Cascade Home Link
FAMILY HANDBOOK

How to Contact Us:

By Mail: Cascade Home Link
330 Evans St
Leavenworth WA 98826

By Phone: 509-888-3779

By FAX: 509-548-6149

By email:
   tmuscutt@cascadesd.org
   sholm@cascadesd.org
   dmedina@cascadesd.org

Office Hours:
   Friday: 9:00 am to 2:30 pm

Home Link Website: https://www.cascadesd.org/Domain/441

Principal:
   Terry Muscutt

Certificated Teachers:
   Shanda Holm
   Daena Medina

Support Staff:
   Jennifer Barber, Paraeducator/Technology
   Eva Corbett, Curriculum Paraeducator
   Julie Winters, Registrar
Dear Prospective Home Link Families,

Thank you for your interest in Cascade Home Link. Our purpose is to support families as they lead their students to academic success. We offer classes, resources, and activities designed to create flexibility and enhance your educational opportunities. Home Link is a successful and award-winning program. We believe that when parents, students, teachers, administrators, and community come together as a committed partnership in education, we can create a diverse and rewarding learning environment!

Our classrooms are located upstairs at the Cascade School District Office, 330 Evans St, Leavenworth, WA 98826. This Program Handbook will assist you in answering questions you may have about the program, what an alternative learning experience program is, class schedule worksheet and a checklist to assist you. Please read through carefully, as you and your student will be asked to sign off on the information in the handbook.

We welcome you and would love to have you join our program. If you would like to proceed, or if you have further questions, please contact us.

Terry Muscutt
Home Link Principal
tmuscutt@cascadesd.org

Shanda Holm
Home Link Teacher
sholm@cascadesd.org

Daena Medina
Home Link Teacher
dmedina@cascadesd.org
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Program Description

Cascade Home Link is an Alternative Learning Experience (ALE) offered through the Cascade School District, currently serving students in grades K-8. The purpose of the program is to serve families who have chosen to be their children’s primary educators in a parent partnership program. We believe that a superior education can be offered by drawing on the strengths and resources of public school and community, while recognizing the parent’s key role in the child’s education.

In accordance with the Alternative Learning Experience (ALE) rule (WAC 392-550), parent(s) or guardian(s) shall, prior to enrollment, be provided with information regarding the differences between home-based instruction and enrollment in an alternative learning experience. See below:

<table>
<thead>
<tr>
<th>Home-Based Instruction (Homeschool)</th>
<th>Alternative Learning Experience (Home Link)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Not enrolled in public school</td>
<td>• Enrolled in public school.</td>
</tr>
<tr>
<td>• Not subject to rules governing public schools.</td>
<td>• Subject to rules governing public schools: assessments, graduation, course requirements.</td>
</tr>
<tr>
<td>• Instruction provided ONLY by parent per RCW 28A.200 &amp; 28A.225.010</td>
<td>• Instruction provided as a parent partnership program /authorized under WAC 392-550</td>
</tr>
<tr>
<td>• Public school is under no obligation to provide instruction, materials or supervise education.</td>
<td>• Learning experiences are supervised, monitored, &amp; evaluated by certificated teachers, Written Student Learning Plan, and in whole or part outside regular classroom.</td>
</tr>
</tbody>
</table>

Cascade Home Link operates under the authority of the State of Washington and the laws pursuant to an alternative learning experience (WAC 392-550). The program is flexible to meet the needs of and desires of our families, while adhering to the laws that govern us as a public school.

Home Link Staff

The Home Link staff consists of two full-time certificated teachers, two paraprofessionals, and a part time overseer principal. We have the expertise and support of the district superintendent and the district secretary. Home Link employs a few independently contracted community members whom have expertise in certain fields, though they might not be certificated teachers. They teach one or two classes each week and add significantly to the classes we are able to offer. All involved are committed to providing instruction within our program. See our Course Schedule for current class offerings.
Program Requirements

1. **Read this Handbook**
   Parents and students are asked to read this handbook and sign the “Handbook Agreement” (at the end of the document) declaring that they have read the information included in this handbook and agree to the requirements of the program.

2. **Written Student Learning Plans**
   A written Student Learning Plan (SLP) is required for every student in the Home Link program. It will guide you and the teacher through the year so that your child’s educational needs are met. The plan is a statement of learning goals in each subject for the upcoming year. The SLP encompasses both onsite and offsite classes. A teacher will work with you to create the learning plan, give you support and suggestions, discuss curricula, and document academic achievement. If necessary, SLPs can be revised during the school year.

   Written SLPs must be submitted during the first week of enrollment. Learning Plans are created yearly, with a new one submitted in June for the following school year. A certificated teacher must approve each SLP. **Students will not be registered for classes until the SLP is complete and approved.** SLPs are written using a form in the district’s Learning Management System, Canvas. Once you have submitted the enrollment application and it has been processed, the next step is to work with the teacher to create a SLP for your child that will include goals, objectives, activities and review/assessment.

3. **Weekly Instruction Hours**
   Kindergarten: 14 hours weekly
   Grades 1-8: 28 hours weekly

   All **full-time** students must have 28 hours of documented educational activity each week made up of on-site and off-site classes. Students must attend on-site classes a minimum of 1 hour each week and meet weekly with a certificated teacher. Cascade Home Link (CHL) should be seen as a program that enriches the student’s learning experience. Parents assume responsibility for the student’s education and provide instruction for the indicated number of remaining hours per week (off-site) according to the Washington State Laws. CHL assumes responsibility for the SLP and ensuring the progress is being made toward the goals agreed on there.

   Students may be enrolled **part-time** in our program. Part-time students have less than 28 documented hours between on-site and off-site classes. Such enrollments may be limited and must be preapproved. Written Learning Plans, Weekly Progress Reports, Monthly Progress entries and necessary paperwork are required. Priority for registration into on-site classes goes to full-time students, so class availability may be limited for part-time students. An Intent to
Provide Home-Based Instruction form must be on file with the district for each part-time student.

If your child is attending another school, he or she may attend Home Link in shared (blended) enrollment. This is limited to only students in grades 6-8 and only if it can be accomplished within the schedules that are offered. Written Learning Plans, Weekly Progress Reports, Monthly Progress entries and necessary paperwork are required. If you are interested, please contact the Home Link registrar.

Before beginning the program, and before each school year, the student and a parent/guardian must meet with a certificated teacher to work out the details of the student hours and schedule. Together, you will work through the Course Schedule Worksheet (attached) to ensure that the correct number of hours are achieved, and the student has a workable, effective plan in place.

4. Weekly Contact and Reporting

Each student must have weekly contact with a certificated Home Link teacher. This contact may be in a class setting, by email, phone, or in a Weekly Progress Review (WPR) meeting. A WPR is a short, one-on-one meeting between a teacher and a student. The WPR gives students an opportunity to show work accomplished at home, share successes, ask questions, and demonstrate progress as outlined in the student learning plan. Students will bring samples of completed work, as well as complete their written Weekly Progress Report in Canvas. The Weekly Report may be written by either the student or a parent. There is a sample Weekly Report available (attached), but we request that students complete the form in Canvas, if at all possible. An alternative format that includes subject, hours, curriculum used, and topics covered may be used and emailed to the teacher and will be added to the student’s files.

Here is an example of a Weekly Report:


Language Arts—6 hours—Daily Grams Level 5, pages 22-30; IEW Writing lesson 4, Creating a Character, wrote a poem about fall, read Under My Window and discussed figurative language, topics covered: prepositions, Latin roots, practiced alphabet backwards.

PE—2 hours—Biking, running, went on Icicle Gorge hike, participated with soccer team games and practices

History—3 Hours—Focus on ancient Egypt. Finished reading The Golden Goblet. Made pyramid to scale out of plaster, created pharaoh’s staff, played Feast and Famine with goods from Egyptian times, memorized the names of early pharaohs, read about King Tut’s tomb.
In order to maintain the integrity of this program, we encourage the student’s parent/guardian to meet with the teacher at least once each month.

Weekly Reports are required but parent/guardians do not need to make direct contact as long as a student has had direct-instructional contact (in class) that week. If a student is not in class then some form of direct contact must be made between parent and teacher, during that week. Direct contact may be made through face-to-face meetings, phone, email, or messaging.

If a student has an unsatisfactory report, then the intervention plan will include weekly direct contact, until the teacher determines otherwise, with the eventual goal being a return to monthly direct contact between the teacher and a parent/guardian.

5. Monthly Progress Reports

Parents must submit their monthly progress report(s) weekly in our online course called SLP Reports in Canvas. This report is a brief summary of the work done at home. It provides access to your SLP, reports student progress, and assesses the effectiveness of your work. It is a reminder of where you want your student to be and a way to see that you are progressing toward the desired goals. This report is the basis for our required monthly reporting to the state to determine funding and also required in order for your student to remain in Home Link. It is due Friday through Sunday each week or at least by the end of the month.

These are the steps to take to complete this report:

- On the school district website go to Programs and choose Home Link
- Click on the Canvas tab on the left-hand menu
- Log into Canvas with your Office 365 username and password
- Click on the dashboard icon
- Click on SLP reports > Modules > Current Monthly Report
- Follow the instructions located in the assignment introduction
- Submit the report for approval weekly.

Testing

Cascade Home Link participates in all testing (see earlier reference regarding definition of an ALE) required by WA State and Cascade School District. Students are typically tested in spring of each year in reading and math using the Smarter Balanced Assessment (SBAC) which is a measurement of the state academic standards in Reading and Mathematics for grades 3–8. Students in grades 5 and 8 are also tested in science. The tests include multiple choice and short answer/extended response items and are administered on-site and online. Testing is good practice for future driving tests, work placement, skills tests, SAT, and ACT exams. It also can serve as feedback to guide parents when planning future academic work. If you have any concerns or questions regarding assessments, please contact the program administrator.
Calendar and Attendance

Home Link classes meet Monday through Thursday. Fridays are reserved for family field trips, administrative work, and scheduled parent teacher conferences. We follow the Cascade School District calendar for vacations, early releases, late starts, and winter school closures.

When your student is enrolled in a class, regular attendance is expected. Home Link reserves the right to drop a student from a class or the program due to excessive absences. Students not enrolled in a given class may not attend the class or “hang-out” in the classroom.

Curriculum Requests for the Home Link Library

The Cascade School District seeks to provide individualized curricula for each Home Link student; in some cases, materials will need to be ordered for the Library. The teacher and parent/guardian work together to select curricula that are best suited for the student. New library purchases must match the student’s SLP and must be approved by the Home Link teacher. Funds allocated for library acquisitions are based on the student’s enrollment percentage (FTE). Items such as furniture, computer hardware, online services, monthly subscriptions, items of clothing (ballet slippers, sports clothes, etc.) will not be approved. No materials will be purchased for the current year after March 31, except in the case of a newly enrolled student.

All materials purchased with these funds are property of the Cascade Home Link program and must be accounted for at the end of the school year or upon exiting the program. Non-consumable materials must be returned promptly, in good condition, to the program library. You will be charged for lost, ruined, or unreturned materials.

Ordering Materials

After enrollment is complete and SLPs have been submitted, students may obtain materials from the Cascade School District Home Link library. By state law, we are not allowed to reimburse parents for materials they purchase. Parents must complete the Curriculum Request Form found on the Home Link page of the Cascade School District website.

We only order from approved vendors. Submitted orders must be reviewed and approved by the teacher. If a parent finds other materials, families may use them at home, but at their own expense.

We strive to build a comprehensive library that will serve families for years to come. In selecting materials, parents should consider needs, not wants, and judiciously select materials from our current library or add materials that will be returned to the Home Link library and used by future students. The Home Link teacher can give curriculum guidance based on a student’s skill level, grade level and learning style. Home Link staff keep track of the cost of materials purchased for each student and may deny curriculum requests if items exceed what
we would consider to be “fair and equitable” when compared with what is available to all students.

Remember—It is the duty of the parent to keep track of all district materials and return them in good condition. Parents will be held accountable for items purchased with district funds.

Sample of Approved Vendors:

- Amazon
- Book Shark
- Demme Learning
- Institute for Excellence in Writing (IEW)
- Logic of English
- Oak Meadow
- Rainbow Resource

Student Responsibilities

Expectations

- Home Link students are expected to complete their home study curriculum in a timely manner and to cooperate with parents in a respectful and obedient atmosphere.
- Home Link students are expected to be respectful of other students and adults.
- Home Link students are to respect the property of others.
- Home Link students are to attend classes in which they are enrolled and be on time and prepared.
- Home Link students are to follow the dress code.
- If a student is not making satisfactory progress the Home Link teacher will meet with both the student and parent.

Dress Code

- Students are to observe modesty, appropriateness, and neatness in personal appearance.
- Shoes must be worn.
- No bare stomachs or backs.
- No visible undergarments.
- No see through, strapless, or low-cut clothing.
- No pajama like clothing.
- Shorts, skirts, and dresses must meet or exceed the length of the fingertips when arms are placed at the side.
- No sunglasses, hats, or hoods on in the building.
Nondiscrimination and Sexual Harassment

Nondiscrimination/Title IX

Cascade School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district’s Title IX and Civil Rights Coordinator, Elia Ala’ilima-Daley at 509-548-5277, edaley@cascadesd.org, Cascade High School, 10190 Chumstick Hwy. Leavenworth, WA 98826, or Special Education Director and Section 504/ADA Coordinator, Brett Johnson at 509-548-4004, bjohnson@cascadesd.org, Alpine Lakes Elementary School, 500 Pine St. Leavenworth, WA 98826.

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 (3210), contact your school or district office or view it online here: https://www.cascadesd.org/Page/288

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 (3205), contact your school or district office, or view it online here: https://www.cascadesd.org/Page/288
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 a complainant disagrees with the superintendent’s or designee’s written decision, the complainant may appeal the decision to the district board of directors by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.

The board shall schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties shall be allowed to present such witnesses and testimony, as the board deems relevant and material. Unless otherwise agreed to by the complainant, the board will render a written
decision with thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the board will be provided in a language the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the complainant’s right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

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: 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
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission
1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students) certain rights with respect to the student’s educational records. They are:

(1) The right to inspect and review the student educational records within 45 days of the day the District receives a request for access. (Although FERPA allows 45 days to honor a request, the state policy records law [RCW 42.17.320] requires an appropriate response to a “public records” request within five business days.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected.

(2) The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate or misleading.
Parents or eligible students may ask the Cascade School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them to their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C.  20202-4605

Maintaining Professional Staff/Student Boundaries
Policy and procedure 5253 (Maintaining Professional Staff/Student Boundaries) provides all staff, students, volunteers and community members with information about their role in protecting children from inappropriate conduct by adults. The policy and procedure applies to all district staff and volunteers. The interactions and relationships between district staff and students should be based upon mutual respect, trust and commitment to the professional boundaries between staff and students in and outside of the educational setting, and consistent with the educational mission of the district. For a complete read of the policy and procedure (5253), please see https://www.cascadesd.org/Page/288.
Is Home Link the Right Program for You and Your Child?

As a parent, if you choose Home Link, you must be willing, and able, to make the education of your child a top priority. To participate successfully in Home Link you must:

- Commit to being the principle person responsible for your child’s education.
- Have 10-25 hours per week available to teach your child.
- Search out curriculum that will enhance your child’s learning. Request materials which best promote his/her progress, learning, and interests.
- Create a written Student Learning Plan that covers subjects to be taught, how they are to be taught, curriculum to be used, how you will assess student learning, and set goals for the year.
- Be prepared to document and report what is taught at home and hours spent in each subject each week.
- Summarize work done and report weekly in a cumulative Monthly Report.
- Help your student establish an effective, positive study schedule.
- Consistently teach your child and follow through with the SLP.
- Bring student to onsite classes on time and prepared.
- Communicate on a regular basis with a certificated teacher.
2021 –2022 Student Class Schedule Grade 1-5 SAMPLE

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Grade:</th>
<th>Birth Date:</th>
<th>Total Class Hours Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>28 for Grades 1-8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Link Classes</th>
<th>Hrs</th>
<th>Home Instruction Classes</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Review</td>
<td>1</td>
<td>Grade 1, 2, 3, 4 or 5</td>
<td>23 or 27</td>
</tr>
<tr>
<td>EE</td>
<td>4</td>
<td>Reported Weekly as:</td>
<td></td>
</tr>
<tr>
<td>TBD</td>
<td>0</td>
<td>ELA</td>
<td>5</td>
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<td>0</td>
<td>Math</td>
<td>5</td>
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<tr>
<td>TBD</td>
<td>0</td>
<td>History</td>
<td>2</td>
</tr>
<tr>
<td>TBD</td>
<td>0</td>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exploratory</td>
<td>8</td>
</tr>
</tbody>
</table>

| Total Hours of Home Link Classes | 5 |
| Total Hours of Home Instruction (includes Audit classes) Hours | 23 |

| Total Hours of Instruction per Week | 28 |

In adding my name to the signature line below and submitting this document on my student's canvas page I am signing my student up for the classes listed above.

-------------------------------------------------------------  -------------------------------------------------------------
Parent Signature                                              Date

The Home Link Administration will accept this document through the Canvas portal.
SLP Monthly Progress Report Sample

Student Name: (type FULL Student Name here)

Please revisit this document each week. We will be reviewing them each Monday. The fully completed, final report is due on the last day of the month. We have 5 days to review them and provide them as evidence of your progress to the state. Thank you all for your hard work!

Place an “X” in all the Home Link offered classes attended (or completed) for the current assigned week and write the total weekly hours on the right.
(T) Art 05189N (T) Integrated Science 03201N (T) Life Skills 19257N (T) Spanish-Other 24099N (T) Exploratory 22250N (T) Communication-Other 11049N

<table>
<thead>
<tr>
<th>Week</th>
<th>Experiential Education (4 Hours)</th>
<th>Cooking (1 Hour)</th>
<th>Spanish (1 Hour)</th>
<th>Rotating Units (1 Hour)</th>
<th>Art (1 Hour)</th>
<th>Weekly Report (1 Hour)</th>
<th>No Classes Attended (travel or illness)</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1 - 5</td>
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<td>March 8 - 12</td>
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<tr>
<td>March 15 - 19</td>
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<tr>
<td>March 22-26</td>
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</table>

March 29th through April 2nd will be reported on April’s Report.

Please add details related to At Home Math Instruction.

Place an “X” at the right under Satisfactory (S) or Unsatisfactory (U) to indicate your weekly progress towards meeting your monthly SLP goal.

<table>
<thead>
<tr>
<th>Week</th>
<th>Curriculum/Materials, Lessons, Topics, Assessments, etc.</th>
<th>Hours</th>
<th>Evaluation of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1 - 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<tr>
<td>March 22-26</td>
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</tbody>
</table>
Enrollment Checklist

☐ Read the Program Handbook.

☐ Schedule a meeting with the principal tmuscutt@cascadesd.org to ensure Home Link is a good fit for your family and that your family understands and is able to meet the requirements of Home Link.

☐ Complete the enrollment application process online if you are new to the Cascade SD, either online at https://www.cascadesd.org/Page/1196 or with a paper registration packet (turn into district office). If your student is already enrolled in another school in CSD, you will not need to submit a new enrollment, but email your request to enroll to jwinters@cascadesd.org.

As part of the enrollment application, you will need to submit:

- Certificate of Immunization (CIS) – current record of immunizations OR if you do not immunize, you must provide a current Certificate of Exemption.
- Birth Certificate
- Records Request (as needed) – if your child has previously attended a public or private school, this form allows the student’s records to be transferred to Home Link.
- Choice or Out-of-District Transfer Request if you do not live within the Cascade School District, you must initiate a choice transfer request at your resident school district office.
- Handbook agreement – must be signed by parent & student.
- Photo Release/Opt out
- Technology use agreement

☐ Request an onboarding/planning meeting with the appropriate teacher.K-3 teacher Dmedina@Cascadesd.org or the 4-8 teacher Sholm@cascadesd.org

At this planning meeting we will:

- Review the Cascade Home Link webpage at https://www.cascadesd.org/domain/441
- Look through the Home Link class schedule and decide which classes fit best with your goals and plans. Each child must enroll in one Weekly Review class.
- Review and approve your Class Schedule Worksheet (CSW). Email your teacher if you need to make additional changes after the meeting has ended.
- Review How to Use Canvas, How to Complete Weekly Reports and How to Complete your SLP.
- Review how to log into Librarika.

☐ Look online at approved vendors, look at our Library holdings, talk to other Home Link parents, etc.

☐ Write your written Student Learning Plan.

☐ Complete the Curriculum Request Form located on the Home Link webpage (All materials must be approved.)
# Enrollment Flow Chart

<table>
<thead>
<tr>
<th>Enrollment Steps</th>
<th>School - We Complete This Part</th>
<th>Home - You Complete This Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read the Handbook</td>
<td>Read and Sign the Handbook</td>
<td></td>
</tr>
<tr>
<td>Request a Meeting with the Principle</td>
<td>Email <a href="mailto:Tmuscutt@Cascadesd.org">Tmuscutt@Cascadesd.org</a> to request a meeting.</td>
<td></td>
</tr>
<tr>
<td>Enroll in the Cascade School District and Home Link</td>
<td>Complete the Enrollment Application to Home Link online. See details in the Enrollment Checklist below. Email <a href="mailto:JWinters@cascadesd.org">JWinters@cascadesd.org</a> with questions.</td>
<td></td>
</tr>
<tr>
<td>Schedule a planning meeting with a Home Link Teacher</td>
<td>You will receive an Office 365 account and a Cascade School District email address and your student will also be admitted into the Home Link SLP Reports Class on Canvas.</td>
<td>Schedule a planning meeting. If your student is in grade 4-8 then email <a href="mailto:sholm@cascadesd.org">sholm@cascadesd.org</a> . If your student is in grade k-3 then email <a href="mailto:dmedina@cascadesd.org">dmedina@cascadesd.org</a> .</td>
</tr>
<tr>
<td>Student Class Schedule and Student Learning Plan Overview</td>
<td>During this meeting, your teacher will discuss your student’s Class Schedule, the Student Learning Plan (SLP), and the curriculum options. We will create a draft of your class schedule. Once it is completed. You will can update it by notifying us.</td>
<td>Please practice logging into your students Office 365 account. Please review and approve your Class Schedule Worksheet (CSW). Email your students teacher if you need to make changes.</td>
</tr>
<tr>
<td>Make your curriculum choices</td>
<td>At the end of your Planning Meeting, we will schedule a time for you to come to the library to review our curriculum choices. We will send you an email invitation to the library system and show you how to use the website to reserve or check out books.</td>
<td>As you build your Student Learning Plan, do research, connect with other Home Link parents, accept the invitation email to the Home Link Library. Create a username and password and log in to the Home Link Library to explore resources.</td>
</tr>
<tr>
<td>Reserve Books from the Library</td>
<td>We check the library system for book reservations once a week and work to fulfill the requests as quickly as possible.</td>
<td>Browse the library. Reserve books. Pick up your reserved books when they are ready.</td>
</tr>
<tr>
<td>Curriculum Materials Request</td>
<td>Request curriculum that is approved but not available in the Home Link Library, to be checked out to you for the year. Requests are made by filling out the Curriculum Request Form on the Home Link website.</td>
<td></td>
</tr>
<tr>
<td><strong>Student Learning Plan (SLP)</strong></td>
<td>If we are enrolling people from a waitlist, we ask that you complete your Student Learning Plan draft within two weeks. If not, Home Link may put a hold on the enrollment process and move your students name to the end of the Waitlist.</td>
<td>Complete your Student Learning Plan on Canvas. Log onto Canvas as your student and open the SLP Reports Class. Click on Modules and scroll down to Student Learning Plan. Complete the Student Learning Plan &quot;assignment&quot; as instructed.</td>
</tr>
<tr>
<td><strong>Plan your Daily Routine</strong></td>
<td>Once you have completed your SLP we will enroll you into your Home Link Classes and open the classes in Canvas.</td>
<td>Create a simple schedule for you and your family. Figure out a method to keep track of your weekly progress.</td>
</tr>
<tr>
<td><strong>Computer Request</strong></td>
<td></td>
<td>If you did not request a laptop with the principal meeting and you decide you need one then please request a laptop computer from <a href="mailto:Jbarber@cascadesd.org">Jbarber@cascadesd.org</a></td>
</tr>
</tbody>
</table>
| **Curriculum Materials Ordering and Distribution** | We order approved curriculum after it has been requested. You will be notified when the materials are ready to pick up. Orders may take two-three months to arrive if they are placed after June 10th. | Please fill out the curriculum request form on the Cascade School District - Home Link Program website. https://www.cascadesd.org/domain/441
Any curriculum not purchased or provided by the District will need to be provided by your family. |
| **Orientation Meeting** | Sign up for the for an orientation meeting. During this meeting, we will distribute curriculum, laptop, and go over any questions you have. | Sign-up for an orientation meeting. |
Home Link Handbook Agreement

I have read the Cascade Home Link Handbook and agree to follow the Home Link guidelines and procedures. I have read the school rules and agree to abide by them and require my student to abide by them. I have read and understand HL policy on testing and assessments. I have read and understand HL policies regarding reimbursements for education expenditures.

I understand the following:
The difference between home-based instruction (homeschooling) and a parent partnership program alternative learning experience (Home Link) (WAC 392-550).

I have read the Home Link Handbook and agree to the policies:

________________________  ___________________________  ___________________________
Parent Signature                  Parent Name (Please Print)               Date

Student Agreement

I agree to follow the Home Link rules and the instructions of my teacher(s). I will treat other students, staff, teachers and guests with courtesy and respect.

________________________  ___________________________
Student Signature                  Printed Name                                   Date

________________________  ___________________________
Student Signature                  Printed Name                                   Date