

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

Administrators: Kristyn Westphal, Principal
Spencer Williams, 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. For more information please go to <https://vansd.org/strategic-plan/>

Mission of Vancouver Public Schools

Inspiring Learning.
Growing Community.
Each Student, Every Day.

Notice of Nondiscrimination Policy

Vancouver Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator, Janell Ephraim, 360-313-1000, janell.ephraim@vansd.org; and Title IX Coordinator, Jeff Fish, 360-313-1000, jeff.fish@vansd.org; and 504 Coordinator, Allison Abernathy, 360-313-1000, allison.abernathy@vansd.org or by mail to Vancouver Public Schools, PO Box 8937, Vancouver, Washington, 98668-8937.

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Back To School Principal's Message

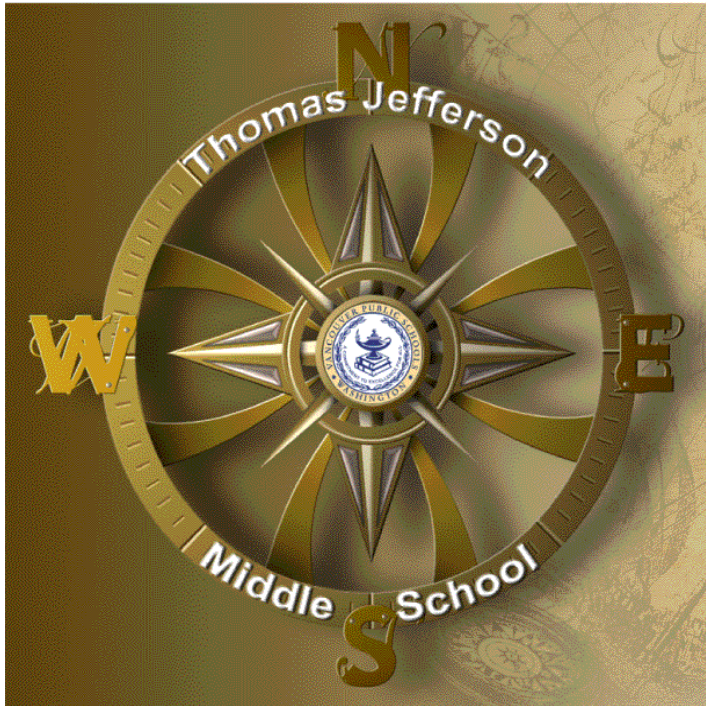
Dear Students and Families:

Welcome to Thomas Jefferson Middle School! We are excited to get to know you, or to welcome you back again this year. At Thomas Jefferson, we believe that it's important for us to build relationships with each other so that we can help each other grow as students and as people. Middle school is an exciting time to try new experiences and new friendships while getting ready for high school and the wide world beyond. We encourage you to challenge yourself, to be involved, and to try things that might not be comfortable at first. As a community, we help each other succeed, and we are strongest when we all look out for each other. Be kind, work hard, and have fun!

Kristyn Westphal, Principal
Thomas Jefferson Middle School

Thomas Jefferson Middle School 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

Administration:

Kristyn Westphal, Principal
Spencer Williams, Associate Principal

Teaching & Support Staff: (alphabetical)

Jill Adkins (Speech Language Pathologist)
Heidi Axford (Counselor)
Bob Barrett (Choir)
Koreen Bennett (Band & Orchestra)
Grace Borowski (Mental Health Therapist)
Chrissy Brown (Counselor)
Brandon Casteel (Counselor)
Viveki Champaneri (Occupational Therapist)
Peter Chan (History, ELA)
Aiko Chappell (Mental Health Coordinator)
Renee Collins (Math, Intro to Tech)
Candra Cook (Nurse)
Haley Currie (Science, Tech Ed/Design)
Barb Dack (PE/Health)
Mona Dotson (STEM Explore, Art)
Ryan Dotson (Math, PE/Health)
Shana Ferguson (Teacher Librarian half-time)
Bill Graves (Video Tech)
Marta Gray (History)
Shauna Gregory (Psychologist)
Christine Ingalls (Dance/Health)
Nichole Johnson (English, Health)
Trevor Johnson (Science)
Conni Russell (History, Art)
Scott Kimberling (PE/Health)
Erin Lingo (Physical Therapist)
Jennifer McKay (ELD, English)
Venessa Medina (Leadership, Spanish)
Erin Mikota (Life Skills)
Devonne Pele (Art, Science)
Emily Peters (AVID, English)
Mark Phelan (Math)
Jennifer Reiff (History, English)
Leslie Roth (Learning Support)
Lisa Seton (IAC)
Lance Smith (English, Journalism)
Dominique Sukles (English, History)
Justin Teegarden (Coding, Math)
Sara VanBrunt (Math, AVID 6)
Sean Vance (Math)
Becky Whitman (Science)

Home of the Explorers

ROLES & RESPONSIBILITIES

ADMINISTRATIVE PERSONNEL

Principal: Kristyn Westphal

Associate Principal: Spencer Williams

OFFICE PERSONNEL

School Secretary: Michelle Steele

Attendance Clerk: Jaimee Vela

Business Clerk: Brandee Lassiter

School Nurse: Candra Cook

Counselors: Chrissy Brown (A-G), Heidi Axford (H-O)

Brandon Casteel (P-Z)

Psychologist: Shauna Gregory

Building Operator: Nickolas Conner

DRO: Daniel Martinez

Principal

The role of the principal is to support staff, students, and families in their efforts to achieve the school's primary mission – student achievement— as well as helping to ensure that student needs are well-supported, and that school is safe, supportive, and welcoming for all students.

Associate Principal

Associate principals work with the principal and other staff to support students, including addressing discipline and concerns as necessary. They also work closely with families around student supports.

Counselors

Counselors help students develop social-emotional skills, including how to navigate friendship and conflict. They support student academic achievement in partnership with teachers and administrators, and consult on a variety of needs. They are available to meet with students and families to solve problems. They serve as case managers for student 504 plans.

Classroom Teachers

Classroom teachers are the center of our school's instructional program. Teachers focus on academic achievement and encourage responsible behavior and positive choices. They encourage students to take positive academic risks and to be safe and responsible, kind and respectful, and 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 partner with us:

- Parent conferences held in October and March.
- Sign up for ParentVue Synergy Access and Canvas Parent Access in the school's office. You may check assignment, grade, and attendance information on-line at home.
- Students use StudentVue and Canvas.
- Contact teachers by phone (360-313-3700) or email (firstname.lastname@vansd.org).
- 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.

Cell Phones

Student cell phones are to be off and away throughout every class period so that students can focus on learning. Please call the main office for any urgent issues during the day. Phone calls **may not** be put through to teachers' classrooms while school is in session. Students whose phones are out during class will be given one reminder, then required to turn the phone in to the main office for pick up at end of day (first instance), then by parent (second instance), and parent conference will be required for any additional instances.

SCHEDULES, GRADES & PROGRESS REPORTS

Schedule Changes

Student schedules are built in spring/summer to meet academic needs as required by law. We accommodate student requests to the fullest extent possible; elective choices are not guaranteed. We are not able to make schedule changes in the fall. The exception is rare situations of error (i.e. two English classes on one schedule), adjustments for class size and teacher contract obligations, or where administration determines that it is academically necessary. If a student/family have concerns about difficulty of level (i.e. math placement or honors English), a change may be considered only during the first 2 weeks of school.

Progress Reports

A Notice of Student Progress will be available on ParentVue and sent home for each student at the quarter. 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.

Report Cards

Letter grades will be reported at the end of each semester.

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.

- Physical health illness, health condition, or a medical appointment. 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.
- Mental health
- 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;
- Court, a judicial proceeding, or serving on a jury;
- Absence related to the deployment activities of an active duty military parent or guardian;
- Absences related to a student's homeless status;
- State recognized search and rescue activities;
- Absences related to visitations for apprenticeships, technical school, post-secondary education, or scholarship interviews;
- Absences resulting from a disciplinary or corrective action (short or long term suspension or expulsion); and
- Prearranged absence that the principal (or designee) and parent or emancipated student mutually agree upon an approved activity. The school cannot excuse absences for trips taken by students unless these trips involve direct supervision by the school or the family.

Excusing an Absence

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

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
- Send an e-mail to jefferson.attendance@vansd.org; or
- Enter the absence into ParentVue; 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 in one month, state law (RCW 28A.225.020) requires that we contact parent to identify barriers and supports available to ensure regular attendance.
- 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

Being on time is important for learning! A student is tardy when they enter 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. Students are not allowed to leave class during the first 10 and last 10 minutes of class. Teachers will address the first four tardies before referring to administration for disciplinary action. Teachers and administrators will address a pattern of tardies with progressive 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.

Attendance Codes:

U-Unexcused Absence

T -Tardy

V-Student arrived more than 15 min late

D-Departed Early—departed more than 15 min early

O-Discipline related absence

I-In-school suspension

S-School excused absence

E-Excused Absence

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, they will need to go home. We have a part-time school nurse, and in her absence our office staff will be available to meet these needs.

BUSINESS OFFICE

Students may pay laptop-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 through Google digital calendar or their preferred method, and monitor their grades online through Synergy and Canvas. Many teachers provide calendars and detailed assignment information on their Canvas sites which parents may access.

PHYSICAL EDUCATION / DANCE

All students are expected to wear shoes safe for running and athletic movement (tennis shoes, not flip flops, Crocs, or heels) during PE/Dance, along with clothing that allows physical movement. They are given the option to dress down for PE and Dance class, and are given the option to purchase a TJMS 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! The school is not responsible for security of unlocked student belongings.* 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. Student may not use phones in the locker room at any time, for safety reasons. Aerosols and strong-smelling products are prohibited.

SCHOOL CLOSURE INFORMATION

The school district will communicate school closure information as soon as a decision is reached. See the district website at vansd.org, check local radio, tv and newspaper websites, or call the school closure line at 360-313-1401. 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:

Students participating in athletics or activities listed below pay a \$15 ASB fee that covers the cost of activities. Students who receive free or reduced lunch pay a reduced rate. 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: 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 2nd period 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.

Battle of the Books: A team competition held each year showcasing a battle of knowledge of selected books.

SOCIALS:

Socials happen twice a year during the school day to ensure all students can participate regardless of transportation needs. Activities at school socials may include dancing, basketball, electronic games and socializing. Socials are free, and the PTSA typically provides snacks and beverages. Students who are absent from school on the day of the social may not attend the social. Students will be expected to maintain behavioral standards to be eligible to participate. Suspensions 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 (\$15 per year) and there is a \$25 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 semester 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

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

Early Winter Season: October-December

Early winter season sports are seventh/eighth grade girls' basketball and sixth/seventh/eighth grade co-ed 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

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

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 be accompanied to home and away games by an adult, and must be monitored by that adult for the duration of the game. ***Students must leave campus after school and return at 4:45 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 occurring. All other areas of campus are off-limits.

GENERAL SCHOOL CONDUCT

1. **Public Display of Affection:** Students are expected to refrain from public displays of affection. Handholding is acceptable.
2. **Passing Behavior:** Passing time between classes is 4 minutes. Students are expected to walk to their classes, keep their hands to themselves, and arrive to class on time. We use the 10-10 rule to help students focus on learning: no students out of class during the first and last ten minutes of the class period. If students are in the hall during class time they must have a hall pass, and electronics must remain off and away. Only one student may leave class at a time with a hall pass. Students are expected to use the bathroom and get water during passing periods and lunch time. Students sign in/out with their teacher when leaving with the pass.
3. **Lunch Expectations:** 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. Health department guidelines prohibit sharing food with others. Stay in designated in-bounds lunch areas during the play time.
4. **Electronics:** Cell phones, earbuds, and personal digital devices may only be used during passing time and lunch time. Phones that are visible in class, being used, or not silenced will be addressed through progressive 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, in co-op spaces, or 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. Students may not bring drinks to classes. If they arrive with drinks in a container that is not able to be stowed in backpack, they will be asked to consume before entering or throw away.
6. **Technology Use:** Laptops are provided for educational use only and students abide by the following rules. All students are issued a laptop. Students are responsible for its safe return at the end of their VPS career. Students must store the device safely at all times, including at lunch. Do not leave your laptop unattended anywhere. Use it responsibly. Nothing is private on the laptop. Emails, search history, etc. are all subject to school review and monitoring. Do not use school devices 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!
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, Skateboards, Scooters:** Students may ride on the public sidewalks, but may not ride them on school grounds or in the parking lots. **Students may lock up their bike, scooter, and/or skateboard using the equipment at the front of the building.**
9. **Tardies** (total per quarter): 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 (see page 5).
10. **Building Access & Closed Campus:** The building is open to students at 9:00 a.m. All students are expected to be in class by 9:20 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. Older siblings and/or students from other schools are not allowed on campus while TJMS students are on campus.
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 3:55. Students should not be on campus after 4:15 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. Personal digital devices must be off and away during class.
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

We want all students to be focused on 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, Respectful and Ready** to learn we will stay 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 staff work together to 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 expectation lessons in class.

Discipline

Students may be referred to the office for discipline when a student's behavior is unsafe, illegal, disruptive, 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

We want to ensure all students can focus on learning. 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**

Student Dress (P3224)

I. Determination of Student's Dress and Grooming Standards

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not:

- A. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;
- B.
- C. Create a health or other hazard to the student's safety or to the safety of others;
- D.
- E. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- F.
- G. Imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school or personal property or one's person.

II. Regulation of Student Dress and Grooming

- A. The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:
 - 1. Creates a hazard to the student's safety or to the safety of others; or
 - 2.
 - 3. Will prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.
- B. If the student's dress or grooming is objectionable under these provisions, the principal will request that the student make appropriate corrections. If the student refuses, the principal will notify the parent, if reasonably possible, and request that the parent make the necessary correction. If both the student and parent refuse, the principal will take appropriate action, which may include discipline. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. All students will be accorded due process safeguards before any discipline may be taken.
- C. Students identified as being gang involved, influenced or affiliated will be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

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 3:55.

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 a "Lock Down" 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.

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, cords, charging brick, and stylus (for Chromebooks) that can be used both at school and at home as a means to promote achievement and provide flexible learning opportunities.

VPS expects that students will use district-issued equipment responsibly and only for school purposes. This agreement is required for students to be issued a device for school purposes and represents the student and parent's commitment to holding accountable the student to using the district technology resources as expected and to care for the equipment in order to keep it in good working order, avoid damage, loss, or theft.

The following are highlights of things to consider when using your school issued equipment:

- Charge your device at home every night and bring it to school each day with a full charge.
- Remember the device, cords, charging brick, and stylus (for Chromebooks) are your responsibility so do not share these items. It is also recommended that you avoid leaving your technology in a vehicle or unattended to avoid it being stolen.
- Be a responsible Digital Citizen: Recognize the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world, and act and model in ways that are safe, legal, and ethical. Communication on district devices must be used for educational use only while maintaining appropriate language at all times.
- 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 back up your files.
- Follow copyright laws and fair use guidelines. Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others. Only download/save music and related to specific assignments.
- Make your 1:1 device available for inspection by any administrator or teacher upon request.
- Keep the device in its school issued case (if applicable). Do not personalize your device with the addition of stickers or tape to any area of the device or case.
- Return the device to school promptly if you un-enroll from the district.

Expectations:

1. Do not use devices near food or drink and if damaged return as soon as possible. Devices should be closed and secure during transport and used on a stationary surface unless directed by school staff.
2. Always remember that student-issued accounts (**Google for Education**) are to be used only with programs made available by the school or district. School Gmail or other accounts should only be used for applications and resources approved by the district. Use these accounts only for intended purposes.
3. Do not attempt to access systems beyond your authorized access or bypass district filters. This includes sharing your account password for any system with others or using another person's account and/or password.
4. 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 in the district provided learning materials & resources.
5. No taking pictures or videos of other students or staff without their permission.
6. No Hacking: "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.

On-Line Safety:

- Students should not intentionally reveal or post identifying personal information, files, or communications to unknown persons through email or other means.
- Bullying or harassment, including personal attacks or threats toward anyone using online resources, is strictly prohibited and could result in discipline or lead to criminal charges. *If you are aware of bullying or harassment, please report it to responsible school personnel.*

Notice:

All student 1:1 computing devices are configured to filter internet content and communications at school, at home, and on any other network. 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.

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. The 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 one time per year at no cost to the family. Other damages will be assessed and a fine assigned to support the repair or replacement of the device. If the device is lost or stolen, and the school determines that the student is not at fault, the replacement fine is a flat fee of \$99.00 iPads, Chrome-books, and \$199 for laptops. If a device is damaged, lost, or stolen due to willful negligence, the family will 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.