

**Vancouver School of Arts and Academics**  
**3101 Main Street**  
**Vancouver, WA 98663**

Administrators:  
Lori Rotherham, Principal  
Jennifer Hockhalter, Associate Principal

**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 classrooms, playgrounds, hallways, school buses, and school sponsored activities off campus, the Vancouver Board of Directors adopts policies and regulations for administering discipline within each school. These policies and regulations are developed with participation from parents and community. The policies and regulations 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 THE 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**

The Vancouver School District is an Equal Opportunity district in education programs, activities, services, and employment. Vancouver School 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. We provide equal access to the Boy Scouts of America and other designated youth groups. We also comply with Section 504 of the Rehabilitation Act of 1973, 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.

If you have a physical or mental disability that causes you to need assistance to access school facilities, programs, or services, please notify the school principal. This district endeavors to maintain an atmosphere free from discrimination and harassment. Any person who believes he or she has been discriminated against should contact the school principal and complete the appropriate grievance or complaint form.

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: ADA – Darcy Rourk; Title VII, 504 and IDEA – Brenda Martinek; Affirmative Action – Darcy Rourk; Title IX Elementary, Doug Hood; Title IX Secondary, Chris Olsen; Athletic Equity, Mick Hoffman.

# TABLE OF CONTENTS

## SECTION 1

School Profile	3	Graduation Requirements	12
Philosophy of VSAA	3	Information Release	12
VSAA Mission Statement	3	Off Campus Passes	12
Guiding Principles and FQ's	4	Participation in Extracurricular Act.	12
Staff	5	Personal Property	13
Faculty	5	Personal Safety Guidelines	13
Bell Schedule	6	Pre-AP and AP Credit	13

## SECTION 2

### Student Rules and Information

Advocacy (Program Overview)	7	Review of Student Management	13
Attendance	7	Sales on School Campus	13
Cell Phones	8	School Closure Information	13
Closed Campus	8	School Concerns	13
Clubs and Organizations	8	School Hours	14
Code of Conduct	9	Showcases	14
Communication	9	Showing of Affection	14
Core (Program Overview)	9	Skateboards/Roller Blades	14
Culminating Assessment Portfolio	9	Sports	14
Dance Expectations	9	State Assessments	14
Discipline	10	Student Entrance/Exit Times	14
Dress and Appearance	10	Technology Access Agreement	14
Emergency Procedures	11	Transportation	15
Fees	11	Vehicle Registration	15
Field Trips	11	Video Taping Policy	15
Food and Drink	11	Visitor Policy	15
Fundamental Questions	12	VSAA Art Gallery Guidelines	16
Grading	12	Youth Confidential Services	16
		Appendix 1: Dress/Appearance	17
		Appendix 2: Tech Use Agreement	18

# High School Student Handbook

## Profile

The Vancouver School of Arts and Academics is a school of choice where the arts are immersed in academic study. Almost six hundred students in grades 6-12 choose to attend based on their interest in the arts. The School of Arts and Academics offers a complete middle and high school program including advanced levels of science, mathematics, and foreign language. All students attend the school full-time. The daily atmosphere of strenuous creative work, self-discipline, integrity, and dedication prepares students for both college and future careers.

## Philosophy of VSAA

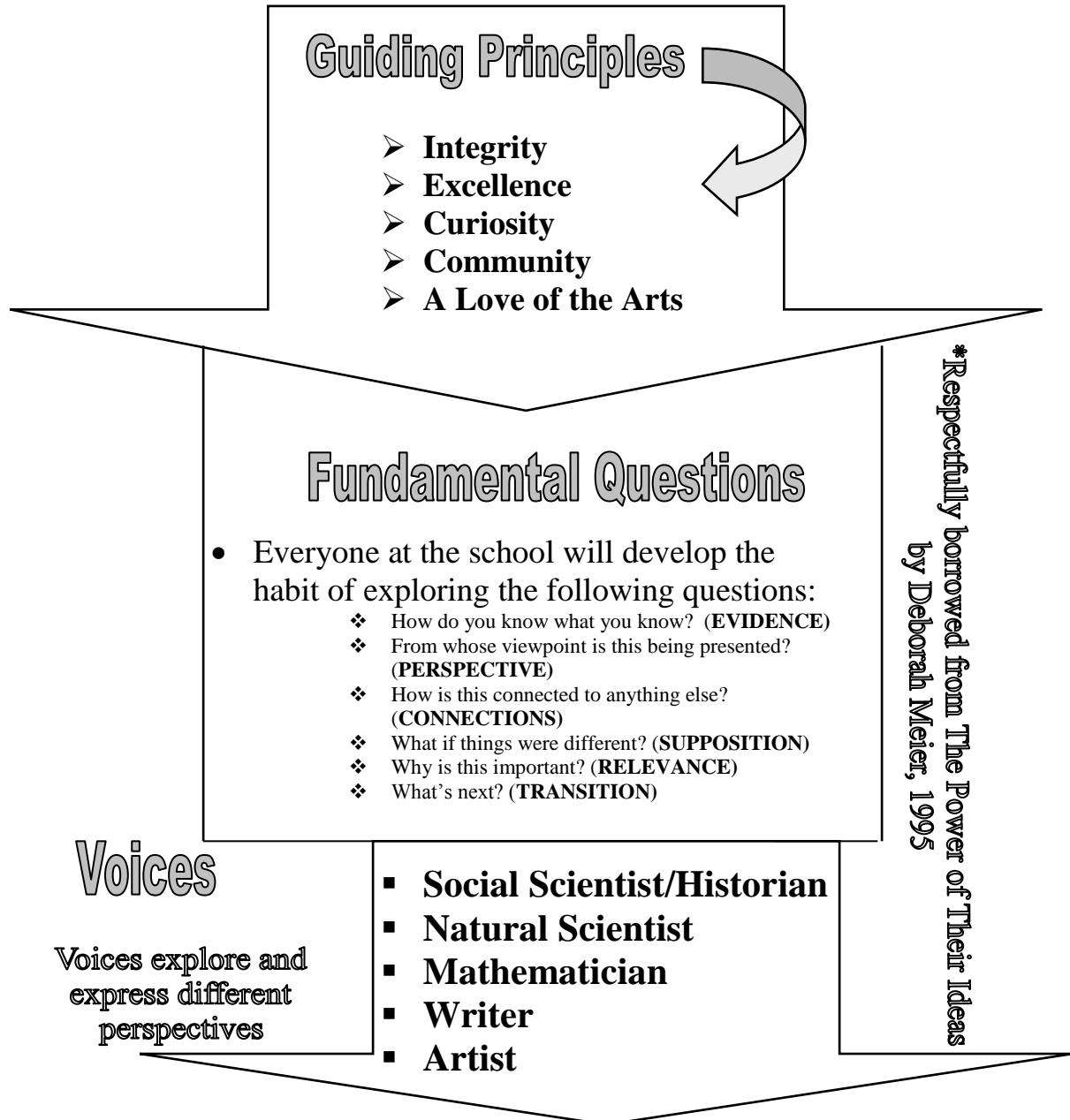
Our philosophy of learning grows out of a commitment to specific principles, which guide us in how we learn. Students and staff alike come to the school knowing that the people here teach and learn with artistic and academic integrity. Within the framework of our guiding principles, we constantly ask the fundamental questions, which explore evidence of learning. In this school, we learn the value of individual commitment and respect for uniqueness because we live and learn everyday with people who are inventive, receptive to new ideas, responsible, and committed to the arts.

## VSAA Mission Statement

Vancouver School of Arts and Academics, a focused learning community, believes students learn best when Arts and Academics are integrated. Through collaboration and inquiry, individuals are challenged to think critically, creatively and artistically.

# VANCOUVER SCHOOL OF ARTS AND ACADEMICS

Where the Arts are immersed in academic study



# STAFF

## ADMINISTRATION

Lori Rotherham..... lori.rotherham@vansd.org  
Jennifer Hockhalter.....jennifer.hockhalter@vansd.org

## COUNSELING STAFF

Bonnie Little (High School) ..... bonnie.little@vansd.org  
Lisa Madar (Middle School).....lisa.madar@vansd.org

## SUPPORT STAFF

Deb Cushman, *Head Secretary*.....deb.cushman@vansd.org  
Malissa Sharp, *Attendance Clerk* ..... malissa.sharp@vansd.org  
Sandra Burk, *Business Clerk*..... sandra.burk@vansd.org  
Lisa Cortney, *Computer Tech*..... lisa.cortney@vansd.org  
Dan Cronin, *Head Custodian*..... dan.cronin@vansd.org  
Donna Sillars, *Swing Lead Custodian*..... donna.sillars@vansd.org  
Joy Schnidrig, *Registrar Clerk* ..... joy.schnidrig @vansd.org  
Cheri Cronin, *Paraeducator/Nutrition Services Clerk* .... cheri.cronin@vansd.org  
Kim Staffieri, *Paraeducator* ..... kimberly.staffieri@vansd.org  
Charles Swarts, *Theatre Manager*..... charles.swarts@vansd.org

## FACULTY

Jody Adams	Lynn Ingraham
Anne Averde	Leslie Jessen
Angela Avery	Dianne Lange
Andy Berhow	Jon Lauderbaugh
Luke Brockman	Chris McMackin
Melissa Buchanan	Ann Medellin
Geoff Busch	Tim O'Boyle
Shelley Carmichael	Seth Olson
Micheal Carr	Jackie Sacks
Judy Goff	Jeri Swatosh
Margaret Green	David Tang
Abby Harris	Fern Tresvan
Teresa Hazel	Ken Winkley
Jenifer Hudson	Crystal Zeller

Teacher email addresses are first name.last name@vansd.org)

# VSAA Bell Schedule

MONDAY	TUESDAY A	WEDNESDAY B	THURSDAY A	FRIDAY B
ZERO PERIOD		ZERO PERIOD		ZERO PERIOD
<b>1</b> 9:35 – 10:25 (50 min)  <b>2</b> 10:30-11:20	<b>1</b> 9:35 – 11:00 (85 min)	<b>2</b> 9:35 – 11:00 (85 min)	<b>1</b> 9:35 – 11:00 (85 min)	<b>2</b> 9:35 – 11:00 (85 min)
<b>ADVO A /LUNCH</b> 11:25 -11:55 (30 min)	<b>Lunch/Enrichment A</b> 11:05 – 11:35 (30 min)	<b>Lunch/Enrichment A</b> 11:05 – 11:35 (30 min)	<b>Lunch/Enrichment A</b> 11:05 – 11:35 (30 min)	<b>ADVO - Lunch A</b> 11:05 – 11:35 (30 min)
<b>LUNCH/ADVO B</b> 11:55 – 12:25 (30 min)	<b>Lunch/Enrichment B</b> 11:40 – 12:10 (30 min)	<b>Enrichment/Lunch B</b> 11:40 – 12:10 (30 min)	<b>Enrichment- Lunch B</b> 11:40 – 12:10 (30 min)	<b>ADVO- Lunch B</b> 11:40 – 12:10 (30 min)
<b>3</b> 12:30 -1:20 (50 min)  <b>4</b> 1:25 -2:15 (50 min)	<b>3</b> 12:15 – 1:40 (85 min)	<b>4</b> 12:15 – 1:40 (85 min)	<b>3</b> 12:15 – 1:40 (85 min)	<b>4</b> 12:15 – 1:40 (85 min)
<b>5</b> 2:20 -3:10 (50 min)	<b>5</b> 1:45 – 3:10 (85 min)	<b>6</b> 1:45 – 3:10 (85 min)	<b>5</b> 11:45 – 3:10 (85 min)	<b>6</b> 11:45 – 3:10 (85 min)
<b>6</b> 3:15 – 4:05 (50 min)	<b>MS Fit/Htlh – HS CORE</b> 3:15 – 4:05	<b>MS/HS CORE</b> 3:15 – 4:05	<b>MS/HS CORE</b> 3:15 – 4:05	<b>MS Fit/Htlh - HS CORE</b> 3:15 – 4:05

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

# STUDENT RULES AND INFORMATION

## ADVOCACY

At VSAA, every teacher serves as an advocate for 20-25 students, offering personal attention and ensuring that each student finds success. The advocate, in cooperation with the student and family, monitors academic progress and planning. Advocacy groups meet twice a week before or after lunch. Advocacy is considered part of the VSAA curriculum and daily attendance is required. Parents should contact their student's advocate if there are any questions related to school progress.

## ATTENDANCE

The regularity of attendance is a major contributing factor in reaching the instructional objectives of any course. The following procedures have been designed by the VSAA staff to develop cooperation between parents/guardians and the school in order to assist students in establishing lifelong habits of reliability and promptness. Laws of the State of Washington specify that parents/guardians have the primary responsibility for ensuring the attendance for their students at school. The law further states that students shall be regular and punctual in attendance. It is critical that all members of the Vancouver School of Arts and Academics community attend school regularly. However, there will be times when students are unable to be at school. The procedures for attendance are:

- A student must come **to the office** upon returning to school from an absence to receive an admit slip (whether or not the student has a note from a parent/guardian). **A written excuse signed by the parent or guardian for an absence must be provided within three school days** after the absence. If an excuse is not provided within three days, the absence will be considered unexcused/truant. Notes should include: parent and student names, date and reason for absence.
- **Absences may only be excused in writing** (not by phone call).
- **Late arrival students need to check in at the office.**
- VSAA is a closed campus; therefore, **all students arriving or leaving campus during the school day must sign in/out at the office.** For appointments during the day, a note from the parent or guardian requesting that the student be dismissed is required. In case of illness, a parent, guardian, or authorized contact must be reached before a student may be dismissed from school. In all cases, students must clear through the office for departures or arrivals during the school day. Students are considered truant if they leave campus at any time without prior permission.
- District Policy states that if a student is ill for six (6) or more consecutive days, a note from a doctor is required to have the absences be excused.
- Students may be considered truant if out of class without teacher permission or in a location that was not stated. Students must sign-in/out of class and document their destination.

## Excused Absences

Excused absences include illness, medical/dental/health appointments, emergencies, and court appointments. Prearranged absences by parent or guardian for travel purposes must be arranged for and approved by the principal before the travel occurs. These absences include family activity/trips, school activities, college visits and church activities. The principal will approve school-sponsored activities. Students must be in attendance for a minimum ½ day to participate in any school/school district related event or activity. A ½ day is described as being in attendance for two full curricular/arts minute periods (periods 1-6).

Additional information regarding absences is available on the district website at the following URL:  
<http://vansd.org/student-welfare-attendance/attendance/>

## Unexcused absences

The following are examples of unexcused absences including but not limited to: oversleeping, car/transportation problems, leaving without checking out from class/school, or being later than 15 minutes to class. According to the state compulsory attendance law (RCW 28.225) and district policy, school actions will take place for each unexcused absence. Students receiving 7 unexcused absences (3 periods or more) in a month or 10 in a school year become eligible to be sent to court.

### Attendance Probation

Truancies will be treated as discipline issues, and upon a student's fifth documented truancy, the student may be placed on attendance probation. This action will occur following appropriate interventions and conferences with parent/guardian. Under the terms of attendance probation the student's enrollment status at the Vancouver School of Arts and Academics may be revoked if the student continues to miss classes or school without permission.

### CELL PHONES

Possession of a cellular phone by a student on school district property is considered a privilege and can be revoked if necessary. During classroom, instructional time and showcases **cell phones must remain silent and out of sight**. Text messaging is not allowed during classroom, instructional time and showcases. Cell phones should not be a disruption at any time.

### CLOSED CAMPUS

VSAA is designated a "closed campus" which means **students CANNOT leave the school grounds once they have arrived, even if first period has not yet started**, unless they have been officially excused. Students who find it necessary to leave school must report to the Main office for a dismissal slip and parent/guardian permission BEFORE LEAVING.

### CLUBS AND ORGANIZATIONS

#### **Student Government (ASB)**

The Vancouver School of Arts and Academics is a student-centered school. The students take an active part in the governing of the school. The ASB convocation meets each week in committees or full group assembly. The student governing body is made up of representatives chosen from each advocacy group.

#### **2016/2017 VSAA Associated Student Body Officers:**

HS Facilitator – Emily Saltzberg	MS Facilitator – Amy Rapp
Recorder – Madeleine Newton	Treasurer – Scott Yonek
School Board Rep. – Celeste Bernstein	LASC Rep. – Sahara Jones
LASC Rep. – Betsy Hanrahan	LASC Rep. – Elizabeth Coleman
LASC Rep. – Makena Wilcox	LASC Rep. – Ayrton Yamaguchi

#### **Clubs**

Literary Magazine	Fine Arts/Photo Club (Studio/Gallery)
Yearbook	National Honor Society
Drama Club	Moving Image Arts Club (Video Yearbook)
Dance Club (Dance Ensemble)	Recording Production Club (Studio)
MS Children's Theater Company	Mathletes
Model United Nations	Tri M National Music Honor Society
American Red Cross	Skills USA
Arts Marketing	Thespian Society



**VANCOUVER SCHOOL OF ARTS AND ACADEMICS  
CODE OF CONDUCT / STUDENT AGREEMENT**

"I understand that it is a privilege to be a part of the Vancouver School of Arts and Academics. I agree to be a willing learner, to attend regularly, to contribute to a safe learning environment and to show my respect for our community. In addition, I will remain drug and alcohol free, and not endanger the safety of anyone at the school with weapons, threats or other means of violence or harassment. I further understand that I am expected to follow the rules and regulations applicable to all students attending the Vancouver Public Schools. Failure to meet these conditions could result in revocation of this agreement and return to my resident school." As a member of VSAA school community, I am:

**Responsible:**

- Accountable for my actions
- Striving to be my best
- Courageous
- Receptive
- Truthful to myself and others

**Respectful:**

- Of myself, others, and public property
- Careful and safe
- Understanding
- Willing to compromise

**Committed to the Arts:**

- Ready to participate
- Willing to explore
- Ready to share ideas
- Inventive

**COMMUNICATION**

- Our website is <http://arts.vansd.org/>
- A parent newsletter is sent out electronically (mail by request).
- A weekly calendar and bulletin is shared in advocacy each Monday and is available on our webpage.
- The telephone information line (360-313-1472) includes: information to report an absence, activities and calendar information, directions to the school, to leave voice mail message if person's mailbox number is known and school closure information.
- It is extremely important that the school office be notified of all address and telephone changes. Our ability to contact parents in the case of an emergency depends on the accuracy of this information.
- All posters and flyers must be approved by administration. Posters for non-school activities can only be displayed in approved areas and must be stamped at the district central office (360-313-4722).
- Family/Student Access is available through the Main Office.

**CORE**

Teams of teachers who work together to help students learn mathematics, science, health, language arts, and social studies with a focus on the arts. Course work is directed to individual student needs and progress.

**CULMINATING ASSESSMENT PORTFOLIO (C.A.P.)**

In addition to course requirements, all students at the Vancouver School of Arts and Academics will complete a Culminating Assessment Portfolio.

The portfolio, maintained through advocacy, will document student achievement, skills and abilities, and guide the student through a personal future search, college and career preparedness. In addition, all seniors will complete a presentation of self/senior project.

**DANCE EXPECTATIONS**

1. All students must arrive to the dance within 90 minutes of the event beginning (by 9:30 pm). Students arriving after that will not be permitted entry. Parents will be notified. Money will not be refunded.
2. For dance admission, **EVERYONE MUST HAVE PICTURE ID**. Current school ID, passport, or driver's license will be the only forms of ID accepted.
3. Appropriate dancing is expected of all students. Vulgar and sexually suggestive behavior will not be tolerated.
  - Face-to-Face with Space
  - Freak (or Club) Dancing is not permitted at school dances.

- On the floor dancing or lap dancing is not allowed.
  - Front to front straddling is not an acceptable form of dancing.
  - No violent, “mosh pit” style dancing, or shoving, pushing, flailing will be permitted.
4. Excessive displays of affection are not permitted including inappropriate fondling or touching.
  5. Removal of any necessary articles of clothing (shirts, pants) is not permitted. Any student or guest that is dressed inappropriately will be asked to change or be removed from the dance. No refund will be given. For appropriate dress description, please see Vancouver Public Schools dress code policy in the student handbook.
  6. No re-entry to the dance is permitted once a student leaves.
  7. Students who bring a guest (limit 1) to a semi-formal or formal school dance are required to have the appropriate dance pass completed and signed before purchasing tickets. Students and their guest must arrive and depart the dance together.
  8. Students may NOT bring a guest that is a middle school student.
  9. If you or your guest is asked to leave a dance, both parties will be required to leave. Parents will be called and asked to pick up each student if necessary.

### **STUDENT DISCIPLINE PLAN**

Some examples of unacceptable behaviors include (but are not limited to):

- classroom disruptions
- defiance of a staff member
- inappropriate language or gestures
- bus referral
- missing class, showcase or advocacy
- wearing clothing or accessories that threaten the safety of others, disrupt learning, or are contrary to school curriculum
- failure to follow Vancouver Public Schools technology code of ethics
- lack of cooperation
- excessive tardies (over 15 minutes late to class)
- leaving campus without permission
- fighting, assault, intimidation
- sexual or malicious harassment, threatening behavior

**Interventions:** Interventions are progressive and may include:

- Warning
- Restorative practices, which may include peer-mediation, restitution, or counseling
- Detention
- Suspension
- Expulsion

Progressive Steps: parent contact, suspension, revocation of boundary exception,

Final Step: expulsion

### **DRESS AND APPEARANCE**

The dress and appearance standards of Vancouver School of Arts and Academics are the direct responsibility of students and their parents. “Dress or appearance which cause the disruption of the educational process, or presents health or safety problems will not be tolerated” Vancouver Public Schools policy 5157. Articles of clothing that portray drugs, alcohol, profanity, sexual vulgarity or gang clothing are not acceptable. In addition, clothing that is excessively revealing, allow underwear to be visible, expose a bare midriff, or are inappropriately short (the fingertip rule is used) are also not permitted. Offenders will be asked to call home if appropriate clothing is deemed necessary. Please know we are encouraging all students to dress for success. Certain classes or activities may require prescribed dress and grooming and should only be worn during those classes/activities. Shoes, however, are to be worn at all times with the exception of dance classes. See Appendix 1: Dress and Appearance Diagram.

## **EMERGENCY PROCEDURES**

All students will remain in their classrooms during an emergency. If the emergency happens during break or lunch, students are to report to their next period class. If students are in a classroom that is to move to a prearranged area, they are to do so at the direction and supervision of their classroom teacher.

### **Earthquake**

- Drop down to the floor
- Take cover under a desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.
- If taking cover against a sturdy piece of furniture, hold to it and be prepared to move with it.
- Hold your position until the ground stops shaking and it is safe to move.
- If outdoors, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.

### **Fire Alarm/Drill**

- When the Fire Alarm is activated leave the classroom under the direction of the teacher. Stay with your class and move to the designated quiet assembly area. When the “all clear” is sounded return to your classroom.

### **Intruder/Lock Down**

- When an “Intruder Alert” is activated, staff will initiate lock down procedures.
- Outside the Classroom: Report to your classroom or nearest classroom immediately or comply with the directions of the staff.
- Inside the Classroom: Move away from the windows and exit doors. Comply with directions of the teacher.

## **FEES**

Arts Programs	\$70	ASB High School	\$30
Yearbook	\$40		

- Make checks payable to Vancouver School of Arts and Academics. Separate checks are not necessary. Your receipt for fees serves as proof of payment. In case of questions about payment, it is helpful for the student to show the receipt.
- It is the philosophy of the Vancouver Public Schools Board of Education that no student is denied the opportunity to participate in any phase of new curriculum because of financial hardship. The district will provide necessary materials free of charge to any student whose parents/guardians indicate that the cost entailed would represent a financial hardship to the family. Arrangements should be worked out through the principal and fiscal clerk, rather than the teacher whose class is involved.

## **FIELD TRIPS**

Prior arrangements, including parental permission, must be made before a student is allowed to go on a class trip. Transportation is provided and no student will be permitted to drive a car.

## **FOOD AND DRINK – The Big 3!**

All eating and drinking at VSAA needs to be done in designated areas only. Please follow the below guidelines:

- Appropriate areas to consume food and drink are in the Cafeteria, outside in the courtyard or next to the track, or in a classroom under the supervision of the teacher.
  - *Teachers who permit students to consume food/ drink in instructional spaces are fully responsible for any mess left as a result. Eating in instructional spaces is discouraged.*
- There is to be no student consumption of food or drink in the Durst theatre.
- There is no food allowed near computers or technological equipment.
- Students are not permitted to be in the parking lots, sculpture or park during lunch.

## **FUNDAMENTAL QUESTIONS**

Everyone at the school will develop the habit of exploring the following questions in all areas of study:

EVIDENCE	How do you know what you know?
PERSPECTIVE	From whose viewpoint is this being presented?
CONNECTION	How is this connected to anything else?
SUPPOSITION	What if things were different?
RELEVANCE	Why is this important?
TRANSITION	What's next?

## **GRADING**

Grades will be reported at the end of each term for all students. Progress notices will be sent twice during each term at the conclusion of six weeks and twelve weeks. No course required for high school graduation is eligible for a credit/no credit option. (R5124). For more frequent grade updates use student/parent access or consult your teacher directly.

## **GRADUATION REQUIREMENTS – VSAA**

• English	(4 credits)
• Mathematics	(3 credits)
• Social Studies	(3 credits)
• Science	(3 credits)
• Fine Arts	(6 credits)
• Occ. Ed – MIA or Focus classes	(1 credit)
• PE (minimum 1 credit met through Dance)	(.5 credit)
• Health	(.5 credit)
• Electives	(3 credits)
<i>H.S. Core (1.5 of the elective credits)</i>	
• <u>Senior Project/PDP</u>	<u>(.5 credits)</u>
Total credits required	24.5 credits

## **INFORMATION RELEASE**

Certain information is defined by the federal Family Rights and Privacy Act as “directory information,” this law says that schools may release information about students unless the parent/guardian requests in writing that such information may not be released. Directory information includes: student name, address, phone number, date/place of birth, field of study. Participation in activities, dates of attendance, honors and awards received, previous school attended, photographs, video footage. The school will not release directory information for commercial purposes or purposes not related to conducting school business. Occasionally, photographs of students may be taken for use in news media or district publications. Parents should notify the school in writing if they do not want their student to appear in a photograph or on film.

## **OFF CAMPUS LUNCH PASSES**

Off campus passes are only issued to **11<sup>th</sup> and 12<sup>th</sup> grade students** who have obtained parent and advocate permission to leave campus during lunch. A pass may be obtained by filling out an off campus form which can be picked up in the main office. Off campus passes may only be used when leaving school during the assigned lunch period, not advocacy, before school or after school.

## **PARTICIPATION IN EXTRACURRICULAR PERFORMANCES**

In order for students to be eligible to participate in extracurricular performances they must:

- demonstrate successful academic performance in classes
- attend school for **at least 1/2 of the day** of a performance or event. A ½ day is described as being in attendance for two full curricular/arts minute periods (periods 1-6).

## **PERSONAL PROPERTY**

Students may need to bring personal property into the school. Some of this property may be valuable or delicate, making it difficult or costly to replace. This includes musical instruments that have been left overnight/weekends at school. The school will do everything it can to protect student's personal property; however the final responsibility to safeguard personal property rests with the owner.

Students will not be issued lockers. Therefore, the school cannot be held responsible for the security, damage or loss of personal property. Students who find lost items are to bring the articles to the main office so that the owner may claim them.

## **PERSONAL SAFETY GUIDELINES BACK/FORTH TO SCHOOL**

### **While you're walking remember:**

- 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.
- 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.
- If you think you are in any danger, yell, and run to the nearest store, Block Home or back to school.
- Avoid strangers who seem to be hanging around public rest rooms or school campus. Tell your teacher or another adult you trust about it.
- 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.
- Always stick to the same safe route in going to and coming from school, and never hitchhike—never!
- If you are approached inappropriately, be sure to report to an adult and/or call **911 immediately**.

## **PRE-AP and ADVANCED PLACEMENT CREDIT**

High school students seeking additional challenge may choose to take Pre-AP and AP courses in History, Composition, Literature, and Calculus.

## **REVIEW OF STUDENT MANAGEMENT**

The Vancouver School of Arts and Academics Student handbook is reviewed annually for revision or modifications to the building student management plan according to the Washington Revised Code (RCW.28A.400.110). As per policy, students, staff and parents representing all grade levels were asked to review, edit and give input. This year's student handbook reflects the past year's annual process.

## **SALES ON SCHOOL CAMPUS**

All projects that involve transfer of money such as fundraisers and class sales require prior approval from the school's administration.

## **SCHOOL CLOSURE INFORMATION**

Calls will be made to radio stations beginning at 6:00 a.m. if an emergency exists or as soon as a decision is reached. Parents do have the option to decide when their child should be kept home based upon hazardous conditions in their immediate area. These situations will be treated as excused absences. If no announcement is made — this means that schools are open as usual. Students and parents can sign up to receive an alert regarding schools. Please see the district website at <http://flashalert.net/news.html?id=393> for instructions.

Internet: [www.pdxinfo.net](http://www.pdxinfo.net)

School Closure info line: (360) 313-1401

## **SCHOOL CONCERNS**

VSAA requests that students and parents deal with concerns/complaints, appeals, etc. in the following manner:

1. If the situation involves a staff member, please contact that staff member first to discuss the issue.
2. If the situation is one where an advocate might be of assistance, contact the advocate.
3. If the parent of a student has not reached a satisfactory resolution to the problem, contact the Principal. The next step for appeal would be the chief, Secondary Education.
4. If appealing a suspension or expulsion, the Office of Student Welfare and Attendance should be contacted.

## **SCHOOL HOURS**

- 9:35 AM - 4:05 PM Monday - Friday
- Office hours: 8:15 AM - 4:30 PM -- Main Office number: (360) 313-4600
- 24 hour automated answering/activity information line: (360) 313-1472

## **SHOWCASES**

Students have the opportunity to showcase their works or enjoy professional performances during the showcases scheduled throughout the day. Showcases are part of the curriculum and students are required to attend.

## **SHOWING OF AFFECTION**

Student's behavior is to be that which could be accepted or shown to parents, teachers, or any group of adults. Violations will be dealt with as a discipline referral.

### **Permitted Behavior:**

- Hand holding
- Arm around waist while walking
- Peck on cheek or lips

### **Behavior Not Permitted:**

- Couples leaning on each other or sitting on each other's laps
- Long sprees of intermittent kissing
- Passionate embraces

## **SKATEBOARDS/ROLLER BLADES**

Skateboards and roller blades are not allowed on school property.

## **SPORTS**

Students who wish to participate in sports must request approval for a maximum of one sport season per school year. They need to apply for approval from the school Principal. If approved, they will need to arrange for an early release for the athletic season, and either make up the missed coursework to gain credit in the class, or receive a "No Credit" (NC) for the class. Students with early release still need to meet the overall VSAA graduation requirements.

## **STATE ASSESSMENTS**

All State Assessments grades 6, 7, 8, 10 and 11 are mandatory. Lack of participation will affect a student's ability to meet minimum graduation requirements as well as our school's profile as a school of distinction.

## **STUDENT ENTRANCE / EXIT TIMES AT VSAA**

Students should not be dropped off at school before 8:45 AM unless prior arrangements have been made. Also, students need to exit promptly after school if not participating in extended day programs or performance practice. Students should only be on campus during after school hours when supervised by an instructor. Once a student arrives at school they are considered truant if they leave school grounds and this will be dealt with as a discipline issue. If participating in an after school, evening performance/activity students must leave campus and return at the required time as there is no supervision in the interim.

## **VSAA TECHNOLOGY ACCESS AGREEMENT**

The VSAA computer system has been provided to support the educational programs of VSAA. The use of computers must be related to class work, projects/research under the guidance of an instructor. By logging into any computer, all students agree to abide by the Student Technology Ethics (P5126) as determined by the school district. Students using the VSAA computer system must first agree to, and comply with, the following guidelines:

- Conserve school resources: Agree to do your part to conserve paper, printer supplies and network file space. Delete all files from your network home directory that you no longer need. Ask the System Manager for help if you cannot print. Do not print duplicates.

- Computer use during class: During class time you must obtain a teacher's permission before using the computer, browsing the internet or sending email.
- Access to chat rooms is prohibited.
- No games at school: Computer games do not belong at school. Never use the school internet connections to download or forward games to others. Delete games that others send to you.
- Copyright law: Under no circumstances are you to install, store or email executable programs using the school's computers. This extends to all executable files, including those with: exe, zip, scr, com, bat, pif extension, etc.
- Vandalism: Attempts to modify or crash the school network, workstation or equipment will be treated as acts of vandalism.
- Respecting others: Never use VSAA computers to convey profanity, abusive language, derision, threats, racial or sexual innuendoes. Do not use someone else's school account and never allow others to use yours.

Any violation(s) of the above rules may result in loss of computer privileges and disciplinary action. Parents do have the option of signing an opt-out form for students they do not wish to use the school's internet.

Additionally, each student issued a district-provided iPad will be required to sign the VPS 1:1 Technology Responsible Use and Safety Agreement (See Appendix 2).

### **TRANSPORTATION**

- The Vancouver Public Schools provides bus transportation for in-district students. Each of the six district middle schools will serve as a "hub" site, transporting 6-12<sup>th</sup> graders from their neighborhood middle school to VSAA. Routes will return students to their neighborhoods much like the current intramural bus lines. Transportation is a service provided by the school district and not a right. The privilege of riding a bus may be revoked for reasonable cause by school administration with proper notification to parents. A student who misses the bus is expected to proceed to school as quickly as possible by other previously agreed upon means of transportation. Buses leave VSAA promptly at 4:13 PM daily and once they are in motion they are prohibited to stop. If you are riding home with another student you must obtain a "Bus Note" before school or during lunch from the main office (not after school).

### **VEHICLE REGISTRATION**

Any students wanting to park their vehicle on VSAA property must have their vehicle registered with the main office and have a parking permit issued. Registration forms may be obtained in the main office at any time during the year. Student are only permitted to park in the upper "student" parking lot.

### **VIDEO TAPING POLICY**

- Audio taping of performances will not be permitted.
- Flash photography will not be permitted. Flash photography temporarily blinds performers on stage causing a safety hazard, as well as disturbs other audience members.
- As a courtesy, VSAA offers student videographers to video all VSAA performances. A copy of a DVD is usually available at minimal cost.

### **VISITOR POLICY**

All visitors are required to register for a visitor pass at the main office upon arrival. Parents are encouraged to visit the school. We ask that parents prearrange the visitation with the desired instructors.

## **VSAA ART GALLERY GUIDELINES**

VSAA seeks to provide an educational environment where distractions to the learning process are minimized. This extends to the subject matter for artwork displayed in the VSAA Gallery, with a focus on its appropriateness for middle and high school-aged students. This perspective would exclude artwork that deals with the promotion of violence, weapons, gangs, explicit sex, drugs, alcohol, smoking and denigration of religions, discrimination, and the depiction of nudity.

We appreciate the liberty of all Americans to express personal opinions, including those of artists and of our youth. This needs to be balanced with the responsibility of ensuring appropriateness. For that reason, the VSAA administration is responsible for decisions regarding the appropriateness of subject matter for display in the VSAA Gallery.

## **YOUTH CONFIDENTIAL INFORMATION & SUPPORT SERVICES**

### **Crisis services:**

- Information/referral of Clark County 694-8899
- HELP Youth Line 1-800-621-1646
- Youth Suicide Prevention Information 1-800-626-8137
- Clark County Crisis Line 696-9560 or 1-800-626-8137
  
- Columbia River Mental Health 993-3000
- YWCA Hotline-Family Violence/Sexual Assault 695-0501
- Domestic Violence Hotline 695-0501
- Family Reconciliation Services 993-7903
- Multicultural Mental Health 993-3000

### **Support Groups:**

- Alanon/Alateen 693-5781
- Alcoholics Anonymous 694-3870
- Narcotics Anonymous 690-1144
- Teen Parent Support Group 694-7453
- Gala of Clark County (Gay and Lesbian support groups) 992-2328
- Intercultural Affairs & Civil rights-YWCA of Clark Co. 906-7094



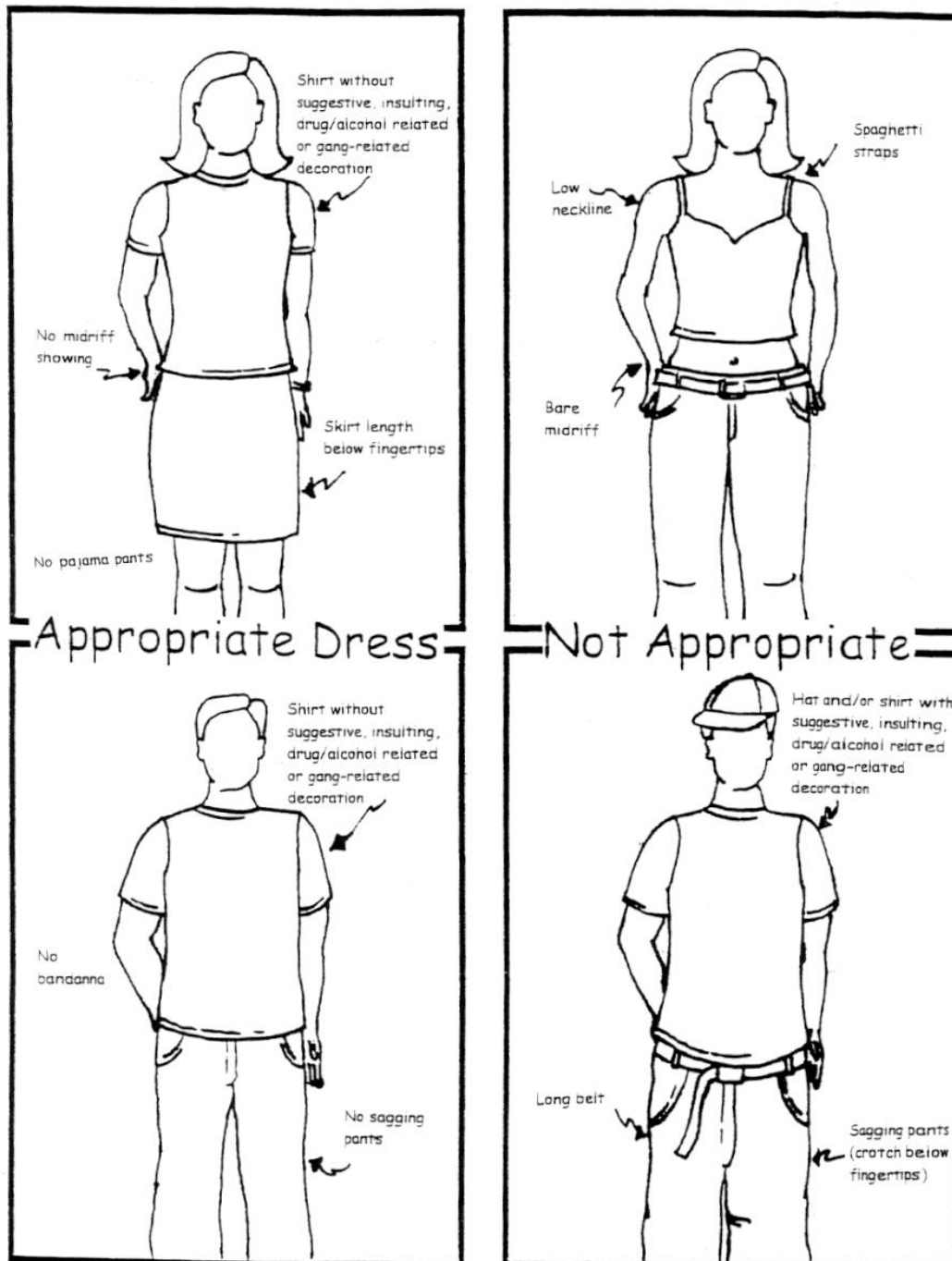
# APPENDIX 1: DRESS AND APPEARANCE DIAGRAM

Modest and appropriate dress is an expectation at VSAA just as it is in a place of business. Inappropriate dress or appearance which causes a disruption of the education process, or presents health/safety problems, is not permitted.

Apparel and accessories depicting, representing, 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 (per VPD Gang Task Force guidelines), and sexual suggestiveness.

Also **not** allowed in the building: hats, hoods (except outside on cold days), or any other head gear (e.g., sunglasses), chains, long belts or bandanas (**any color**) or bandana print clothing; pajamas (including non-soled slippers); sagging pants; bare midriffs; short shorts/skirts (must be below fingertips). Shirts with bare shoulders (from neck to tip of shoulder); halter tops; low necklines/armholes. **Shoes** are to be worn at all times. **Undergarments should never be visible.**

When in doubt if an item is OK for school, ask an administrator. Students inappropriately dressed will be asked to change or call home for a change of clothes. Repeat offenders will be subject to the steps of progressive discipline (e.g. phone calls home, detentions, and suspension).



## **APPENDIX 2: VPS 1:1 TECHNOLOGY RESPONSIBLE USE AND SAFETY AGREEMENT**

**PURPOSE:** Vancouver Public Schools (VPS) may provide and assign students an iPad or laptop computer for use at school and at home as a means to promote achievement and provide flexible learning opportunities. This agreement provides guidelines and information about expectations for students and families who are being issued these one-to-one (1:1) devices. In addition to this agreement, the use of district-provided technology also requires students to abide by the VPS Technology Use Guidelines as stated in the Student Code of Conduct. Additional rules may be added as necessary and will become a part of this agreement.

Our expectation is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure and in good working order. This agreement includes the following specific responsibilities and restrictions.

### **RESPONSIBILITIES - The student will:**

1. Charge their 1:1 device at home nightly, bringing it to school each day with a full charge.
2. Communicate Responsibly! Electronic communication should be conducted in a polite manner, using appropriate language and avoiding profanity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using district owned or personally owned technology, should be reported to responsible school personnel!
3. Back up important data files regularly. VPS may update and maintain 1:1 devices by periodically imaging them. Students will be notified of this maintenance in advance when possible, however all student files should be saved to on-line storage space regularly to insure data is not lost when maintenance is required. Ask for assistance if you do not know how to back-up files.
4. Use technology for school-related purposes during the school day. Use for commercial or political purposes is prohibited.
5. Follow copyright laws and fair use guidelines and only download/save music, video or other content that are related to specific assignments. District technology is not provided to house personal music or video libraries
6. Make the 1:1 device available for inspection by any administrator or teacher upon request. All electronic communication, activities and files accessed on district technology are not private and may be viewed, monitored or archived by the district at any time.

### **RESTRICTIONS - The student will not:**

1. Mark, deface, or place stickers on the iPad, laptop, or district-issued cases.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means.
3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings, or network configurations. All student 1:1 computing devices are configured so that Internet content is filtered both at school and when on any other network.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download or install any unauthorized programs, files, or games from the Internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
7. Download and/or install multimedia content (music, movies, etc.) that is not related to the research or completion of assignments.
8. Use a district-created iTunes account to access apps or other content on personally owned devices.
9. Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
10. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, 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 by staff and the school media center.

Despite these restrictions, students sometimes choose to tamper with the security and software settings on their devices in order to get around various restrictions. In addition to the workload placed on district staff to restore these devices, this misbehavior directly impacts student learning, as students who tamper with their devices are often unable to do assigned classwork both in the classroom and at home. As a result, **a \$5.00 fee will be assessed to a student who has willfully tampered with the security settings or restrictions on any 1:1 device per incident.**

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided 1:1 technology. In order to keep iPads and laptops secure and damage free, please do not loan your 1:1 device or charger and cords to anyone else, leave the 1:1 device in a vehicle or leave it unattended at any time, or eat/drink while using the 1:1 device.

VPS is not responsible for any loss resulting from use of district-issued technology and makes no guarantees that the technology or the district network systems that support student use will be available at all times. By signing this agreement you agree to abide by the conditions listed above and assume responsibility for the care and proper use of VPS district-issued technology. You understand that should you fail to honor all the terms of this agreement, access to 1:1 technology, the Internet, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the VPS Student Code of Conduct.

**As the parent/guardian**, my signature indicates I have read and understand this Responsible Use and Safety Agreement, including the \$5.00 tampering fee, and give my permission for my child to have access to and use district-issued technology.

**Parent/Guardian –**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**As the student**, my signature indicates I have read or had explained to me and understand this Required Use and Safety Agreement, including the \$5.00 tampering fee, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

**Student –**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_