

**Thomas Jefferson Middle School**  
**3000 NW 119 Street**  
**Vancouver, WA 98685**  
<http://jefferson.vansd.org>

Administrators: Luke LeCount, Principal  
Alison Watson, Associate Principal  
Brian Luderman, Associate Principal

**Name:** \_\_\_\_\_

**Message from the Vancouver School Board**

To promote a safe, nurturing and beneficial learning environment for each of our students, and to maintain order and discipline in the classrooms, playgrounds, hallways, school buses, and school-sponsored activities off campus, the Vancouver Board of Directors, adopts policies and procedures for administering discipline within each school. These policies and procedures are designed to involve the parents and community. The policies and procedures are designed to involve the parent and student early in the resolution of discipline problems. Annually, the principal and the certificated staff of each school review these disciplinary procedures to ensure uniform enforcement

**Mission of Vancouver Public Schools**

*Excellence in Education*

In partnership with home and community, Vancouver Public Schools provides an innovative learning environment that engages and empowers each student to develop the knowledge and essential skills to become a competent, responsible, and compassionate citizen.

**Notice of Nondiscriminatory Policy**

Vancouver Public Schools is an equal opportunity district in education programs, activities, services, and employment. The district does not discriminate on the basis of race, creed, color, religion, sex, national origin, marital status, sexual orientation, including gender expression or identity, age, families with children, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal. The district provides equal access to the Boy Scouts of America and other designated youth groups. The district complies with Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Older Worker Protection Act, and all other state, federal, and local equal opportunity laws. You may also contact any of the following people by writing to them at Vancouver School District, PO Box 8937, Vancouver, Washington 98668-8937 or by calling [360-313-1000](tel:360-313-1000): ADA–Kathy Everidge; Title VII, 504–Daniel Bettis; IDEA–Daniel Bettis; Affirmative Action–Kathy Everidge; Title IX Elementary–Debra Hale; Title IX Secondary–Jim Gray; Athletic Equity–Jim Gray. This notification can be provided in the appropriate language for communities of national origin and minority persons with limited English language skills by contacting [360-313-1250](tel:360-313-1250).

## Table of Contents

Principal's Message, Thomas Jefferson Mission & Parent-Student Compact	2
Thomas Jefferson Core Beliefs and Staff Members	3
Roles & Responsibilities, Communication, Schedules, Grades and Progress Reports	4
General Office Procedures, Attendance, School Closure Information, Health Room, Homework	5
Student Activities, Athletics, Socials, Assemblies	6
General School Conduct	7
School Wide Discipline Plan	8
Dress and Appearance at Thomas Jefferson	9
Safety Guidelines to and from School, Rules for Student Transportation, Emergency Procedures	10
Bell Schedules	11
Technology Use Agreement	12

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### Back To School Principal's Message:

Welcome to Thomas Jefferson Middle School

We're excited you're a part of our school community. Our primary focus is to continually improve the climate and culture, while providing high quality instruction that produces results for student learning. Your middle school experience goes fast. We hope to create a safe environment where students can take risks, build friendships, and learn something new every day. Students are encouraged to be involved and make the most of their experience at Thomas Jefferson. Be kind and take care of one another. School can be challenging so we're all in this together.

Mr. LeCount  
Thomas Jefferson Middle School  
Principal  
luke.lecount@vansd.org



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### Thomas Jefferson's Vision

***Thomas Jefferson Middle School students and staff create a culture of academic excellence and lifelong learning through the development of positive relationships, trust and collaboration.***



# Thomas Jefferson Middle School

## Core Expectations:

- Be responsible
- Be respectful
- Be ready

## Purpose Statement:

- To assist with the social and educational development of children.

## Administration:

Luke LeCount  
Brian Luderman  
Alison Watson

## Certified Staff:

Ben Bouton  
Shannon Brooks  
Tammy Carlson  
Julia Carstensen  
Peter Chan  
Renee Collins  
Haley Currie  
Barb Dack  
Mona Dotson  
Ryan Dotson  
Jay Erickson  
Carmen Everingham  
Stevie Gibner  
Bill Graves  
Marta Gray  
Katie Hebner  
Kristina Howe  
Christine Ingalls  
Nichole Johnson  
Trevor Johnson  
Conni Jorgensen  
Karina Kelley  
Natalie Ketzler  
Scott Kimberling  
Cheryl Krase  
Jessica Lindsey  
David Marcus  
Jennifer McKay  
Erin Mikota  
Corey Mowery  
Karen Parrow  
Devonne Pele  
Jennifer Reiff  
Carmen Risken  
Karina Rocha  
Leslie Roth  
Bill Sixour  
Lance Smith  
Emilee Stewart  
Dominique Sukles  
Justin Teegarden  
Tami Tucker  
Sara VanBrunt  
Sean Vance  
Judy Weingarz  
Reid Wetterau  
Becky Whitman

*Home of the Explorers*

## ROLES & RESPONSIBILITIES

### ADMINISTRATIVE PERSONNEL

**Principal:** Luke LeCount

**Associate Principals:** Brian Luderman & Alison Watson

### OFFICE PERSONNEL

**School Secretary:** Sherri Turley

**Attendance Clerk:** Kim Rosendale

**Registrar:** Laurie Evans

**Business Clerk:** Brandee Lassiter

**School Nurse:** Brooke Beltran

**Counselors:** Reid Wetterau, Kristina Howe, and David Marcus

**Psychologist:** Heather Serling

### **Principal**

The role of the principal is to guide staff and lead students in their efforts to achieve the school's primary mission – student achievement.

### **Associate Principals**

The associate principals help run the school on a day-to-day basis. The associate principals assist staff with severe misbehavior such as physically dangerous situations, illegal acts, insubordination, and chronic or recurring problems. On a case-by-case basis the administrators will initiate detention, parent conferences, Tuesday School, suspensions, or other consequences.

### **Counselors**

Counselors are available to help prevent problems and with solving social issues that may occur. Our counselors also provide consultation with staff on chronic behavior problems, suspected drug abuse, child abuse or neglect, depression, threats of suicide, attendance issues, etc.

### **Classroom Teachers**

Classroom teachers are the center of our school's instructional program. Our teachers focus on academic achievement and encourage responsible behavior and positive choices. This is accomplished by helping students see how all aspects of their behavior relate to Thomas Jefferson's school standards: Being safe and responsible, being kind and respectful, and being prepared to learn.

### **Psychologist**

The role of our psychologist is to assess all students referred for special education and to consult with staff on interventions for students with behavior and/or learning problems.

### **Paraprofessionals, Office Staff, Custodians, Cafeteria Staff, and Bus Drivers**

Each of our staff members has an equal and contributing part in the education of our students. Our guidelines of cooperation and mutual respect are founded on positive interactions between all students and all staff.

## COMMUNICATION

Communication between home and school is important. We encourage parents to participate in the entire education process by offering the following ways for parent involvement:

- Parent conferences held in October and April.
- Sign up for Family Access in the school's office. You may check assignment, grade, and attendance information on-line at home.
- Students may also use Student Access to monitor their own academic information.
- Contact teachers by phone (313-3700) or email ([firstname.lastname@vansd.org](mailto:firstname.lastname@vansd.org)) to request information as needed.
- The Thomas Jefferson website at <http://jefferson.vansd.org> contains links to the school newsletter, curriculum, teacher websites, important weekly information, and teacher email addresses.

Student cell phone use for calls is not allowed during the school day, unless it is an emergency situation. Please talk to your student about keeping their mobile phones off and put away once they arrive at school. Phone calls **may not** be put through to teachers' classrooms while school is in session.

## SCHEDULES, GRADES & PROGRESS REPORTS

### **Schedule Changes**

There will be no schedule changes unless it is determined by counselors and/or administration that it is academically appropriate, in the best interest of student learning, consideration of class size, and teacher contract obligations.

### **Progress Reports**

A Notice of Student Progress will be sent home for each student after the sixth week of each grading period. Student progress reports will indicate effort/work habits, behavior, and recommendations for the student (both positive comments and areas to be improved) and failure or in danger of failure notification. The dates are approximately the third week in October, the third week in February and the third week in May.

### **Report Cards**

Letter grades will be reported at the end of each trimester. The approximate dates for receiving the report cards are the last week in December, the first week in April and the last week in June.

## GENERAL OFFICE PROCEDURES:

Offices that are available to students and parents are the Attendance Office, the Health Room, the Principal or Associate Principals' offices, the Counselors' offices, and the Business Office. The following section will familiarize you with the Thomas Jefferson Middle School office and staff.

### ATTENDANCE

All students enrolled in Vancouver Public Schools are expected to be at school and in class on time.

#### Excusing an Absence

Absences may be excused for the following reasons: (P3122)

Illness, a doctor's note is required if a student is ill for five (5) or more days in a month, unless the principal, for good cause, waives the requirement;

Health care appointments;

Emergencies, including but not limited to a death or illness in the family;

Religious or cultural activities, including observance of a religious or cultural holiday or participation in religious or cultural instruction;

Participation in a district or school approved activity or instructional program as approved by the principal;

Deployment activities of an active duty military parent or guardian;

Prearranged absences that the principal (or designee) and parent agree upon on approved activity. The school cannot excuse absences for trips taken by students unless these trips involve direct supervision by the school or the family.

Absences must be excused by a parent within three days after the student absence in one of the following ways:

Call the attendance line at 313-3708 or 313-1458; or

Send an e-mail to

[jefferson.attendance@vansd.org](mailto:jefferson.attendance@vansd.org); or

Enter the absence into Skyward Family Access; or

Send a written note to the attendance office

It is the responsibility of the student or parent to arrange for any needed make-up work.

Unexcused absences will result in an automated phone call notifying the parents of the absence.

#### Truancy

Children between the ages of 8 and 18 years of age are required to attend school. Truancy is when a student is not in school and the absence is unexcused. After three (3) unexcused absences, the school will schedule a conference with the student and parent.

No later than the student's fifth (5th) unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements.

At some point after the second (2nd) and before the fifth (5th) unexcused absence, the district will take data-informed steps to eliminate or reduce the student's absences. These steps will include application of the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment by the district's designated employee.

After seven (7) unexcused absences in a month, or ten (10) in a year, the student will be referred to the Office of Student Welfare and Attendance to file an initial petition with the court.

#### Tardy Policy

A student is tardy when he/she enters the classroom after the tardy bell and within the first fifteen (15) minutes of class time. It is considered an absence if the student is more than fifteen (15) late to class and will be marked with the code of "V" in the attendance. Teachers will address the first two tardies before referring to administration for discipline.

#### Departing Early

Students are expected to remain on campus from the time of arrival until excused. Students who ride the bus are to remain on campus once they arrive. Students who need to check out early for illness or appointments must report to the attendance office BEFORE leaving campus. Failure to do so will result in unexcused absence, regardless of later returning to school with a note from a parent. Parents coming to pick students up from school must check in at the attendance office.

Students will not be released during the last hour of school unless prearranged and approved by the principal.

#### Attendance Codes:

U-Unexcused Absence

T -Tardy

V-Student arrived more than 15 min late or departed more than 15 min early

D-Departed Early

O-Discipline related absence

I-In-school suspension

S-School excused absence

E-Excused Absence

If you wish to withdraw your student, send a written note stating the date of withdrawal and name of the school the student will attend to the attendance clerk.

## **HEALTH ROOM AND SCHOOL NURSE**

The health room is for students who are ill and/or need first-aid treatment. All prescribed medication needs to be checked in by parents to the school's nurse. The nurse dispenses medication to students when it is required. A student wishing to go to the health room must obtain a pass from his/her classroom teacher. No student will be admitted to the health room without a pass, except in emergencies. Students should not go to the health room between classes but should report to class first. Students should not expect to spend long periods of time in the health room. If a student doesn't feel well, he/she will need to go home. We have a half-time school nurse, and in her absence our office staff will be available to meet these needs.

## **BUSINESS OFFICE**

Students may pay iPad-related fees, athletic fees, fees for other classes, fines, buy PE uniforms, yearbooks, or handle other financial transactions in the business office.

## **NO DELIVERIES PLEASE**

Thomas Jefferson will not accept deliveries of flowers, balloons, gifts, or birthday food for groups of students, etc. for students. Having these items in class is a distraction to the learning environment. We appreciate the desire to make a student's day special, but we ask families to celebrate important events at home. The above items are also not allowed on VPS buses.

## **VISITORS**

Students are not allowed to bring visitors to school. Visitors, by law, are not allowed on campus. Parents are always welcome but must check in at the main office first in order to receive a visitor's pass.

## **HOMEWORK**

Homework may be a long-term project or a single short assignment. Students should keep track of homework in their planners and monitor their grades online using Student Access. Parents may check those planners to follow the work being done in a class. Many teachers also have calendars and detailed assignment information on their websites which parents may access.

## **Physical Education / DANCE**

All students are required to dress down for PE and Dance class, and are given the option to purchase a Vancouver Public Schools PE uniform. Uniforms can be purchased through the business office. Students must **always lock** their PE lockers with their school-issued lock. *Do not leave valuables unlocked in the locker room!* Students only have access to their PE locker during the class they have PE: The locker room is off-limits the rest of the day.

## **SCHOOL CLOSURE INFORMATION**

The school district will communicate school closure information as soon as a decision is reached. See the district website or call the school closure line at 313-1401. Parents do have the option to decide when their child should be kept home based upon hazardous conditions in their immediate area. If no announcement is made, schools are open as usual.

## **STUDENT ACTIVITIES:**

*Student Clubs and Activities have a \$20 fee & require a \$10 ASB fee. Student groups and activities may include:*

Leadership / Associated Student Body: Leadership is a class that encourages students to be proactive leaders in their school. ASB representatives serve as student representatives in the school's government.

Journalism / Yearbook: An elective class open to 7th and 8th graders. Students publish the yearbook and school newspaper.

Morning Announcements: Students produce the morning news broadcast as part of their Video Tech class.

Orchestra / Band / Choir: Students perform at school, during their music classes, and in other venues outside of school.

Dance: Students perform at assemblies and other school events as part of their daily dance class.

Theatre: Students may try out for the annual spring school play which is performed in late May/early June.

Battle of the Books: A team competition held each year with an assembly showcasing the final battle of knowledge of selected books.

Green Team: Students taking leadership to improve and take responsibility for the school community's environment. Thomas Jefferson is a Certified Washington Green School.



National Junior Honor Society: A club consisting of 8th graders who demonstrate the tenets of NJHS: Scholarship, Leadership, Citizenship, Service, and Character.

Math Team: A group of students who participate in solving math problems while competing against other schools.

### **SOCIALS:**

Activities at school socials may include dancing, basketball, electronic games and socializing. Socials are free, though the PTSA sells pizza and soda for a small fee. Buses are provided. If a student doesn't plan to ride the bus, he or she must be picked up at 4:30 pm. Students who are absent from school on the day of the social may not attend the social. **If a student attends a social, he or she must stay until 4:30 pm unless a parent has provided a signed note for the student to leave early.**

Students will be expected to maintain behavioral standards to be eligible to participate. Office referrals may limit student eligibility to attend.

### **ASSEMBLIES:**

Throughout the school year, students have the opportunity to attend assemblies. Motivational, cultural, and informative assemblies of high interest to students are our target assemblies. Attending assemblies is a privilege, and students who are in good standing behaviorally may attend. Students who do not respect speakers and/or who do not follow assembly rules may lose their privilege to attend.

### **ATHLETICS:**

Students need an ASB card to participate (\$10 per year) and there is a \$20 per season athletic fee. Students on free/reduced lunch may pay \$10 per season and still need an ASB card. Athletes must meet behavior and academic guidelines to participate. Students with any failing grades will be on probation, and students with more than two failing grades will not be eligible to play in games. Athletes will also not be eligible during the three weeks in a season following a trimester where two or more F's were received. For more information, check the sports packet guidelines or talk with a coach directly.

### **Fall Season: August-October**

Fall season sports are seventh/eighth grade girls' volleyball, sixth and seventh grade flag football, eighth grade tackle football, and sixth/seventh/eighth cross country.

### **Early Winter Season: October-December**

Early winter season sports are seventh/eighth grade girls' basketball and sixth/seventh/eighth grade wrestling.

### **Late Winter Season: January-March**

Late winter season sports are seventh/eighth grade boys' basketball and seventh/eighth grade girls' bowling.

### **Spring Season: April-May**

The spring season sport is track. Track is open to all sixth, seventh, and eighth graders.

ALL students can play if they participate in practices, maintain a good discipline record, meet academic guidelines of the team, and follow all school and district policies. We do not cut students based on ability.

**Athletic Disciplinary Actions** and Athletic Code of Conduct (policy P5135):

- Violation of training rules regarding use of tobacco, drugs, or alcohol, or
- Serious Misconduct (defined by P5135)  
May result in removal from 25% of a season up to a 12 month suspension from participation in athletics.

### **Unified Sports**

VPS Middle Schools offer two Unified Sports seasons, through Special Olympics. Basketball and soccer are offered in the second half of the school year.

### **Spectator Expectations:**

Please remember, at Thomas Jefferson we value standards of kindness and respect. We invite students and their families to come to the games and support our student athletes. ***Students must leave campus after school and return at 4:30 to watch the games.*** Positive cheering and good sportsmanship are part of showing positive school spirit at Jefferson athletic contests! Students are to stay seated in the gym while the event is going on. Students may get drinks and use the restroom only at half time or between matches. All other areas of campus are off-limits.

## GENERAL SCHOOL CONDUCT

- 1. Public Display of Affection and Social Distancing:** Students are asked to refrain from public displays of affection, including following current social distancing guidelines.
- 2. Passing Behavior:** Students are expected to walk to their classes, keep their hands to themselves, and get to class on time. If students are in the hall during class time they must have a hall pass.
- 3. Lunch Expectations:** For safety and space reasons, students are asked to sit with no more than eight students per table. Students will remain seated while in The Commons or go outside. Food and drinks must be consumed inside The Commons, and may not be taken outside. Students must take care of their own trays, recycling, and trash when they are finished eating, and may earn technology privileges at lunch for good behavior. Health department guidelines prohibit sharing food with others. Stay in designated in-bounds lunch areas during the play time.
- 4. Electronics:** Mobile phones may only be used during passing time, lunch time, or in the event of an emergency (i.e. earthquake, fire, etc.) Phones that are visible in class, being used, or not silenced will be addressed through progressive discipline, which may include a warning, confiscation for the day, confiscation for a parent to pick up, or other office discipline. The phones in the office are for emergency use only. A pass from a teacher is required to use the phone.
- 5. Food/Drinks/Gum:** Food and drinks are not allowed outside The Commons or in co-op spaces outside the classroom without teacher permission. Students may not sell food, candy, gum, or any other items for personal profit at school. "Energy drinks", coffee drinks, and glass containers are not allowed on the school campus.
- 6. Technology Use:** Our computers and iPads are provided for educational use only and students abide by the following rules. All students are issued an iPad. Students are responsible for its safe return at the end of the school year. Students must store it safely at all times, including at lunch. Do not leave your iPad unattended anywhere. Do not use it in The Commons where food or drinks can damage it. Use it responsibly. Nothing is private on the iPad. Emails, search history, etc. are all subject to school review and monitoring. Do not use it for any form of social media, games, to attempt to view pornography, to convey profanity, abusive language, or to harass others, etc. Students who attempt to access inappropriate websites, disable filters, change settings, download music, video or pictures will be subject to the loss of privileges. Teachers must give permission before using printers. Do not share passwords with others! *Any violation(s) of these rules will result in the loss of privileges and may also lead to other disciplinary actions. All students will have access to use technology available on the school district computers and iPad unless a parent completes a [VSD Middle School Student Internet Restriction Form](#)*

7. **Balcony:** Students will be subject to disciplinary action if they throw any objects off of the second floor balcony or play on or slide down the railing.

8. **Bikes and Skateboards:** Students may ride bikes on the public sidewalks, but may not ride them on school grounds or in the parking lots. **Skateboards and roller blades are not allowed on school district grounds at any time.**

9. **Tardies (total per Trimester):** Students are expected to be on time to school and each class and ready to learn. Teachers start their classes when the bell rings. Because this is an important life skill, TJMS has a tardy policy summarized as follows:

1st and 2nd tardies –teacher issues warning to student  
3<sup>rd</sup> tardies within one week (5 school days)– parent contact and possible lunch detention.

10. **Where to Be, or Where not to Be:** The building is open to students at 8:55 a.m. All students are expected to be in class by 9:00 a.m. Thomas Jefferson has a closed campus, and students must remain on school grounds during the school day. Once they arrive on campus, students must stay unless they have prearranged an early release, or their parent or guardian comes to pick them up and signs them out at the attendance office. Students are expected to be good neighbors and treat our community and homes with respect.

Off-limits areas include Felida Elementary, the track (unless in PE), the parking lot, and adjacent streets. Students will be considered truant and there will be consequences if they leave campus without permission or are in an off-limits area during school hours.

All students are asked to enter and depart the school building through the doors assigned to their grade level.

Our school buses will leave campus at 3:35 after the "bus bell" has sounded. Students should not be on campus after 3:45 p.m. unless participating in a school-sponsored event.

### 11. Personal Property

The primary focus at school is to create a positive and productive learning atmosphere. Because we work together to achieve this climate, games, trading cards, large sums of money, strongly scented deodorants or perfumes, aerosol sprays, or other items not needed for educational purposes do not belong at school. iPods/iPhones and headphones must be turned off and put away in class unless permission has been given to use them. **Lost and stolen items are not the school's responsibility and cannot be replaced by the school. The school will not search for or spend time on tracking down lost or stolen electronic devices.**



## STAY ON THE PATH

The path our “Explorers”/scholars stay on at TJMS facilitates meeting their academic goals. As *Explorers* we investigate, inquire, study, search, observe and grow as we make progress through the middle school years. The expectations learned in middle school carry forward to help understand and adhere to the expectations in high school and beyond.

\* While on The Path we need to behave in ways that keeps us and others **Safe**.

\* **By being Responsible and Ready** to learn we will continually find our way on The Path by participating in an education that is rigorous, interesting, and empowering.

\* As we encounter others on The Path, we learn to treat all people with Kindness and Respect.

### TJMS Climate and Culture

Our Climate and Culture team will establish a school wide culture of positive social behaviors and academic success for *all* students. Through the establishment of clear and concise behavioral expectations, posted throughout TJMS, students learn the behavioral expectations for each area of the building. These expectations are taught and reinforced through Monday expectation lessons.

### Discipline

Students may be referred to the office for discipline when a student’s behavior is illegal, dangerous to himself/herself and/or others, or when student behavior toward a staff person is insubordinate. Discipline policies can be found under section 3241 of the district’s Policies and Procedures.

### Cooperation with School Personnel

Students must obey the lawful instructions of school personnel. Following directions, cooperating with staff, identifying self immediately, and complying with rules are expected of all students.

**RCW 28A.635.010** Any person who shall insult or abuse a teacher anywhere on the school premises while such teacher is carrying out his or her official duties shall be guilty of a misdemeanor.

### Disruptive Conduct

Disruptive behavior or other inappropriate behavior, especially when it interferes with the educational process, will not be tolerated.

### Harassment/Bullying/Intimidation

This is defined as repeated threats of or acts of physical, verbal (which includes oral, written and electronically transmitted), or emotional abuse, or attacks on the property of another, which have the effect of (1) creating an intimidating, hostile or offensive learning environment, or (2) unreasonably interfering with an individual’s educational opportunities. Bullying may include, but is not limited to taunts, slurs, name-calling (even in play), drawings, cartoons, ostracism, extortion of money, or damage/destruction of another’s possessions.

Bullying or harassment is not acceptable in a safe and responsible school environment. Behaviors of this type may result in significant consequences consistent with district policies 3207 & 3205 (bullying & sexual harassment). These policies are summarized in the “Policies and Procedures” section of this handbook.

### Weapons

**Guns** of any type, **knives** or other **weapons** such as laser pointers are never to be brought to school. Possession of these items may result in exclusionary discipline.

**Fire Safety** Possession of a lighter or matches in school, on school grounds, or on a school bus; igniting a lighter or matches in school, on school grounds or school bus; pulled fire alarm may result in exclusionary discipline in accordance with **RCW 28A.600.015**

## DRESS AND APPEARANCE AT THOMAS JEFFERSON

Modest and appropriate dress is an expectation at Thomas Jefferson Middle School just as it is in a place of business. Inappropriate dress or appearance which causes the disruption of the education process, or presents health/safety problems, is not permitted. Apparel and accessories depicting and including (but not limited to) the following are **not** allowed: weapons, violence, drug/alcohol/tobacco-related, vulgarities, insults directed to a particular group (e.g. ethnicity, culture), innuendo, gang-related, and sexual suggestiveness.

Also **not** allowed: sunglasses, hoods, or gloves (except outside); any other head gear (unless for religious requirements or documented medical conditions); wallet chains; long belts; paisley bandanas; pajamas (this includes onesies); blankets; costumes; non-soled slippers; sagging pants; bare midriffs; short shorts/skirts (6" inseam minimum); shoulder straps less than one inch wide; exposed undergarments or their straps; halter tops; low necklines or armholes; drawing or marking on one's self. **Hard-Soled footwear (shoes)** are to be worn at all times (no roller shoes with wheels).

When in doubt if an item is okay for school, ask a teacher or administrator. Students inappropriately dressed will be asked to change or call home for a change of clothes. Repeat offenders may be subject to office discipline.

**The school has the right to add or delete from the dress code at any time with no prior notice**

### **Student Dress (P3224)**

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Board of Directors of Vancouver Public Schools.

Students' choices in matters of dress should be made in consultation with their parents.

Student dress will only be regulated when, in the judgement of school administrators, there is a reasonable expectation that:

- A. A health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate groups;
- B. Damage to school property will result from the student's dress; or
- C. A material and substantial disruption of the educational process will result from the students' dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited apparel includes the display of lewd, sexual, drug, tobacco or alcohol-related messages, or gang-related attire.

## **SAFETY GUIDELINES TO AND FROM SCHOOL**

1. Always travel with a friend. Two heads are better than one, especially if there's an emergency. Strangers usually pick on one person, not two.
2. If a car follows you or beckons you while you are walking, do not approach the car; instead, turn and quickly walk the other direction.
3. If you think you are in any danger, yell, and run to the nearest store, Block Home or back to school.
4. Avoid strangers who seem to be hanging around public rest rooms or school campus. Tell your teacher or another adult you trust about it.
5. If you're ever in a situation that makes you feel uncomfortable in any way, you have the right to say **NO**, loud and clear and leave.
6. Always stick to the same safe route in going to and coming from school, and never hitchhike-never!
7. If you are approached inappropriately, be sure to report to an adult and/or call **911 immediately**

## **RULES FOR STUDENT TRANSPORTATION**

Bus stops are to be treated like school property and students should conduct themselves and their behavior within the limits of what is appropriate at school. Our buses leave at 3:35 after the "bus bell" sounds.

1. The driver is in full charge of the bus and students must obey the driver promptly and willingly.
2. Students must arrive at their designated bus stop 5 minutes prior to the scheduled stop time.
3. Students must never approach a bus until it has come to a complete stop and the access door has been opened.
4. Students shall cross the roadway only when the bus driver gives approval and must cross only in front of, and never behind, the bus.
5. Students shall always use their regular bus and ride their regular bus. Permission to do otherwise must be first obtained from school staff or Director of Transportation. Such permission should be requested in writing by the student's parent/guardian and turned in to the school office. The request must be signed by the principal before being presented to the driver.
6. Articles which may be hazardous in the event of an accident or emergency stop, and/or articles hazardous in and of themselves which could cause injury to passengers, shall not be transported in the passenger area of any school vehicle. The bus driver shall determine which articles are hazardous and are not to be transported in the passenger area of the vehicle.
7. Except for service animals, no other animals, reptiles, fish, fowl or insects permitted on school buses.
8. Appropriate behavior will be observed at all times. Students shall:
  - \* Talk in a manner that will not distract the driver
  - \* Remain in their seats in a face-forward position while the bus is in motion.
  - \* Refrain from profanity/vulgarity
  - \* Respect the rights and property of others
  - \* Keep their hands, feet and objects to themselves

9. Windows may be opened only with permission of the driver. No student shall extend any part of his/her body or belongings beyond the window ledge on windows that are opened.
10. The bus driver may assign seats at his/her discretion
11. Students are to assist in keeping litter off the floor. Consumption of food/beverages is not allowed due to allergies and/or choking. (VSD Reg. R5136.1)
12. Excessive noise and loud behavior is not permitted. Students shall refrain from talking to the bus driver when the vehicle is in motion unless absolutely necessary.
13. Students shall never sit in the driver's seat and students shall not tamper with any emergency doors, windows, or equipment unless absolutely necessary.
14. Parents of students damaging school buses will be responsible for proper reimbursement to the school district.

**Consequences are progressive and may include:** calls home to parents; time off the bus (5, 10, 20 days); removal from bus; other discipline as appropriate.

## **EMERGENCY PROCEDURES**

Evacuation drills (fire and earthquake drills) are required monthly throughout the school year. The object of these drills is to safely clear the buildings as quickly as possible. Students are directed to walk quickly, calmly and quietly to their class's designated evacuation area. Teachers will turn off the lights, close the doors, and accompany their class as they leave the building. After evacuating the building everyone waits for the "all clear" signal (a single bell) before returning.

### **Earthquake:**

Drop down to the floor.

Take cover under a desk or table. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.

If you take cover against a sturdy piece of furniture, hold it, and be prepared to move with it.

Hold your position until the ground stops shaking and it is safe to move, and then wait for teacher directions to evacuate.

### **Intruder/Lock Down:**

When an "Intruder Alert" is activated, staff will initiate lock down procedures. The doors to the school and classrooms will be locked. Blinds will be drawn and lights turned off. Students must stay quiet and calm.

Outside of class: Report to the nearest classroom immediately and comply with the directions of the staff.

Inside the classroom: Move away from the windows and exit doors, comply with the directions of the teacher, and stay calm and quiet.

***Failure to comply with teacher instructions or school expectations during an emergency or an emergency drill may result in discipline for the student.***

# Daily Schedule

## Thomas Jefferson Middle School

### Monday

Period	Start	End	
Block 1/2	9:00	10:05	65
WIN-WIN	10:10	10:40	30
1 <sup>st</sup> Lunch	10:45	11:15	30
Block 3/4 (early)	10:45	11:55	70
2 <sup>nd</sup> Lunch	11:20	11:50	30
Block 3/4 (split)	10:45 11:55	11:15 12:30	30 35
Block 3/4 (late)	11:20	12:30	70
3 <sup>rd</sup> Lunch	12:00	12:30	30
Block 5/6	12:35	1:40	65
Block 7/8	1:45	2:50	65

### Tuesday-Friday

Period	Start	End	
Block 1/2	9:00	10:15	75
WIN-WIN	10:20	10:50	30
1 <sup>st</sup> Lunch	10:55	11:25	30
Block 3/4 (early)	10:55	12:15	80
2 <sup>nd</sup> Lunch	11:40	12:10	30
Block 3/4 (split)	10:55 12:15	11:35 12:50	40 35
Block 3/4 (late)	11:30	12:50	80
3 <sup>rd</sup> Lunch	12:20	12:50	30
Block 5/6	12:55	2:10	75
Block 7/8	2:15	3:30	75

All passing times are the equivalent of 5 minutes including the passing times before and after lunch. All buses leave 8 minutes after the last period of the day.

# VPS 1:1 TECHNOLOGY RESPONSIBLE USE AND SAFETY AGREEMENT

**PURPOSE:** Vancouver Public Schools (VPS) may issue students a one-to-one (1:1) technology device that can be used both at school and at home as a means to promote achievement and provide flexible learning opportunities. This agreement outlines VPS expectations for students and families issued a 1:1 device. In addition to this agreement, the use of district-provided technology requires students to abide by the VPS Technology Use Guidelines as stated in the Student Code of Conduct.

VPS expects that students will use district issued equipment responsibly. This agreement will help you understand the appropriate use of both the technology and district network resources. VPS also expects that students will make a good faith effort to keep their 1:1 device safe, secure, and in good working order. *This agreement includes the following specific responsibilities and restrictions.*

## Student Expectations:

1. **Charge your 1:1 device at home every night** and bring it to school each day with a full charge.
2. **Communicate Responsibly!** Electronic communication must be conducted in a professional and academic manner, using appropriate language, and avoiding profanity and offensive or inflammatory speech.
3. **Back up important files regularly.** VPS maintains 1:1 devices with periodic updates. Students should save files in online storage to avoid accidental loss of data. *VPS cannot guarantee data loss will not occur and is not liable for such loss.* Ask for assistance if you do not know how to backup your files.
4. **Use technology for school-related purposes only.** Use for commercial or political purposes is prohibited.
5. **Follow copyright laws and fair use guidelines.** Only download/save music, videos, or other content related to specific assignments. Do not use your device to store personal digital content.
6. **Make your 1:1 device available for inspection by any administrator or teacher upon request.**
7. Keep the device in its school issued case (if applicable).
8. **Return the device to school promptly if you un-enroll from the district!**

## The following activities are prohibited:

1. Do not mark or deface your VPS issued 1:1 device or case. Defacing includes the use of stickers or tape.
2. Do not loan your VPS 1:1 device, charger, or cord to anyone; do not leave your device in a vehicle or unattended at any time, and do not eat or drink while using your device.
3. Do not attempt to change or bypass the internet filtering, security, network/wifi settings, or any other device settings, including the installation of games or other unauthorized software.
4. Do not attempt to access systems beyond your authorized access. This includes sharing your account password for any system with others, or using another person's account and/or password.
5. Do not attempt to locate, view, share, or store materials that are unacceptable in an academic setting. **This includes, but is not limited to, pornographic, obscene, racist, graphically violent, or vulgar images, sounds, music, language, video, or other materials.** The criteria for acceptability is demonstrated in the types of material made available to students in district provided learning materials & resources.
6. Do not take pictures or videos of other students or staff without their permission.

**Hacking:** Please note that "hacking" of any type, including the intentional introduction of malicious software (viruses), attempts to gain unauthorized network or system access, or attempts to disrupt normal network traffic, will result in district discipline and may lead to criminal charges.

## Student Safety:

1. **Students should not intentionally reveal or post identifying personal information, files, or communications to unknown persons through email or other means.**
2. Bullying or harassment, including personal attacks or threats toward anyone using online resources, **is strictly prohibited and may lead to criminal charges.** *If you are aware of bullying or harassment, please report it to responsible school personnel.*
3. All student 1:1 computing devices are configured to filter internet content and communications at school, at home, and on any other network.
4. While internet filtering is intended to restrict access to inappropriate or non-educational content, the district cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable. If you access inappropriate content on your device, report it to school staff immediately.
5. The electronic communications, activities, and files created and/or accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.

**Parental/Guardian Monitoring Responsibility:**

Despite the filtering measures detailed above, parents and/or guardians assume responsibility for monitoring their student’s activity on district-issued devices and accounts during non-school hours and on non-student attendance days. Users are responsible for the appropriate use of the device and all accounts, applications, and services.

If information is collected that indicates activity outside of the acceptable use, that information will be reviewed with the student and/or parent/guardian during normal school business hours.

**IMPORTANT SAFETY NOTE:** information obtained by school district officials, after school business hours, suggesting or indicating imminent danger to a person(s) will initiate a 911 report upon receiving that information. Building administration will contact the parents/guardians on the next school business day regarding the matter.

**Fiscal Responsibility:** The district strives to limit the financial responsibility for families of students issued 1:1 devices. In cases of accidental damage, a 1:1 device will be repaired up to two times per year at no cost to the family. If the device is lost or stolen, and the school determines that the student is not at fault, the replacement fine is \$99.00. If a device is damaged, lost, or stolen due to willful negligence, the family may be responsible for the full cost to repair or replace the 1:1 device. A police report must be filed by the family for all devices stolen when off campus.

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

**As the parent or guardian of \_\_\_\_\_,** my signature indicates I have read and understand this Responsible Use and Safety Agreement and give permission for my student to have access to and use district-issued technology, including access to district-provided digital educational programs, services and applications. I understand that the use of a district-issued computing device and all accounts for the related services and applications are solely for educational purposes and I have no expectation of privacy because the district has a right to monitor, inspect, copy, review, and store information transmitted or received, at any time, without prior notice.

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**As the student,** my signature indicates I understand this Responsible Use and Safety Agreement and will follow these guidelines while using district technology. I understand that the use of a district issued computing device and all accounts for the related services and applications are solely for educational purposes and I have no expectation of privacy because the district has a right to monitor, inspect, copy, review, and store information transmitted or received, at any time, without prior notice.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_