

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

Administrators: Kristyn Westphal, Principal
Brian Luderman, Associate Principal
Anna Ricks, 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 Nondiscrimination 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 contact any of the following people at 2901 Falk Rd., Vancouver, WA, 98661, or by writing to them at VPS, PO Box 8937, Vancouver, WA 98668-8937 or by calling [360-313-1000](tel:360-313-1000): ADA & Affirmative Action/Title IX Coordinator—jeff.fish@vansd.org ; Civil Rights and Affirmative Action- Janell.ephraim@vansd.org, Title VII, 504—steve.vance@vansd.org; IDEA—daniel.bettis@vansd.org ; Athletic Equity & Title IX Elementary and Secondary - james.gray@vansd.org, Kristie.lindholm@vansd.org and Bill.oman@vansd.org. 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

Back To School Principal's Message

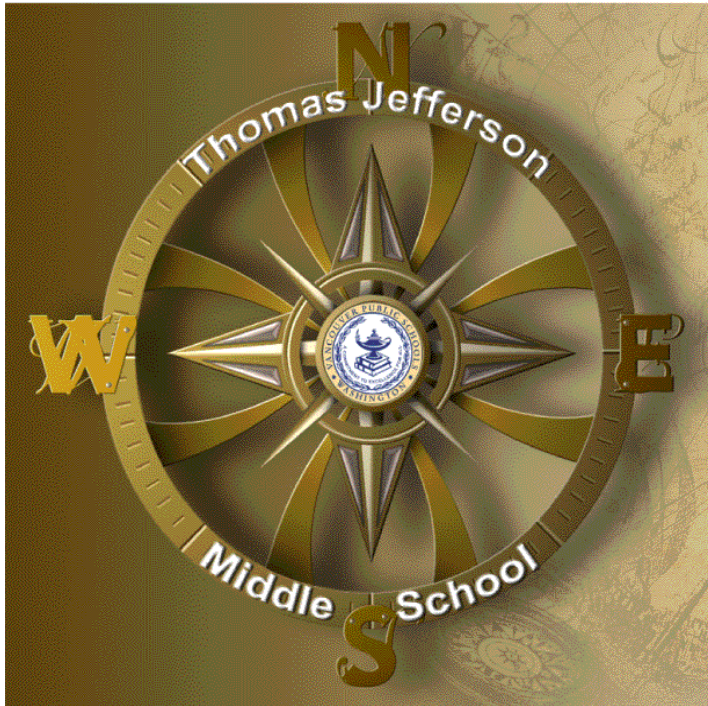
Dear Students and Families:

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

Purpose Statement:

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

Administration:

Kristyn Westphal
Brian Luderman
Anna Ricks

Teaching & Counseling Staff: (alphabetical)

Koreen Bennett (Band)
Shannon Brooks (Art, History)
Tammy Carlson (Math)
Viveki Champaneri (OT)
Peter Chan (History)
Renee Collins (Math, History)
Nick Conner (Building Operator)
Candra Cook (Nurse)
Haley Currie (Science, Math)
Barb Dack (PE)
Mona Dotson (STEM Explore)
Ryan Dotson (PE)
Jay Erickson (Tech, History)
Carmen Everingham (Orchestra)
Bill Graves (Video Tech)
Marta Gray (History)
Christine Ingalls (Dance)
Tanja Ivkovic (Multilingual)
Keith Johnson (Restorative Justice Coordinator)
Nichole Johnson (Instructional Coach)
Trevor Johnson (Science)
Conni Jorgenson (Russell) (Spanish)
Karina Kelley (AVID, English)
Natalie Ketzler (Art)
Scott Kimberling (PE)
Jessica Lindsey (Math)
Jennifer McKay (English, Leadership)
Venessa Medina (Choir, Explore Music)
Erin Mikota (Dev. Skills)
Garrett Noah (Science)
Colleen Ollila (Learning Support)
Devonne Pele (Art, Science)
Jennifer Reiff (History, English)
Leslie Roth (Learning Support)
Lisa Seton (IAC)
Lance Smith (English, Journalism)
Dominique Sukles (History, English)
Justin Teegarden (Coding, Intro to Computers)
Sara VanBrunt (Math, Academic Prep)
Sean Vance (Math, Academic Prep)
Paul Warner (Librarian)
Ian Wengs (IAC)
Becky Whitman (Science)

Home of the Explorers

ROLES & RESPONSIBILITIES

ADMINISTRATIVE PERSONNEL

Principal: Kristyn Westphal

Associate Principal: Brian Luderman

Associate Principal: Anna Ricks

OFFICE PERSONNEL

School Secretary: Michelle Steele

Attendance Clerk: Jaimee Vela

Registrar: Laurie Evans

Business Clerk: Brandee Lassiter

School Nurse: Candra Cook

Counselors: Brandon Casteel, TBD, TBD

Psychologist: Shauna Gregory

Building Operator: Nick Conner

DRO: Kelsi Haynes

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 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 and Canvas Parent 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) 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.

Cell Phones

Student cell phones are to be off and away throughout every class period. 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

Schedule changes are generally not allowed after the beginning of the school year. The exception is rare situations of error or where it is determined by counselors and/or administration that it is academically necessary, 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 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.

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

Send an e-mail to

jefferson.attendance@vansd.org; 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

Every minute of class is important for student 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 and will be marked with the code of "V" in the attendance. Teachers will address tardies initially. Continuing problems with tardiness to class will result in referral to administration for discipline, which may include lunch detention, after school detention, and/or a student plan to improve attendance.

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 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 laptop-related fees, athletic fees, fees for other classes, fines, buy PE uniforms, year-books, 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 through Synergy or Canvas. 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. Student may not use phones in the locker room at any time, for safety reasons. Aerosols are prohibited.

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:

Students participating in athletics or activities listed below pay a \$10 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 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.

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

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. 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 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

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 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

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 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 4:30 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 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:** *(this section updated in digital copy Oct. 2023)* 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. If students are in the hall during class time they must have a hall pass. 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 to the extent possible, leaving class only if a true need arises.
- 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. 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. Do not use it in The Commons where food or drinks can damage it. 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 semester):** 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
3rd tardy within week (5 school days)– parent contact and possible lunch detention.
- 10. Building Access & Closed Campus:** The building is open to students at 9:00 a.m. for breakfast. 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.
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.
School buses will leave campus at 4:05. 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)

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**
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.

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 4:05.

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

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.