

HomeLink Battle Ground

K-8

Student Handbook

2008-09



Main Office
FAX

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HOMELINK K-8 STUDENT HANDBOOK

MEMBER OF NORTHWEST ASSOCIATION OF ACCREDITED SCHOOLS

Dear Students,

Welcome to HomeLink for the 2008-09 school year. This handbook, along with the Battle Ground School District Student Handbook, is designed to give you and your parents information on the policies and procedures that govern our school district and school. HomeLink is a public school in the Battle Ground School District, so students and parents are subject to these policies and procedures. Because HomeLink offers a variety of programs, K-12, some of the information included in these handbooks may not apply to all ages or all programs. Please ask your parents to take some time to read and review this information with you, then keep the handbook in a location where you can pull it out if you need it. You and/or your parents will be asked to fill out a signature sheet or sign a log with a consultant indicating you have received the handbook. The handbook is also available on our website. We look forward to serving you and your family as you plan and walk out your education journey.

Best Wishes for a successful year.



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The mission of HomeLink is to support families by offering educational opportunities in the areas of language arts, math, science, fine arts, social sciences, health and fitness and technology, providing professional services in a safe and "family-centered" environment.

It shall be the duty of teachers to endeavor to impress on the minds of their pupils the principles of morality, truth, justice, temperance, humanity, and patriotism; to teach them to avoid idleness, profanity and falsehood; to instruct them in the principles of free government, and to train them up to the true comprehension of the rights, duty, and dignity of American citizenship.

The Battle Ground School District complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Harassment of any employee/student with regard to race, color, national origin, gender, sexual orientation, including gender identity, or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX Sexual Harassment Officer, Marcia Christian, 360-885-5306; [Title IX Equity Coordinator: Pam Judd, 360-885-5395](mailto:TitleIXEquityCoordinator@bgsd.k12.wa.us); Section 504/ADA Coordinator, Jane Mercier, 360-885-5413; or submitted in writing to the designated coordinator at PO Box 200, Battle Ground, WA 98604.

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2008-09 GENERAL SCHOOL INFORMATION

CALENDAR DATES OF INTEREST

First Day of 5-8 ClassLink,	Sept. 5
First Day of CoreLink B	Sept. 8
First Day of CoreLink C	Sept. 9
First Day of CoreLink A	Sept. 10
First Day of Creative Classes	Sept. 22
State In-service Day	Oct. 10*
Veteran's Day	Nov. 11*
Early Release (Classes end at 2:00 except Off-site)	Nov. 25
Thanksgiving	Nov. 26-28*
Winter Break	Dec. 22-Jan.2*
School Resumes	Jan. 5
Martin Luther King Day	Jan. 19*
President's Day	Feb. 16*
WASL Testing Grade 10	March 16-19
Spring Break	March 30-April 3*
Learning Improvement Day	April 10
WASL Testing Grade 10	Apr. 13-14
WASL Testing Grades 3-8	April 13-May 1
WASL Testing Grade 10	April 20-21
Last week of Creative Classes	May 18-22
Celebration of Learning	May 19
Snow Make-up Day if needed	May 22
Memorial Day	May 25*
Registration Packets for 09-10	May 6
Registration Packets Due	May 21
Creative Class Sign-ups	May 27
Field Day	June 3
Early Release	June 15 & 16
Last Day of BGSD School Year	June 16

*Non-student attendance day; some off-site Creative Classes may meet.

Snow days/emergency make-up days will be added at the end of the school year.

ABSENCES/TARDIES/EARLY PICK-UPS (PAGE 4 OF DISTRICT STUDENT HANDBOOK)

When a student is absent from a class, please send a note or phone the HomeLink office within 72 hours (3 days) of the student's return. Students are responsible for making arrangements with teachers for make-up work/tests. If the family knows a student will be gone ahead of time, the student needs to get a **pre-arranged absence form** from the office. In most cases, assignments that the teachers send with the student will be due the day he or she returns. Attendance issues may affect grades. (See Attendance under District-wide Policies and Procedures for more information about absences, excused and unexcused.)

If a student arrives late, he or she will be marked tardy in class. If a student is more than 10 minutes late for class, he or she will be marked absent for that class and will require a parent note.

If students are to be picked up early, please go to the HomeLink office and sign him or her out.

ADDING OR DROPPING CLASSES

To add or drop a class, or program, stop by the main office to fill out the proper paper work.

BICYCLES

Bicycles need to be walked once a student gets on school property. There is a bike rack on the east side of the building for parking.

CHEATING (PAGE 6 OF DISTRICT STUDENT HANDBOOK)

Cheating is considered a very serious violation of student conduct as well as CAM's character expectations. Students who are discovered cheating will receive zeros on the assignment, quiz or test and will be put on a probationary contract to determine continued enrollment in the school.

For District polices and state laws on cheating, refer to the District Student Handbook.

DISCIPLINE (PAGE 28 OF DISTRICT STUDENT HANDBOOK)

HomeLink follows a progressive discipline policy based on the District's guidelines and state laws. Every effort is made to support a student in changing his or her behavior to allow for continued success. Parents are an important partner in this effort.

ELECTRONIC DEVICES/TELECOMMUNICATIONS: District Student Handbook p. 10

Use of MP3 players, or other music devices, in the classrooms is under the direction of the individual classroom teacher. Students are not to be using these devices as they walk through the hallways, in the Commons or outside during school hours, as it creates a safety issue if announcements need to be made and traffic is present. The privilege of having these on campus is dependent on students following the teacher's and school-wide rules.

Telecommunication devices may be turned on and **operated outside** only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to do otherwise.

Telecommunication devices include but are not limited to pagers, beepers and cellular phones. While in the building, devices need to be **stored and silenced**.

HALLWAYS & PASSING

Halls are for movement from place to place. Students are expected to move efficiently from class to class without loitering in the hallways. Students should stay to the right when traveling, with hands and feet to themselves. **Food or beverages are not to be consumed in the halls.** Students should converse in a normal tone of voice on their way to and from classes.

HANDS-ON BEHAVIOR/ROUGH HOUSING

Shoving, kicking, tripping, spitting at another person, putting hands on another person, including "goofing around" behavior is not permitted. This activity is disruptive to the educational process and endangers others.

HATS

We ask HomeLink students and families to be respectful of our inside "Hat free" zone. Classes do arrange special days when hats can be worn such as during a Spirit Week.

LUNCH

Food Service lunches are available on Mondays and Fridays. On Tuesdays and Thursdays there are Pizza days and the Student Store offers a few items. All food transactions are done with cash. Notices will be given to students about days and prices.

MEDICATION (PAGE 15 OF DISTRICT STUDENT HANDBOOK)

If your student requires prescription or over the counter medication at school, please contact the school nurse for appropriate forms and procedures. There are specific laws concerning students carrying medications on school campuses.

OUTSIDE BEHAVIOR

The following rules are enforced to help ensure safe activities for all students. The student's cooperation in abiding by these rules is required. Failure to abide by these rules will result in disciplinary action. General outside behavior rules:

1. Treat all people with courtesy.
 2. Keep hands and feet to self.
 3. Follow the directions and requests of the adults.
 4. No tackle sports or wrestling.
 5. Use the playground equipment appropriately.
- UBounce Equipment Rules: Under 12 years old, One person at a time

PARKING

The parking lot is a part of the school Campus; therefore, behavior in the parking lot is subject to the same rules, regulations and discipline as within the building. Please use 6th Avenue when coming onto campus. From the parking lot exit back onto 6th. Speed should be kept at 10 MPH on school grounds. Vehicles are to be parked in marked parking spots or in the overflow area. Spaces marked for church use only are not to be used by HomeLink students or parents. A search of a motor vehicle may be made based on reasonable suspicion when related to a possible school violation. Students are expected to obey all Washington State driving regulations.

SCHOOL CLOSURE

When Battle Ground Public Schools announce a late start, or closure, HomeLink, including the off campus classes, is included. Listen to local news sources for announcements regarding late starts or school closures. Students, parents, and/or guardians may also call 885-5331 and listen to the recorded message or get information from the District web site at www.bgsd.k12.wa.us. This message is updated as soon as the District notifies the school of the closure or late start. For a late start, all classes started before 10:00 are cancelled.

SIGNS AND POSTERS

An Administrator must approve signs and posters before they are posted. They must be placed only in designated areas and secured in a manner not damaging to the building. Sponsoring individuals are responsible for their removal.

SKATES/SKATEBOARDS/SCOOTERS

Students may use the above items to travel to school, as long as they do not use them at school or on school grounds. If brought to school, they need to be stored, for the day, in the homeroom classroom.

STANDARDIZED TESTING

Students in PrimeLink, ClassLink and CoreLink are required to participate in all mandated state testing, e.g. WASL

STUDENT VISITORS

Students who are not enrolled in HomeLink may not attend our classes without their parent with them. Arrangements for the visit must be made ahead of time. Depending on the teacher's plans for the day, the visitors may be asked to select an alternate date.

TRAFFIC FLOW

For the safety of our students it is important that all vehicles that come on our campus observe the following procedures:

Speed limit 10 MPH

From 7:15-10:00 and 1:00-3:45 the entrance off Onsdorff Blvd is one way going north. Parking directly in front of the main office and **traffic flow going north to Onsdorff is closed off between the hours of 10:00 and 1:00** for student safety during lunch times.

Those parking in the lot south of the school are asked to exit onto 6th Avenue except during the 2:00 release time. Then cars coming out of the paved area need to head north toward Onsdorff. Cars exiting from the gravel area or south of the church need to exit east onto 6th.

AM Drop-off: Vehicles may drop off in two lines, with the middle section open for continuous movement. Always, but particularly during the dark mornings of winter, be especially mindful of students crossing from the field side of the driveway. *It is highly recommended that cars with students 6th grade and younger drop off on the office side of the driveway as these smaller students are often difficult to see by other drivers.*

PM Pick-up: Please be aware that CAM releases between 1:50 and 2:00 on Monday, Tuesday, Thursday and Friday and allow for additional traffic at these times. Come in a little early if you are coming just for a 2:00 class.

Due to Fire Marshall regulations, vehicles can not stand/park along the fire lane located on the west side of the driveway during afternoon pick-up. Therefore please follow the following procedures:

As long as there is space, vehicles may wait on the east side of the driveway. Please pull as far north as possible (all the way to the north side of the building). Please do not block any of the parking lot exits. Or

Park and wait in a designated parking space or the over flow area. Vehicles may park on the south side of the church for PM pick-up.

Please **never leave** your vehicle unattended unless you are parked in a designated parking space.

Vehicles that exit from the paved parking area adjacent to the school need to exit to the **north only**.

Vehicles that exit from the gravel area and south of the church need to exit **east** onto 6th avenue.

It is recommended that you select a routine pick-up spot for your students, so they can easily locate you each day. This will facilitate a faster flow of traffic.

Please **do not** wait for students on 8th Avenue at Onsdorff, as this creates a traffic flow problem for the neighborhood. It is also designated as a “No Parking (or Standing) Zone” by the city of Battle Ground and is subject to a ticket and fine.

VISITORS

Parents and/or guardians who regularly attend with their students are not visitors and may accompany students. Adults who do not regularly attend with students and may not be recognized by staff need to stop by the main office to check in and get a visitor’s badge.