 years	3-4 years
Arts	1 credits	2 credits	1 year	2-3 years
Health and fitness	1.5 credits Fitness .5 credit Health	1.5 credits Fitness .5 credit Health	**Up to 2 credits may be waived for class of 2021 and beyond	
Career Technical (CTE)	1 credit	1 credit		
Electives	6 credits	4 credits		
Total	22 credits	24 credits**		

training, on-the-job training, transition program from an IEP or other options you may choose.

Required elements of your High School & Beyond Plan

1. Identification of your career goals using a career interest inventory.
2. Identification of your educational goals.
3. A four-year course plan with an individualized personalized pathway that fulfills graduation requirements and aligns with your career and educational goals, with information about dual credit programs and the College Bound Scholarship.
4. By the end of 12th grade, a current résumé or activity log.
5. If you have not met standard on your state assessment, this plan must include interventions and academic supports, additional courses, or both that will enable you to meet the high school graduation requirements.

Hoquiam School Board Policy No. 2410

HIGH SCHOOL GRADUATION REQUIREMENTS

A. The board shall 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 shall be awarded with no distinctions being made between the various programs of instruction which may have been pursued.

The board shall establish graduation requirements, which, as a minimum, satisfy those established by the state board of education: Hoquiam School District requires an additional 3 credits of electives.

English (reading, writing and communications)	4 credits
Mathematics	3 credits
Science (physical, life and earth; one laboratory credit)	3 credits
Social Studies (civics, history and geography)	3 credits
Health and Fitness	1.5 Fitness credits .5 Health credits
Arts	2 credit
Occupational Education	1 credit
World Language	2 credits
Electives	4 credits
TOTAL:	24 credits

A credit is defined as 150 hours of planned instructional activities excluding passing time. The board shall approve additional graduation requirements as recommended by the superintendent.

In addition to the minimum credit requirements, each student must:

1. Pass the reading and writing portions of State Testing or meet the Pathways Plan by the state;
2. Complete a High School and Beyond Plan: Within the first year of high school enrollment, each student shall develop a plan for satisfying the state and district's high school graduation requirements and for their first year after high school completion. The plan should be developed in collaboration with the student, parent and district staff. The plan should include how the student will satisfy the district's academic credit requirements, preparation for successfully completing the Washington Assessment of Student Learning, a description of the student's culminating project and the student's goals for the year following graduation. Each student plan shall be reviewed annually at the beginning of the school year to assess student progress, to adjust the plan, and to advise the student on steps necessary for successful completion of the plan;
3. Complete a Service hours: During the course of their high school career each

student shall complete community service hours and present on their High School and Beyond plan. The presentation shall demonstrate the student's ability to think analytically, logically and creatively and to integrate experience and knowledge to form reasoned judgments and solve problems. The project will also have a connection to the world of work in that it will demonstrate that the student understands the importance of work and how performance, effort, and decisions directly affect future career and educational opportunities. The students should reflect on their year's in school and future plans.

4. End-of-Course (EOC) Math Exams

End-of-course exam for high school math began spring 2011 as required by state law [RCW 28A.655.066](#). The EOC exams replaced the math [High School Proficiency Exam](#) and is given within the last three weeks of the school year. Each school determines its own testing schedule.

The EOC exams, based on the revised [K-12 Mathematics Learning Standards](#), are available in algebra 1 and geometry. The EOC exams are given to students in grades 7-12 who are taking those respective classes. Only one of the two tests need passed for meeting graduation requirements.

[House Bill 1412](#) was signed into law in April 2011, meaning:.

5. Complete Science requirements: Students in the Class of 2013 and beyond must pass the Biology EOC.

B. Students, in the Class of 2013 and beyond, must complete mathematics courses in one of the following progressive sequences.

- a. Algebra I, Geometry, and Algebra II; or
- b. Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III; or
- c. Any combination of (a) and (b) in progressive sequence.

In lieu of a third credit of mathematics students may choose an alternative mathematics course, if the parent/guardian agrees that the third credit mathematics elective is supportive of the student's education and career goals. Before approval of the elective third mathematics credit a meeting will be held with the student, the parent/guardian and the school staff to discuss the student's High School and Beyond Plan and the mathematics requirements for post-secondary and career choices.

The district will obtain a signed consent from the parent for the student to enroll in the alternative third credit of mathematics. The consent form will confirm the meeting, that the parent understands the impact of the selection on the student's educational and employment options, and that the alternative is most appropriate for the needs of the student.

Students may also satisfy the mathematics requirements by earning equivalency based credit in career and technical education mathematics courses. Those credits must be recorded using the equivalent academic high school department designation.

C. A student will receive a certificate of academic achievement only if they earn the appropriate number of credits required by the district, complete a culminating project, complete the high school and beyond plan; and meet the reading HSPE, writing HSPE, math EOC or an appropriate alternative assessment and Biology EOC.

Students qualifying for special education services will earn a certificate of individual achievement as determined by their individual education plan.

*Please refer to the Washington State Board of Education website for additional information and possible changes.

D. The principal shall develop procedures for implementing this policy which include:

1. Establishment of the process and assessment criteria for the high school culminating project requirements; and determination of the education plan process for identifying competencies.
2. Establishing the process for completion of the High School and Beyond Plan.
3. Recommending course and credit requirements which satisfy the State Board of Education requirements and recognize the expectations of the citizens of the district.
4. Determining which courses satisfy particular subject area requirements and whether a particular course may satisfy more than one subject area requirement including a process for determining the credits the district will recognize for courses taken through another program recognized by the state (another public school district, an approved private school) or those courses taken by students moving into the state from another state or country. Decisions regarding the recognition of credits earned before enrolling in the district will be based on the professional judgment of the high school principal or designee based on an evaluation of the student's former program and demonstrated knowledge and skills in the discipline for which credit is sought. The decision of the principal may be appealed to the superintendent within fifteen school days.
5. Making graduation requirements available in writing to students, parents and members of the public.
6. Providing for a waiver of graduation requirements for an individual student when permitted. All State graduation requirements must be satisfied unless a waiver is permitted by law;
7. Granting credit for learning experiences conducted away from school, including National Guard high school career training.
8. Granting credit for correspondence, vocational-technical institutes and/or college courses for college or university course work the district has agreed to accept for high school credit, state law requires that the district award one high school credit for every five quarter hour credit or three semester hour credit successfully earned through a college or university except for community college high school completion programs where the district awards the diploma; tenth and eleventh grade students and their parents shall be notified annually of the Running Start Program.
9. Granting credit for work experience.
10. Granting credit based upon competence testing, in lieu of enrollment.
11. Granting credit for high school courses completed before a student attended high school, to the extent that the course work exceeded the requirements for seventh or eighth grade.
12. Counseling of students to know what is expected of them for completion of their schooling.
13. Preparing a list of all graduating students for the information of the board and release to the public.
14. Preparing suitable diplomas and final transcripts for graduating seniors.
15. Planning and executing graduation ceremonies.

16. Developing student learning plans for students who are not successful on one or more components of the HSPE and/or EOC.

In the event minimum test requirements are adopted by the board, a student who possesses a disability shall satisfy those competency requirements which are incorporated into the Individualized Education Program (IEP). Satisfactory completion of the objectives incorporated into the IEP shall serve as the basis for determining completion of a course.

A student shall be issued a diploma after completing the district's requirements for graduation. In lieu of the certificate of academic achievement, special education students may earn a certificate of individual achievement. A student shall also be advised that he/she may receive a final transcript.

However, a student's diploma or transcript may be withheld until the student pays for any school property that has been lost or willfully damaged. Upon payment for damages, or the equivalency through voluntary work, the diploma or transcript will be released. When the damages or fines do not exceed \$100, the student or his/her parents shall have the right to an appeal using the same process as used for short-term suspension as defined in Policy 3241, Classroom Management,

Corrective Actions or Punishments. When damages are in excess of \$100, the appeal process for long term suspension as defined in Policy 3241, Classroom Management, Corrective Actions or Punishments shall apply.

Graduation requirements in effect when a student first enrolls in high school shall be in effect until that student graduates unless such period is in excess of ten years.

In the event that other forms of corrective actions are imposed for violations of school rules, the student may be denied participation in graduation ceremonies. Such exclusion shall be regarded as a school suspension. In such instances, the diploma will be granted.

Graduation ceremony: Those students who met local and state graduation requirements can participate in senior week activities and may take part in commencement exercises unless prohibited by the school administration.

MISCELLANEOUS STUDENT INFORMATION

Breakfast and Lunch:

Homelink students may receive breakfast and lunch while in attendance.

Qualified students may receive a free or reduced breakfast and lunch while attending Homelink. A completed form must be on file.

Computer for Loan:

Homelink has chromebooks available to loan to students during the school year. Students are entirely responsible for following school district policies regarding computer use and the student is responsible for the condition of the computer while enrolled in Homelink.

The student/student's family will be responsible for any damage or needed repairs due to neglect. The district offers insurance for chromebooks.

Immunizations

Students enrolling in Homelink must have proof of full immunization. Students not providing proof of immunization will not be admitted. WAC 180-38-045

Annual Notification Regarding Parents' Rights of Access to Student Records

Each year parents and students need to be reminded of the student records policy of the Hoquiam School District. Parents and students, or 18-year-old students, who wish to review any or all of the school records pertaining to the student, should contact the respective counselor for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records.

If parents or 18-year-old students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the record. If the principal and the parent or adult student cannot agree, the latter may contact the school district superintendent for a hearing after a hearing with the building principal. Record information will not be released to most persons or agencies (unless required by law) without the written consent of parents. Nonetheless, it is the policy of this district to forward school records without parent consent to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

Nondiscrimination

Homelink believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. It is the policy of the administration to accord equal consideration and impartial treatment regardless of race, creed, color, national origin, ancestry, religion, social economic status, marital status, sex, age, disabling conditions, organizational membership or the use of a trained dog guide or service animal. This policy will prevail in all matters concerning the students, the educational programs, and services of the district.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in educational programs, offerings, services and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and, in the location and use of facilities and educational materials. The administration shall continue all necessary actions to ensure that discrimination does not occur in the educational program or activities of the school.

Right to Request Teacher and Paraeducators Qualifications

In compliance with the requirements of the Every Student Succeeds Act (ESSA) the Hoquiam School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s) or instructional paraprofessional(s).

A. The following information may be requested for teacher(s):

1. Whether the teacher has met Washington teacher certification requirements for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which Washington qualifications or certification criteria have been waived.
3. The college major and any graduate certification or degree held by the teacher.
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

B. The following information may be requested for instructional paraprofessional(s):

Paraprofessionals must work under the supervision of a certified teacher. Schools that operate a Title I, Part A program must have a high school diploma or GED and completed the following:

1. Completed at least two years of study at an institution of higher education; or
2. Obtained an associate's or higher degree; or
3. Pass the ETS ParaPro Assessment. The assessment measures skills, and content knowledge related to reading, writing and math;

If you wish to request information concerning your child's teachers and instructional paraprofessional's qualification, please contact Sarah Foreman at sforeman@hoquiam.net or 360-538-8200.

District/School Report Card

The District/School Report Card contains information about test results as well as other statistics about the school. To find results for Hoquiam School District, visit the link below. Type Hoquiam in the search box. District data will pop up, and then you can pick a school from the drop down menu.

<https://washingtonstatereportcard.ospi.k12.wa.us/>

Child Find Screening and Evaluation

If a child is between 3-21 years old and you feel that he/she may have a disability, you can request an evaluation from the school district. An evaluation will give you specific information about the strengths and weaknesses and could result in specialized instruction or assistance to help him/her succeed in school. Call the Special Services office at **360-538-8290** for more information.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB at [Hoquiam.net](https://www.hoquiam.net) at the bottom of the page, but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer Jason Ihde, 360-538-1700 that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's *HIB Policy* [\[3207\]](#) and *Procedure* [\[3207P\]](#).

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy [3210](#) and Procedure [3210P](#), visit [\[Hoquiam.Net\]](#).

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy [3205](#) and Procedure [3205P](#), visit [Hoquiam.net](#)

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Mike Villarreal, Superintendent mvillarreal@hoquiam.net
325 W. Chenault Ave
Hoquiam, WA 98550
360-538-8200

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Jason Ihde, Principal jihde@hoquiam.net
700 Wood Ave
Hoquiam, WA 98550
360-538-8255

Concerns about disability discrimination:

Section 504 Coordinator: Jason Ihde, Principal jihde@hoquiam.net
700 Wood Ave
Hoquiam, WA 98550

360-538-8255

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Jason Ihde, Principal jihde@hoquiam.net

700 Wood Ave

Hoquiam, WA 98550

360-538-8255

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the Hoquiam School Board Directors] and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity
-

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit our [website](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Jason Ihde, jihde@hoquiam.net or 360-538-8255

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 20.

DISCRIMINATION

Hoquiam 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:

**Mike Villarreal, mvillarreal@hoquiam.net
325 W. Chenault Ave, Hoquiam, 360 538-8200**

Title IX Officer:

**Jason Idhe, jihde@hoquiam.net
700 Wood Ave, Hoquiam, 360 538-8255**

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: www.hoquiam.net

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: www.hoquiam.net

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 www.k12.wa.us/Equity/Complaints.aspx, 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

Permanent Records

A permanent record will be kept on all students who attend school. The goal of record keeping is to place in the file data and information of each student as objective as possible. This record will consist of identifying information, attendance records, and documents pertinent to the school situation. All information maintained in student files is reviewed periodically to assure relevancy and appropriateness. All dissemination, inspection, and review of the student records will be in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974.

Residence

Students who move or change addresses are required to notify the Homelink registrar of this change. This is essential to ensure that all records are accurate. Students who live outside the Hoquiam School District boundaries may attend Homelink only upon Superintendent approval and must apply as a “Choice” student.

School Closures

In the event of emergency situations such as severe winter road conditions or PUD failure, and schools are to be closed or delayed in opening, the announcement will be broadcast over local radio stations. Homelink follows Hoquiam School District closures.

Yet, because classes are made available online, students who are unable to attend school can still log into the course and make progress while away.

STUDENT CONDUCT/EXPECTATIONS

***Administrative discretion shall guide the disciplinary process**

Just as education is important to our society, teaching discipline and maintaining order are imperative to education. Teaching and learning are fragile processes, difficult enough under the best of circumstances. The special relationship between teacher and pupil requires a secure environment for both. Achieving excellence depends upon a school environment that is physically safe and sufficiently tranquil so attention can be focused on the task of learning. Learning requires attention. Students cannot be educated in a setting of disorder, disruptive elements, and excessive behavior problems. Students can realize their greatest opportunities for growth with an excellent school management system.

All students and staff of public primary, elementary, middle and high school, have the inalienable right to attend campuses that are safe, secure, and peaceful. The school officials and staff as a body and individually have a responsibility to create a school climate so that education and the teaching of students can be accomplished. The purpose of the Homelink policies, rules, regulations, and procedures is to provide a school climate (School climate refers to the quality of life and human interaction in a school) conducive to providing a safe, healthy, and cooperative environment for the purpose of fostering education to teach and learn.

The following are some of the rules and regulations at Homelink. In the event that everything is not covered, we shall expect common sense to apply.

Administrative discretion will apply.

Guidelines (Staff and Students)

School must exist in an environment of respect. Regard for the process of learning is the cornerstone of any successful school system. We seek a student body and staff which feels free to learn and which enjoys the process of their own academic growth. However, the freedom to learn is built on a foundation of discipline. One cannot learn effectively in an environment of chaos. One cannot reap success from knowledge never acquired.

Authority of Teachers

Teachers and the administrators stand in the place of the parent during such time as students are under their supervision. Teachers shall have the responsibility and authority to maintain proper discipline in the classroom and the school at large as well as in specific areas of duty assigned by the principal. We have been entrusted with the welfare of our student body. It is our responsibility, obligation, and duty to provide a "duty of care/supervision" at a high level.

Time of supervision shall be continuous from the beginning of the teacher's arrival at school in the morning until their departure from school (not to exclude supervision of students that they are responsible for at extracurricular activities).

A teacher who sees any act(s) of sub-standard or improper conduct on the part of any student(s) is expected to correct the student(s) involved. The student is expected to accept the correction from the teacher and make whatever amends or corrections that the teacher deems reasonably necessary.

Any Homelink student who strikes, slaps, kicks, or curses a teacher may be suspended from school and their parents may be requested to appear for a conference before the student is allowed to enter school.

Bullying/Cyber-Bullying (Harassment, intimidation, or bullying) *Policy No. 3207*

Harassment, intimidation and bullying is prohibited in the Hoquiam School District. The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is 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, when an act:

- 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.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

Harassment, intimidation, or bullying can take many forms including, but not limited to slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical, or electronically transmitted messages or images. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom or program rules.

Code of Academic Integrity and Honesty

Integrity is one of the core values of the Homelink program. As such, students are expected to exhibit honesty, integrity, high standards, and freedom from lies and fraud in their academic work. Personal integrity is important in all aspects of life and students must conduct themselves in an ethical manner both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to disciplinary consequences.

Cheating, Plagiarism, and Collusion

The Homelink program considers the following guidelines concerning cheating, plagiarism, collusion, and fabrication for the information of all students enrolled in any course offered the Homelink program. Gaining knowledge and practicing honesty go hand in hand. The importance of knowledge properly gained is reinforced by the grading system; therefore, the school emphasizes honesty fully practiced by establishing rules against cheating, plagiarism, collusion, and fabrication. Any act of cheating, plagiarism, collusion, or fabrication in any degree subjects a student to the disciplinary procedures listed below.

Cheating

Students are expected to be completely honest in all phases of their work and must adhere to the guidelines provided by their faculty members for completing academic work.

Cheating includes, but is not limited to, the following:

- dishonesty of any kind on examinations, assignments, or program requirements;
- unauthorized possession of examinations or unapproved notes or sources at any time, whether used or not;
- copying or obtaining information from another student during an examination or performance of a lab skill or competency;
- claiming as their own work any portion of academic work that was completed by another student;
- using materials not approved by their faculty member when completing an assignment or exam;
- alteration or falsification of course or academic records; and
- unauthorized entry into or presence in any office.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Harassment-Sexual

Homelink is committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

Any allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action will be taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

Language

Students must not use vulgar or obscene language, writing, pictures, signs, or acts. Violation may result in disciplinary action.

Disruptive Conduct

Conduct which materially and substantially interferes with the educational process is prohibited. Disciplinary measures will be implemented by the faculty and administrators to further respect and enhance the educational learning environment.

Distribution of Materials

Neither an individual nor an organization shall offer or distribute publications or materials to any or all of the student body either inside the educational facility or on school grounds without prior approval from the principal or his designee.

Student Dress

In keeping with district goals of excellence in all programs and activities, students are requested to help maintain a high level of appearance by dressing accordingly. A dress code exists to ensure that the educational environment will not be disrupted. Our manner of dress, among other things, will determine the reputation of our school and community.

In order to maintain this high standard, students will be fully clothed.

1. No undergarments, including sports bras, and bra straps will be showing.
2. No underwear and sleepwear as outerwear clothing.
3. Undergarments must be worn at all times.
4. Shirts must be long enough to cover the stomach area.
5. No sheer or see-through clothes.
6. Tube tops or One-shoulder tops
7. Shoes must be worn at all times.
8. Sunglasses may not be worn in the building unless prescribed by a physician.
9. Chains of any kind deemed inappropriate may not be brought into the school and worn. These will be collected immediately.

Clothing will be neat, clean and not be a distraction to the educational process. Clothing must meet safety standards of the individual classes. Clothing which has inappropriate designs or lettering, will be secured by the administration. These articles will be returned to the student on the last day of the school year. **Gang related paraphernalia or articles of clothing will not be allowed.** Also, the advertisements of any alcoholic beverage, controlled substance, sex, inappropriate language, etc., is prohibited on all articles of clothing, shirts, hats, etc.

Public Display of Affection

One of the responsibilities of the public school is to help teach behavior generally acceptable to society. Public displays of affection are not usually considered appropriate. Consequently, students are to refrain from them. **Physical contact that exceeds the holding of hands is considered excessive and will not be accepted.**

Listed below are a few brief examples of acceptable and unacceptable PDA student behaviors. This should help you to understand and clarify the PDA guidelines and expectations.

Examples of acceptable PDA in this Public School Environment:

1. Holding hands.
2. Arm around waist above the hips and below the rib cage.
3. Arm on shoulder in an appropriate and acceptable manner.

Examples of **Unacceptable** PDA in this Public School Environment:

1. Kissing.
2. Inappropriate physical body contact.
3. Crossing of legs with him/her on benches, walls, etc.
4. Hand in pockets, etc.
5. Sitting on another person's lap.
6. Hands on another person's legs.

The above is a brief, not a comprehensive, list of examples of the PDA standards.

Cell Phones

Students are allowed to bring cellphones to school. However, cell phones shall be shut off while in the Homelink classroom. Cell Phones are to be stored in back packs, purses, pockets, etc. while in the Homelink classroom. Failure to follow cell phone guidelines will result in confiscation.

District Sponsored Activities

Students who are engaged in district-sponsored activities (athletics, cheerleading, etc.) and violate district-adopted rules of conduct may be suspended or excluded from all or any specific activities. The principal may suspend a student from an extracurricular activity for general school misbehavior (i.e., drinking, swearing, etc.), even though unrelated to the activity.

Associated Student Body Card

Members of Homelink have the privilege of purchasing a student body card from Hoquiam High School. It admits the student to all district home athletic events and other student activities. Students must show this card for admission to all activities; otherwise they will pay full price.

Athletics/Band

Homelink students (Grades 7-12) are welcome to participate in sports sponsored by the Hoquiam School District. In order to participate in sports, students must meet academic standards established by Homelink and the WIAA. For more information about opportunities and requirements regarding sport participation, please ask your assigned Homelink teacher.

Dance Policy (High School)

Dances are sponsored by classes and organizations of Hoquiam High School and are for Hoquiam High School and Homelink (Grade 9-12) students only. Parents and faculty are welcome to all dances with prior approval from HHS administration.

1. All school rules will be enforced at dances. Any student who engages in fighting, harassment, or other disruptive behavior shall be immediately dealt with accordingly by the administrator on duty. **Ticket price will not be refunded if a student is asked to leave the dance.**
2. Dress Code for all HHS dance events:
 - a. **Ladies**
 - Strapless/spaghetti straps are allowed (for formal dances only)
 - Dress/skirts must be as long or longer than fingertip length
 - Slits no higher than fingertip length
 - Backless to waist is permitted – below the waist is not permitted
 - No excessively low-cut dresses or tops
 - b. **Gentlemen**
 - Shirts must cover the front and back and remain on at all times
3. Appropriate physical contact only! Sexually suggestive dancing will not be tolerated. If the behavior looks questionable, it will be stopped. Students will be given one warning and the second infraction the student(s) will be asked to leave the dance.
 - No inappropriate touching
 - No grinding
 - No “making out” (no overt and/or prolonged public displays of affection)
 - No straddling legs
 - No front to back dancing
 - No four on the floor

4. The district seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. Students may be asked to submit to a Breathalyzer.
5. Backpacks and bags will only be admitted with the approval of the administrator on duty. Purses will be allowed. No outside containers, food or drinks included, will be allowed.
6. Students will be allowed to enter the dance up to an hour after the dance starts. No students will be allowed to leave the dance and return without prior approval of the administrator on duty.
7. Administrators, security and chaperones at the dance will have the authority to remove any student or guest from school dances for a violation of school or dance rules. An attempt to notify parents will occur if the student is asked to leave.

Electronic Equipment/Radios

Students are not permitted to use radios, walkman type players, tape decks, walkie-talkies, laser pointers, electronic toys/games, and other assorted electronic items while in the Homelink classroom. Such equipment will be confiscated and normally returned to the student at a later date. Violation of this policy will be dealt with under the progressive discipline code.

Falsifying Documents

Because forging names and otherwise falsifying documents is a serious breach of trust, students who forge notes or falsify documents are subject to penalty as specified by the discipline code.

Firearms

Any elementary or secondary school student who is determined to have carried a firearm into, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, shall be expelled from school for not less than one year under RCW 28A.600.010. The superintendent of the school district may modify the expulsion of a student on a case-by-case basis. Parents and law enforcement will be notified.

Student Expression

Freedom of student expression is part of the district's instructional program. Free speech may not be used to disrupt the educational process.

1. No material is to be distributed by non-students on school property without express permission of the principal or his designee.
2. Students are entitled to distribute printed or written materials at reasonable times and places (set forth by the school administrator), provided that the author or person responsible for the materials is noted thereupon. No student may publish, or distribute on school property, written materials, which have libelous or obscene conduct.
3. No unauthorized commercial solicitation will be allowed on school property at any time unless approved by the building principal.

4. All meetings on school property may function only as a part of, and under the sponsorship of, approved Student Body organizations and/or authorization by the principal or his designee.
5. Violators will be referred to the principal or his designee, who may take appropriate disciplinary action up to, and including, recommendation for suspension from school.

Student Responsibilities

It is the responsibility of the students and staff of our school to learn and obey its policies and regulations. These policies are enforced to provide the most desirable educational environment and to protect the students. Policies are designed for the good of the school and all students; therefore, please do not ask that exceptions be made.

Remember that teachers are employed to aid and help students. Please feel free to contact them in the settlement of your problems.

Students are expected to display **respect** to teachers, staff, and other students and act accordingly; be responsive to the requests of all school staff; be respectful and non-disruptive in class, assemblies, and other school sponsored activities; refrain from any behavior that would embarrass or discredit yourself, your parents, your school, or your community.

Search and Seizure

School authorities may seize any contraband substance or object the possession of which is illegal or any material or object that violates a school rule or poses a hazard to the safety and good order of the school. Students are not allowed to bring these items to school or to any school-sponsored function. The school may employ the use of K-9 units to ensure the safety of students and staff.

Authority to Conduct a Search - The law allows school authorities to search students, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by the law or school rules.

Student Verification Requirement

To ensure active engagement and accurate attendance reporting, Homelink requires verification of student presence on a **monthly basis**. Verification must occur through one of the following methods:

- Participation in a scheduled Zoom meeting with the student's camera turned **on**,
- An **in-person visit** with school staff, or
- A **live phone call** where the student's voice can be confirmed.

These interactions are essential for maintaining enrollment and supporting student progress. Failure to verify presence consistently may impact a student's standing in the program.

COMPUTER USE POLICIES

E-mail Usage

Students may not use email during the school day, unless for authorized educational purposes.

Games**

Students are not allowed to play games on school computers.

Audio/Video Clips**

The unauthorized downloading, installation, use, storage, or distribution of copyrighted software or materials, including audio/video clips, on district computers is prohibited.

Vandalism

System components including hardware, software, equipment, or materials shall not be destroyed, modified or abused in any way.

Chat Rooms and Instant Messaging

Students are not allowed to be in any chat rooms or use any instant messaging software.

Inappropriate Sites

Use of computers or servers to access, store or distribute non-educational materials, including obscene or pornographic items, is prohibited.

Unauthorized Access

User accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.

Hacking

The Homelink computer system shall not be used to disrupt the operation of the system by others. System components including hardware or software shall not be destroyed, modified or abused in any way. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of the computer or computing system is prohibited.

Homelink Discipline Steps

Homelink Discipline Plan- We pride ourselves for having students with exemplary behavior. However, in the event of inappropriate behaviors, the staff at Homelink will document and communicate with students, the parents, and if necessary, administration to encourage correction of inappropriate behavior.

Documentation of communication will be noted on the students' learning plan.

Expectations for our students are listed in the Homelink student handbook. The step process is listed below.

Step 1 - Verbal warning and/or email to parent/guardian

Step 2 - Student/teacher(s) conference

Step 3 – Parent/guardian meeting-set corrective goals

Step 4 – Referral to principal-meeting with Parent/guardian-possible suspension

Automatic step 4 referrals are given to students for actions such as fighting, cheating, disrespect to teachers, harassment, illegal substances (drugs, alcohol, etc.), weapons, and repeat cell phone violations.

Parents and students, please read and sign on the last page of the student handbook.

Referrals are documented in the Skyward system.

Student response to inappropriate behavior.

Student: _____ Referring Teacher: _____

Date: _____ Class: _____

Answer the following questions in complete sentences:

1. Why did you get in trouble in class?

1. What should I do in the future to keep this from happening again?

Code of Academic Integrity and Honesty

Integrity is one of the core values of the Homelink program. As such, students are expected to exhibit honesty, integrity, high standards, and freedom from lies and fraud in their academic work. Personal integrity is important in all aspects of life and students must conduct themselves in an ethical manner both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to disciplinary consequences.

Cheating, Plagiarism, and Collusion

The Homelink program considers the following guidelines concerning cheating, plagiarism, collusion, and fabrication for the information of all students enrolled in any course offered the Homelink program. Gaining knowledge and practicing honesty go hand in hand. The importance of knowledge properly gained is reinforced by the grading system; therefore, the school emphasizes honesty fully practiced by establishing rules against cheating, plagiarism, collusion, and fabrication. Any act of cheating, plagiarism, collusion, or fabrication in any degree subjects a student to the disciplinary procedures listed below.

Cheating

Students are expected to be completely honest in all phases of their work and must adhere to the guidelines provided by their faculty members for completing academic work.

Cheating includes, but is not limited to, the following:

- dishonesty of any kind on examinations, assignments, or program requirements;
- unauthorized possession of examinations or unapproved notes or sources at any time, whether used or not;
- copying or obtaining information from another student during an examination or performance of a lab skill or competency;
- claiming as their own work any portion of academic work that was completed by another student;
- using materials not approved by their faculty member when completing an assignment or exam;
- alteration or falsification of course or academic records; and
- unauthorized entry into or presence in any office.

Plagiarism

Documenting the use of others' work is important because it recognizes the original author's effort, establishes the student writer's credibility, and supports the audience's future research. Plagiarism is offering the work of another as one's own, intentionally

or unintentionally, without proper acknowledgment. Students who fail to give appropriate credit for ideas or material they take from another, whether a fellow student or a resource writer, are guilty of plagiarism (i.e., stealing the words or ideas of another).

Odysseyware does check to see if students are plagiarizing. Faculty frequently check the work of students through the use of other sources online to check for copy and pasting of material.

Plagiarism includes, but is not limited to, the following:

- using the ideas and or words of another person, without giving that person appropriate credit;
- representing another's artistic or scholarly works (i.e., musical compositions, computer programs, photographs, paintings, drawings, sculptures, etc.) as your own;
- submitting a paper purchased in whole or in part from another person or other sources, including the internet;
- copying computer programs or data files belonging to someone else; and
- using undocumented Web sources.

Collusion

Learning is an active process for all students; completion and submission of original work is essential to the learning process. Collusion is unauthorized collaboration in preparing any work offered for credit. Therefore, students should take reasonable precautions to protect their work from being compromised.

Collusion includes, but is not limited to, the following:

- knowingly using, buying, selling, stealing, sharing, transporting or soliciting, in whole or in part, any information or materials to be submitted as a student's own work,
- impersonating another student for the purpose of taking a course, any academic work, or exam,
- providing unauthorized access to course materials, and
- agreeing with one or more persons to commit any act of academic dishonesty.

Responding to Violations

Faculty have the responsibility to initiate disciplinary action in response to violations of the rules regarding academic honesty. A faculty member is responsible for investigating these violations, which include, but are not limited to, collection of any

evidence of cheating at the time it occurs and discussions with the student via online or in person. The school documents all disciplinary actions in the Skyward system.

Penalties

If, in the judgment of the faculty member, cheating, plagiarism, or collusion has occurred, he or she may assess one of the following penalties:

- failure of the assignment by the faculty member,
- requirement for the student to redo the test or assignment,
- reduced grade on the assignment by the faculty member,
- failure of the course; the student may appeal the grade through an appeal process to the principal of Homelink and then after, if not accepted, to the district Superintendent.
- recommendation for suspension from Homelink
- submission of other penalties or action recommended by the faculty or program.

The faculty member will notify the student/and parent of his or her decision concerning the student's grade and/or disciplinary action.

Appeals

A student may appeal a proposed penalty made by a faculty member. The student shall initiate the appeal process within five (5) working days following the communication of the proposed penalty. The procedures for appealing a proposed penalty are:

- Student and/or Parent requests a meeting with the Homelink principal within 10 working days after receiving notification, written and verbal.
- The Homelink principal will make a decision on disciplinary actions based on evidence provided by the faculty. The student/parent will have a chance to refute claims at a meeting.
- If after meeting with the Homelink principal there is a disciplinary action, the student/parent may appeal to the Hoquiam School District superintendent within 5 working days. A request for a meeting with the superintendent must be in writing and must include the reasons as to why an appeal is being made.

Student Support

Academic counseling:

Jennifer Winkelman, School Counselor

[Jwinkelman@hoquiam.net](mailto:jwinkelman@hoquiam.net)

360.538.8210

For **emotional support** or behavioral services, please contact the school principal for resources.

Bonnie Jump, Principal

bjump@hoquiam.net

360.538.8216

Technology Support:

Drew Gwin, Technology Specialist

drew.gwinn@hoquiam.net

Technology requests will be answered in order of importance. District policy requires that faculty read emails daily and respond within a timely manner, 36 hours. Students are allowed to exchange technology devices (Chromebooks) if necessary.

To exchange devices:

-Contact Homelink at 360.310.0451 or email tgladsjo@hoquiam.net

-Bring device into Homelink program

-Work with Homelink Staff to troubleshoot

-If problems persist, you may return the troubled device and exchange it to checkout a new one.

Social Emotional Learning

Jennifer Winkelman, Counselor

jwinkelman@hoquiam.net

Columbia Wellness(Behavioral Health)

Cole Johnson

360.532.4357

cjohnson@bhr.org

Beyond Survival

Mental Health Support

Sara Owen

360.533.9751

Sarao@ghbeyondsurvival.com

Electronic Information System (Networks)

Acceptable Use Guidelines

Network

1. All use of the system must be in support of education and research and consistent with the mission of the district. The Hoquiam School District reserves the right to prioritize uses and access to the system.
2. Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and district policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified or abused in any way.
5. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
6. Users are responsible for the appropriateness and content of material they store, transmit, or publish on the system.
7. Use of the system to access, store or distribute obscene or pornographic material is prohibited.
8. Subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved by the superintendent or designee.

Security

9. System accounts are to be used only by the authorized owner of the account for the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended

or unsupervised. Account owners are ultimately responsible for all activity under their account.

10. Users shall not seek information on, obtain copies of, or modify files other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
11. Communications may not be encrypted so as to avoid security review.
12. Users may change their own passwords.

Personal Security

13. Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult.
14. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
15. Students should notify their teacher or other adult whenever they come across information or

Copyright

16. The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited.

General Use

17. Diligent effort must be made to conserve system resources. For example, users should frequently delete unused files.
18. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

From time to time, the district will make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district. For security and administrative purposes the district reserves the right for authorized personnel to review system uses and file content. The district reserves the right to remove a user account on the system to prevent further unauthorized activity. The district's wide-area network provider (WebNet) reserves the right to disconnect the district to prevent further unauthorized activity.

VIOLATION OF ANY OF THE CONDITIONS OF USE MAY BE CAUSE FOR CORRECTIVE ACTION.

2025-26

HOMELINK STUDENT HANDBOOK ACKNOWLEDGMENT

I, the undersigned individual, due hereby declare that I have received a copy of the Homelink 2025-2026 student handbook.

I acknowledge that it is my responsibility to have read and understand the contents of the student handbook and abide by the information it contains.

Student Signature Date

Print Name Date

Parent Signature Date

At Homelink we are striving to make communication between school and home as easy and up to the minute as possible. We have many events and activities that happen throughout the school year we want you to know about. In order to help us communicate in the best possible way please choose the following options.

Check one or more:

- _____ email : email address: _____
- _____ US Postal Service : Mailing address

- _____ Autodialer (phone home system) Phone Number: _____

ELECTRONIC INFORMATION SYSTEM (NETWORKS)
INDIVIDUAL USER ACCESS INFORMED CONSENT FORM

Please read the bottom of this release form and check the following boxes **BEFORE** signing.

- _____ I **WILL** ALLOW my child to publish work on the school Website.
 _____ I **WILL** NOT ALLOW my child to publish work on the school Website.
 _____ I **WILL** ALLOW my child's photo to be published on our Website,

In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release The Hoquiam School District, Washington School Information Processing cooperative and other intermediary providers, if any, and operators, and 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 including, without limitation, the type of damages identified in The Hoquiam School District's Acceptable Use Guidelines. Further, my child and I agree to abide by the district's Policy and Procedures for Electronic Information systems, which we have reviewed and understand, and we acknowledge that failure to comply with the policy and procedures may result in revocation of network use privileges. My child and I acknowledge and agree that the Hoquiam School District has the right to review, edit or remove any materials installed, used, stored or distributed on or through the network or District's system and we hereby waive any right of privacy which my child or I may otherwise have into such material.

Students who misuse the computer/internet will be subject to discipline including suspension/expulsion.

 Signature of User

 Signature of Parent/Guardian(required if user is under age 18)

 Printed Name of User

 Printed Name of Parent/Guardian

Address

City/State/Zip

Phone

Date Signed

Address

City/State/Zip

Phone

Date Signed

**Homelink Parent, Student, Teacher Compact
2025-2026**

Student _____

Building Our Future: In collaboration with our community, Homelink provides a safe, respectful environment with high expectations and quality instruction where students are inspired to become lifelong learners and confident, productive citizens.

Hand in hand we can learn to work together to build a better world.

At Homelink, we believe that students have the greatest chance for success when schools and families work together. Therefore, when the student, family, and teacher form a partnership, success for the learner is increased.

AS A STUDENT I know the importance of following Homelink, and alternative learning experience guidelines, to be able to be a successful student.

I agree to

- Be Respectful, Responsible and Safe
- Use appropriate online etiquette; which includes:
 - be respectful, aware of strong language, all caps and exclamation points, be careful with humor and sarcasm, use appropriate grammar and spelling (don't use texting format), be forgiving.

- Communicate with my teacher on a weekly basis, as required by ALE law
- Complete assignments and required tests in a timely manner
- Have Academic Integrity (site your sources)
- Practice internet safety (don't post inappropriate material)

Student Signature:_____ **Date(:)**_____

AS A TEACHER I know the importance of a positive school experience and having high expectations.

I agree to do what I can for this student by:

- Grade assignments and providing feedback in a timely manner.
- Treating each child with dignity and respect.
- Always use appropriate online etiquette.
- Creating a learning environment that is positive and encouraging.
- Having high expectations for your child as a learner.
- Being prepared to address the individual needs of the students.
- Regularly communicate and work with families to support student progress.

Teacher Signature:_____ **Date(:)**_____

AS A PARENT/CAREGIVER I know that my participation in my child's education will help his/her achievement and attitude.

I agree to do what I can for my child by:

- Establishing a regular time and quiet place for schoolwork.
- Monitoring and encouraging daily completion of schoolwork.
- Communicating regularly with the teacher, as required for an alternative learning environment. (ALE requires monthly communication)

Parent/Caregiver Signature(s)_____ **Date(:)**_____

If you would like to help us revise this compact for next year, please contact Mrs. Dayton, Intervention Specialist, at (360) 538-8237.

Fall SLP:

Parent /Student

Teacher

Date

Spring SLP:

Parent /Student

Teacher

Date