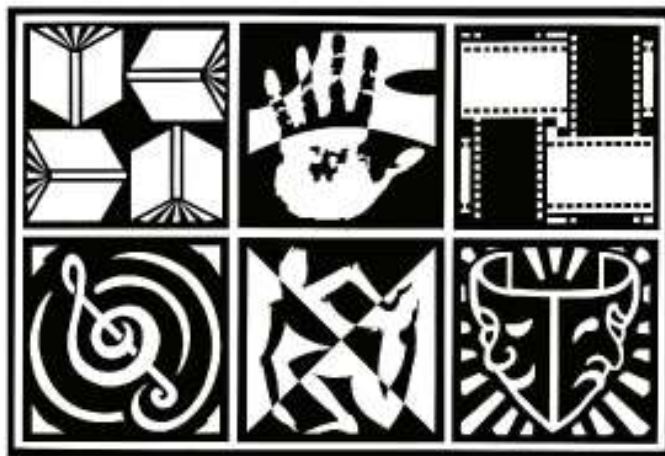


VSAFA

VANCOUVER
PUBLIC SCHOOLS
VPS

Vancouver School of Arts and Academics



2023-24 Student Handbook

Mission Statement

The 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
3101 Main Street
Vancouver, WA 98663

Administrators:
Lori Rotherham, Principal
Jennifer Hockhalter, Associate Principal
Zach Tautfest, 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 procedures for administering discipline within each school. These policies and procedures are developed with participation from 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 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

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, Steve Vance, 360-313-1000, stephen.vance@vansd.org; or by mail to Vancouver Public Schools, PO Box 8937, Vancouver, Washington, 98668-8937.

TABLE OF CONTENTS

SECTION 1

School Profile	3	Gender Inclusive Schools	14
Philosophy of VSAA	3	HIB	14-15
VSAA Mission Statement	3	Homework, Grading, Pr. Rep.	15
Guiding Principles	4	Information Release	15
Staff	5	Off-Campus Lunch Pass	15
Faculty	5	Participation in Extracurric.	15
Bell Schedule	6	Personal Property	15-16

SECTION 2

Student Rules and Information

Advocacy (Overview)	7	Personal Safety Guidelines	16
Attendance	7-8	Review of Student Mgmt.	16
Attendance Probation	8	Sales on School Campus	16
Cell Phones	8	School Closure Information	16
Closed Campus	8-9	School Concerns	17
Clubs and Organizations	9	School Hours	17
Communication	9	Sexual Harassment	17
Core Values	10	Showcases	17
Dance Expectations (HS)	10-11	Showing of Affection	17
Discipline Plan	11	Skateboards/Roller Blades	17
Dress and Appearance	12	Socials (MS Dances)	17
Emergency Procedures	12-13	Sports	17
Fees	13	Student Entrance/Exit Times	17
Field Trips	13	Student Services	18
Food and Drink	13	Technology Access Agreement	19
Freedom of Expression	14	Transportation	19
Fundamental Questions	14	Videotaping Policy	19
		Visitor Policy	19
		VSAA Art Gallery Guidelines	19-20
		What To Do If...(FAQ)	20-21
		Youth Confidential Services	21

VSAA's Student Handbook

Profile

The Vancouver School of Arts and Academics is a school of choice where the arts are immersed in academic study. Almost eight 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

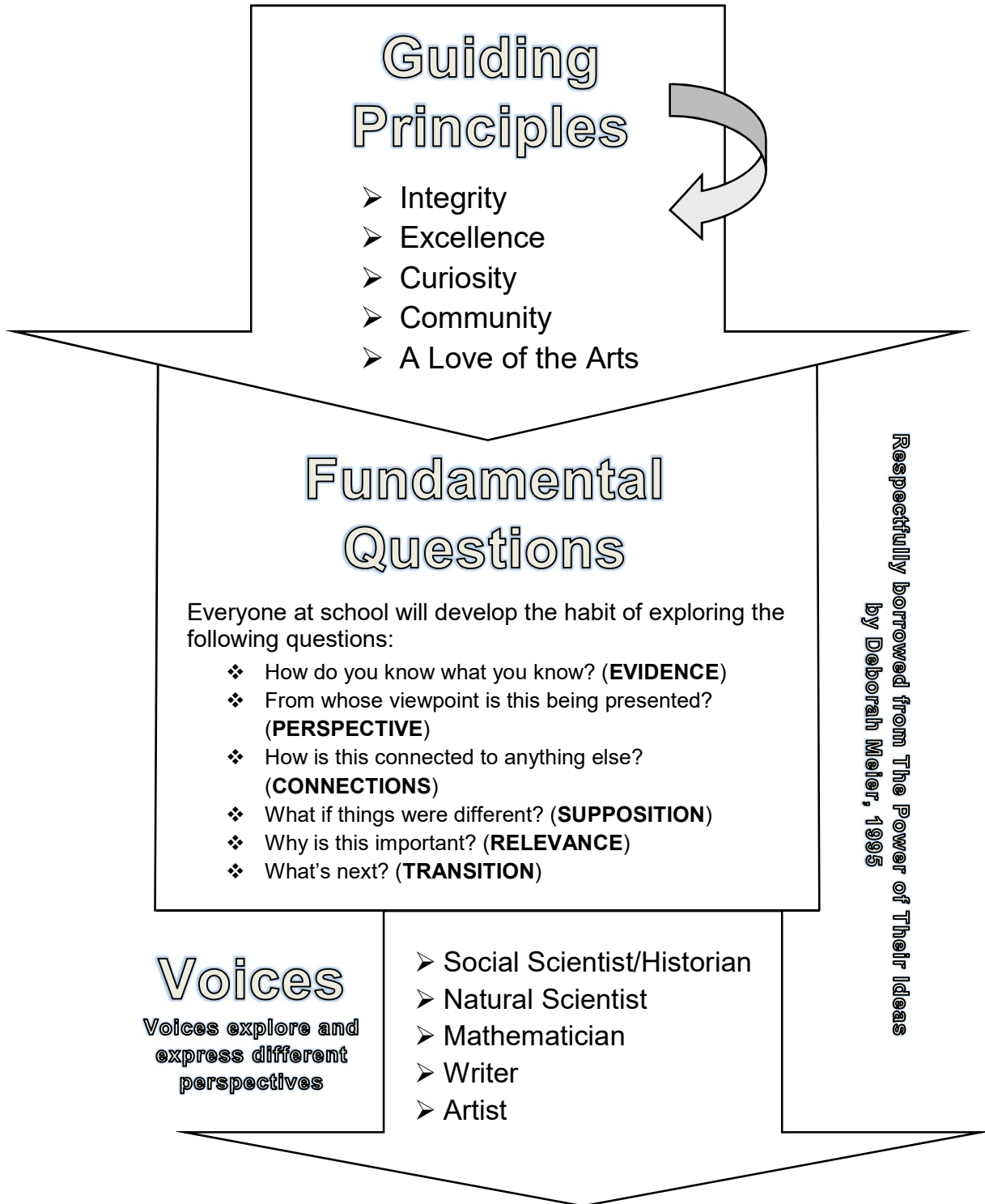
Our philosophy of learning grows out of a commitment to specific principles, which guide us in how we learn. Students and staff alike come to the school knowing that the people here teach and learn with artistic and academic integrity. Within the framework of our guiding principles, we constantly ask 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



Guiding Principles

- Integrity
- Excellence
- Curiosity
- Community
- A Love of the Arts

Fundamental Questions

Everyone at school will develop the habit of exploring the following questions:

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

Voices

Voices explore and express different perspectives

- Social Scientist/Historian
- Natural Scientist
- Mathematician
- Writer
- Artist

*Respectfully borrowed from The Power of Their Ideas
by Deborah Meier, 1995*

STAFF

ADMINISTRATION

Lori Rotherham <i>Principal</i>	Jennifer Hockhalter <i>Associate Principal</i>	Zach Tautfest <i>Associate Principal</i>
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COUNSELING STAFF

Renee Foran <i>Counselor (10-12th Grade)</i>	Jeff Causey <i>Counselor (8-9th Grade)</i>	Lisa Madar <i>Counselor (6-7th Grade)</i>
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SUPPORT STAFF

Annie Blair <i>Head Secretary</i>	Jen Fletcher <i>Business Clerk</i>	Donna Sillars <i>Building Operator</i>
Malissa Sharp <i>Attendance Clerk</i>	Kali Howell <i>Registrar</i>	Nick Conner <i>Swing Lead Custodian</i>
Angelique Sanders <i>Technical Support Specialist</i>	Anna Brisbois <i>Nurse</i>	Charles Swarts <i>Theatre Manager</i>
Danelle Schaff <i>Volunteer Coordinator</i>	Margeen Lake-Brendgard <i>Media Center Clerk</i>	Katie Martin <i>Paraeducator</i>
Julie Eichler <i>Psychologist</i>	Thurston Schaff <i>Paraeducator</i>	Carla Soha <i>Security</i>

FACULTY

Jody Adams	Judy Goff	Victor Riley
Angela Avery	Abby Harris	Carmen Risken
Enid Axtell	Kelsey Hudson	Colette Rood
Matt Brands	Lynn Ingraham	Jackie Sacks
Luke Brockman	Leslie Jessen	Andy Saxton
Melissa Buchanan	Kristen Layton	Jacob Siberon
Geoff Busch	Katie Linson	Charles Swarts
Michael Carr	Sheyla Mattos	Jeri Swatosh
Morgan Deklyen	Tiffany Morrissey	Angela Taylor
Juliet Dowsett	Jodi Nevins	Joel Thoreson
Andrew Duke	Tim O'Boyle	Angela Vasholtz-Andersen
Erin Engebretth	Seth Olson	Salena Walker
Rachel Fouts-Carrico	Angel Pantoja	Ken Winkley
Christopher Frye	Rebecca Paterson	Crystal Zeller

(Staff email addresses are first name.last_name@vansd.org)

VSAA Bell Schedule

Monday (A/B) <i>1 hr. Early Release</i>	Tuesday (B)	Wednesday (A)	Thursday (B)	Friday (A)
Period 1 9:20 – 9:55 AM	Period 2 9:20 – 10:40 AM	Period 1 9:20 – 10:40 AM	Period 2 9:20 – 10:40 AM	Period 1 9:20 – 10:40 AM
Period 2 10:00 – 10:30 AM				
Period 3 10:35 – 11:05 AM	Period 4 10:45 – 12:00 PM	Period 3 10:45 – 12:00 PM	Period 4 10:45 – 12:00 PM	Period 3 10:45 – 12:00 PM
Early Lunch 11:10 – 11:40 AM Period 4 (late) 11:45 – 12:20 PM				
Period 4 (early) 11:10 – 11:45 AM Late Lunch 11:55 – 12:25 PM	Advocacy A / 1st Lunch 12:05 – 12:35 PM	Enrichment A / 1st Lunch 12:05 – 12:35 PM	Enrichment A / 1st Lunch 12:05 – 12:35 PM	Advocacy A / 1st Lunch 12:05 – 12:35 PM
	Advocacy B / 2nd Lunch 12:40 – 1:10 PM	Enrichment B / 2nd Lunch 12:40 – 1:10 PM	Enrichment B / 2nd Lunch 12:40 – 1:10 PM	Advocacy B / 2nd Lunch 12:40 – 1:10 PM
Period 5 12:30 – 1:00 PM	Period 6 1:15 – 2:30 PM	Period 5 1:15 – 2:30 PM	Period 6 1:15 – 2:30 PM	Period 5 1:15 – 2:30 PM
Period 6 1:05 – 1:35 PM				
Period 7 1:40 – 2:10 PM	Period 8 2:35 – 3:50 PM	Period 7 2:35 – 3:50 PM	Period 8 2:35 – 3:50 PM	Period 7 2:35 – 3:50 PM
Period 8 2:15 – 2:50 PM				

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 (3122P)

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:

- Physical health or mental health symptoms, 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.
- 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
- 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.

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

- Call the main office line at 313-4600; or
- Send an e-mail to vsaa.attendance@vansd.org; or
- Enter the absence into Synergy Family Access; or
- Send a written note to the attendance office

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

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

Truancy

Children between the ages of 8 and 18 years of age are required to attend school. Truancy is when a student is not in school and the absence is unexcused.

- After three (3) unexcused absences in one month, state law (RCW 28A.225.020) requires that we contact parent to identify barriers and supports available to ensure regular attendance.
- After five (5) unexcused absences, school officials will enter into an attendance agreement and plan with the student and parent.

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

Tardy Policy

A student is tardy when they enter the classroom after the tardy bell and within the first fifteen (15) minutes of class time. It is considered an unexcused absence if the student is more than fifteen (15) late to class and will be marked with the code of “V” in the attendance. Teachers will address the first four tardies before referring to administration.

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 truancy, 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 main 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
- Z = Attended online

ATTENDANCE PROBATION

Chronic attendance issues (excessive unexcused absences and/or tardies) will be treated as discipline issues, and students will be placed on attendance probation. This action will occur following appropriate interventions and conferences with parents/guardians. Under the terms of attendance probation, the student’s enrollment status at Vancouver School of Arts and Academics may be revoked if the student continues to miss classes or school without permission.

NOTE: Beginning in the 2023-2024 school year, students with chronic attendance issues will be unable to attend field trips, extracurricular events, and clubs.

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** (per VSAA Cell Phone Policy). Cell phones should not be a disruption at any time.

CLOSED CAMPUS (3242P)

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**.

Any student who leaves the school campus unauthorized shall be considered truant and shall be subject to discipline, suspension, or expulsion.

A student may be permitted to leave the campus during the regular hours of the school day only under the following conditions:

- The student has the prior written authorization of their parent or, for 9th through 12th grade students, oral permission; and

- The student has the prior approval of the principal or designee.

A legally emancipated student may be permitted to leave the campus during the regular hours of the school day provided there is valid reason and they have the prior approval of the principal or designee.

CLUBS AND ORGANIZATIONS

Student Government (ASB) 3510P

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.

2023-2024 VSAA Associated Student Body Officers

HS Facilitator – McKelvey Brewer	MS Facilitator – Lucas Hadley
Recorder – Ivy Isch	Treasurer – Silas Ulrich

Appointed Positions

HS Buddy Chairs – Audrey Ahrens and Stephanie Weeks
 MS Buddy Chair – Payton Dowden
 Parliamentarian – Gabby Rosenberg
 Publicity Chair – Connor Lebeau
 School Board Representative – Ahlem Hammond

Clubs

Literary Magazine (Wordsworth)	Fine Arts/Photo Club (Studio/Gallery)
Yearbook (Ars Longa)	National Honor Society
Mathletes	Moving Image Arts Club (Video Yearbook)
Extended Day Dance Ensemble (EDDE)	Recording Production Club
MS Children’s Theater Company (CTC)	Philosophy Club
Newspaper (Vita Brevis)	Tri-M National Music Honor Society
American Red Cross	Skills USA
Arts Marketing	Thespian Society

COMMUNICATION

- Our website is <http://arts.vansd.org/>
- A parent newsletter is sent out electronically on a weekly basis.
- A weekly calendar (bulletin) is shared in advocacy each Monday and is available on our webpage.
- 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.
- Family/Student Access is available through the Main Office.

CORE VALUES



ARTS

I will demonstrate my interest and commitment to all the arts.
I will willingly learn and explore all art forms.

COLLABORATION

I will maintain a positive attitude when working with others.
I will communicate respectfully, verbally, nonverbally, and in writing to all community members.

INTEGRITY

I will grow as a student, an artist, and a leader.
I will take academic and artistic risks by trying new things.
I will openly and willingly explore and learn in all of my classes.
I will self-advocate in a positive and productive way.
I will use technology appropriately to enhance my learning.

COMMUNITY

I will seek first to understand others, then to be understood.
I will be respectful of others.
I will be respectful of our school property and community spaces.
I will attend and engage positively in school-wide activities (i.e. showcases, theme experiences, performances)
I will be accepting of differing points of view.

DANCE EXPECTATIONS (HS DANCES)

Dances are for High School students only:

- Students must arrive no later than 1 hour after the event has begun.
- Appropriate behavior is expected of all students. Vulgar and sexually suggestive behavior will not be tolerated.
- For dance admission, everyone must have a picture ID. Current school ID, passport, or driver's license will be the only forms of ID accepted.
- No re-entry to the dance is permitted once a student leaves.

- Students who bring a guest (limit 1) to a school dance are required to have the appropriate dance pass completed and signed BEFORE purchasing tickets. Guests cannot be middle school students nor 21 years of age or older.
- Students may NOT bring a guest that is a middle school student. For the purpose of consideration for entrance into a high school dance, VSAA and Vancouver iTech Preparatory students in grades 6 through 8 are considered middle school students.
- 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. Students asked to leave will not be permitted to any remaining dances for the school year.
- At the conclusion of the dance, students must leave the premises immediately.

DISCIPLINE PLAN (3241P)

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
- leaving campus without permission
- fighting, assault, intimidation
- sexual or malicious harassment, threatening behavior

Interventions:

The district has identified the following examples of supports and interventions that staff may use:

Examples of Classroom Interventions Prior to Exclusion

- Specific Praise
- Ongoing teaching/re-teaching of behavioral expectations
- Visual break schedule
- Visuals for expectations
- Prompt entire class about expectations
- Give verbal and/or visual warning about expectation
- Provide choices
- Re-teaching behavior expectations
- Behavior support plan
- Behavioral progress monitoring record
- Move seat

Examples of Building Interventions Prior to Exclusion

- School-wide behavior expectations that are taught and retaught
- Building-wide lessons taught to the expectations
- Re-teaching expectation
- Positive behavior intervention strategies
- Give verbal and/or visual warning about expectations
- Meet with prevention / intervention specialist
- Work with an advocate or counselor
- Check in/check out process
- Behavior plan
- Anger management skills
- Alter passing time to limit time in hallways with other students

Staff members may choose to use the interventions above, but are not restricted to the above list and may use any “other forms of discipline” compliant with WAC 392-400-025(9).

Behavioral Consequences:

Some examples of behavioral consequences include (but are not limited to):

Parent contact, Detention, Suspension, Revocation of boundary exception, Re-Entry/Behavior Agreement, Expulsion

DRESS AND APPEARANCE (3224P)

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:

1. 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;
2. Create a health or other hazard to the student's safety or to the safety of others;
3. 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
4. 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

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. Will prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

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 disciplinary action. 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 corrective action may be taken.

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.

EMERGENCY PROCEDURES (3432P)

I. Drills

Each school in the district will conduct at least one safety-related drill per month, including summer months when school is in session with students. These drills will teach students the following three (3) basic functional drill responses:

- Shelter-in-Place. Students will receive instruction so that in the case of a hazardous vapor release that doesn't allow time to evacuate the campus, they will be able to remain inside, and take the steps necessary to eliminate or minimize the health and safety hazard.
- Lockdowns. Students will receive instruction so that in the event of the breach of security of a school building or campus; staff, students and visitors will be able to take positions in secure enclosures.
- Evacuations. Students will receive instruction so that in the event the school or district needs to be evacuated due to threats, such as fires, oil train spills, or tsunamis, they will be able to leave the building in the shortest time possible and take the safest route possible to another school or facility.

II. Earthquakes

The board recognizes the importance of protecting staff, students and facilities in the event of an earthquake. Facilities will be designed and maintained in a manner that recognizes the potential danger from such an occurrence. Likewise, staff must be prepared to take necessary action to protect students and staff from harm.

III. Bomb Threats

The superintendent or designee will establish procedures for action in the event that any threat is received toward the school by telephone, letter, orally or by other means.

IV. Emergency School Closure or Evacuation

When weather conditions or other circumstances make it unsafe to operate schools the superintendent or designee is directed to determine whether schools should start late, closed for the day or provide transportation only on emergency routes. Those decisions will be communicated through community media resources pursuant to a plan developed by the superintendent or designee.

V. Pandemic/Epidemic

The board recognizes that a pandemic outbreak is a serious threat that could affect students, staff and the community. The superintendent or a designee will serve as a liaison between the school district and local health officials. The district liaison, in consultation with local health officials, will ensure that a pandemic/epidemic plan exists in the district and establish procedures to provide for staff and student safety during such an emergency.

The above safety-related drills will incorporate the following:

- These safety-related drills may also incorporate an earthquake drill using the state-approved earthquake safety technique “drop, cover, and hold.”
- Use of the school mapping information system in at least one of the drills; and
- The superintendent is directed to develop emergency evacuation procedures for each building.
- When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff will be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

The superintendent or designee will establish procedures for the emergency closure of a building.

FEES

Arts Programs	\$70	ASB Card HS	\$35
Yearbook	\$50	ASB Card MS	\$10

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. Additionally, 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.

NOTE: Field trips are a privilege. If a student has chronic attendance issues (excessive absences/tardies), then the student will be unable to attend field trips.

FOOD AND DRINK

All eating and drinking at VSAA must adhere to the following guidelines:

- Appropriate areas to consume food and drink are in the Cafeteria or Flex space, outside in the courtyard or field, or in a classroom under the supervision of the teacher.
- There is to be no student consumption of food or drink in the Durst Theatre and any gallery space.
- No food or drink are allowed near computers or technological equipment.
- Students are not permitted to parking lots, sculpture or Shumway Park during lunch.
- No deliveries will be allowed from a food delivery service during the school day.

FREEDOM OF EXPRESSION (3220P)

The free expression of student opinion is an important part of education in a democratic society. The district encourages students' verbal and written expressions of opinion on school premises so long as they do not substantially disrupt the operation of the school or otherwise violate this policy. Students are expressly prohibited from the use of vulgar and/or offensive terms in classroom or assembly settings.

Detailed information on Definitions, Guidelines for Verbal and Written Expression, Student Publications, Distribution of Materials can be found in VPS Policies and Procedures (3220/3220P)

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?*

GENDER INCLUSIVE SCHOOLS (3211P)

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression or gender identity. To that end, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community. Implementation of the policy will occur in conjunction with training of staff and volunteers. Specific training requirements, and the name and contact information for the compliance officer are included in the accompanying procedure. The compliance officer will ensure proper policy implementation, receive all formal and informal complaints, and participate in at least one mandatory training opportunity offered by the Office of the Superintendent of Public Instruction (OSPI). The district will inform staff and students of the compliance officer contact information.

This policy and its procedure will support that effort by facilitating district compliance with local, state, and federal laws concerning harassment, intimidation, bullying, and discrimination.

Detailed information on Key Definitions/Terms, Official Records, Confidential Health/Education Information (FERPA), Communication and Use of Names and Pronouns, Restroom/Locker Room Accessibility, Sports and Physical Education Classes, Dress Codes, Discrimination and Harassment can be found in VPS Policies and Regulations 3211/3211P.

HARRASSMENT, INTIMIDATION and BULLYING (3207P)

Vancouver Public Schools strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

Detailed information on Definitions, Prevention, Intervention, Filing a Report can be found in VPS Policies and Regulations 3207/3207P.

HOMework, GRADING AND PROGRESS REPORTS (2420P)

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. For more frequent grade updates use student/parent access or consult your teacher directly.

School staff will assign homework outside of the school day which is meaningful, motivating, engaging and consistent with the guidelines provided in the district's procedure.

The district will issue grades and written or electronic progress reports, and provide opportunities for parent conferences to serve as a basis for continuous evaluation of the student's performance and to help in determining changes needed to effect improvement. These written and verbal reports will be designed to provide information that will be helpful to the student, teacher, counselor and parent.

A student's grade report may be withheld until such time the student pays for any school property that has been lost or willfully damaged. Upon payment for damages...the grade report will be released. The student or his/her parents may appeal to the superintendent and board of directors the imposition of a charge for damages.

INFORMATION RELEASE (3231P)

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 PASS

Only Juniors and Seniors (11th and 12th graders) can obtain an off-campus pass for the purpose of leaving campus to eat lunch. These passes can be obtained in the main office or during Schedule pick-up in August. These passes require written parent/guardian approval. Students who are truant or consistently late getting back from lunch will be subject to disciplinary action and/or have their off-campus pass revoked.

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)
- get prior approval from administration

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.
- 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 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.
- If you are approached inappropriately, be sure to report to an adult and/or call **911 immediately**.

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.

Philosophy: All VSAA community members will work cooperatively to create a positive, safe, and supportive learning environment. Students are expected to operate within established classroom rules as well as within the rules and procedures of Vancouver Public Schools.

Responsibility of Staff: The VSAA staff will work in partnership with all stakeholders to ensure consistent enforcement and support of the student management system.

Responsibility of Parents/Guardians: The parents of VSAA students will work in cooperation with the school to reinforce efforts to change inappropriate behavior.

Responsibility of Students: The students will work to maintain and build upon VSAA's positive learning environment focused on the arts, integrity, community and collaboration.

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 (3432P)

A system has been devised to announce to our Vancouver District patrons, teachers and students any emergency closure of schools.

Radio stations will be notified beginning at 6 a.m. if an emergency occurs during the night; otherwise as soon as a decision is reached. Schools will be open unless a decision to the contrary is announced. No word means schools are open as usual.

Any variations from these procedures should be cleared through the office of the superintendent or his/her designee. 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.

Please see the district website at <http://flashalert.net/news.html?id=393> for instructions.

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 of Secondary Education.
4. If appealing a suspension or expulsion, contact the Office of Student Welfare and Attendance.

SCHOOL HOURS

- 9:30 - 4:00 PM Monday - Friday
- Office hours: 8:15 AM - 4:30 PM - Main Office Number: (360) 313-4600

SEXUAL HARRASSMENT (3205P)

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere

Detailed information on Definitions, Investigation and Response, Retaliation and False Allegations, Staff Responsibilities, Notice and Training, Confidentiality, Complaint Process, Mediation can be found in VPS Policies and Procedures (3205/3205P)

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.

SKATEBOARDS/ROLLER BLADES

Skateboards and roller blades are not allowed on school property. Please store in main office if brought to school.

SOCIALS (MS DANCES)

VSAA Middle School Socials are open to VSAA students only. These events run from 4:15 - 6:00 PM. Students who need to come late or leave early must prearrange this with a note in the main office.

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. Students with early release still need to meet the VSAA graduation requirements.

STUDENT ENTRANCE / EXIT AT VSAA

- Student entry is at 9 am daily
- Students need to exit promptly after school if not participating in extended school day program, club, or working with a teacher during office hours.
- Students should only be on campus 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.

STUDENT SERVICES AT VSAA

Main Office:

(360-313-4600) The Main Office is opened at 8:15 am and closes at 4:30 pm daily. All visitors must report to the main office to check in.

Business Office:

(360-313-4603) The Business Office is the point of contact for paying fees and fines. Students can purchase an ASB card, pay for arts fees, purchase tickets, inquire about online payments, etc. The Business Office is open Monday-Thursday from 8:15 am – 4:15 pm & Friday from 8:15 am – 3:15 pm.

School Counselors:

Contact Renee Foran, Jeff Causey or Lisa Madar for support services that include:

- Course planning and scheduling
- Conference facilitation among students, teachers, and parents as requested
- Student support – classes, grades, relationships, safety, emotions, skills or managing life
- Information about graduation, college entrance requirements, credit recovery and other educational opportunities
- Post-secondary planning, including use of Xello (app on website)
- Crisis counseling
- Referral to community agencies and other service providers as appropriate

Career Guidance:

Contact Rachel Fouts-Carrico for support services that include:

- Career exploration and research
- Post-Secondary planning
- Scholarship information
- Financial Aid information

Health Room:

Located by the Main Office. The school nurse is in the building on a scheduled basis. First aid treatment and scheduled mediation administration may be obtained from the Main Office staff when the nurse is not on campus.

Library:

Students are welcome in the library on their own before school, during lunch and after school. Passes are required for students to be in the library for any reason during class hours unless students are with their classroom teacher.

- **Hours**
 - Monday-Tuesday 9:15-4:30
 - Wednesday 9:30-4:30
 - Thursday-Friday 9:15-4:30
- **Circulation Policies and Procedures**
 - Books: Students may check out up to 3 books at a time as long as they don't have anything overdue on their library account.
 - Length of Check Out: The check-out period is two (2) weeks. The due date is stamped on a slip at the front of each book. Books may be renewed if the title hasn't been requested by another student.
 - Student ID Number: Students should know their ID number in order to check out books in the library. They are not required to have their ID card with them at the time of check out, however.

Lost & Found:

Any items that are found are placed in the cafeteria (valuables such as keys, small electronics, wallets, glasses are located in the Main Office or Gallery Office). Check periodically for your lost items, as they may not be turned in immediately. Articles not claimed throughout the school year will be donated to local charitable organizations.

VSAA TECHNOLOGY ACCESS AGREEMENT

The VSAA technology system has been provided to support the educational programs of VSAA. The use of technology must be related to class work, projects/research under the guidance of an instructor. By logging into any computer/laptop, all students agree to abide by the Responsible Use Policy as determined by the school district. Students using the VSAA technology system must agree to, and comply with, the following:

- Conserve school resources: Agree to do your part to conserve paper, printer supplies and network file space. Delete all files that you no longer need. Ask 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, crash, or bypass 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 your device.

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.

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 6-12th graders from their neighborhood middle school to VSAA. Routes will return students to their neighborhoods. Transportation is a service provided by the school district and not a right; this privilege 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).

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 disturbing other audience members.

VISITOR POLICY

All visitors are required to register for a visitor pass at the main office upon arrival. Parents/guardians are encouraged to visit the school. We ask that parents/guardians 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.

WHAT TO DO IF...(Frequently Asked Questions)

I become ill during the day?

If you are in class, tell your teacher and report to the main office to go to the health room. If you are at lunch, talk to an adult on duty. If you are in between classes, go directly to the main office.

I need a free city bus pass?

Stop by the Business Office for a copy of the "Youth Opportunity Pass" from C-TRAN. Once that is filled out, then you will get a sticker for your student ID.

I need to take medication during the day?

Your parent/guardian must fill out the required paperwork. Once approved, you will receive directions on how to take your medication during the day in the main office.

I am absent?

Have your parent/guardian report it in Synergy Family Access OR call/email the Attendance Office to get your absence excused.

I have an issue with my laptop?

Please email Angelique.Sanders@vansd.org and let her know what issues you are having (sometimes she can fix it remotely!). You can also stop by the Media Center.

I am late to school?

Have your parent/guardian contact the main office or bring in a note when you arrive. Report directly to the Attendance Office to check in.

I have a concern or witness a problem during the school day?

Your classroom teachers, counselors, administrators and office staff are here to help all students. Options include:

- Speak with your teacher and ask for assistance. If they cannot help you, they will relay the concern to the appropriate person.
- Go directly to your counselor.
- If the problem is urgent/emergency, then go directly to the main office and someone will help you immediately.

I have an appointment during the school day?

Have your parent/guardian contact the main office or bring in a note (excuse and reason) at the start of the school day to the Attendance Office. You will then get a dismissal slip, when it is time to leave, show the note to your teacher and wait in the main office. Parents/guardians must sign you out in the main office.

I need supplies during the school day?

If you need personal care items or school supplies, please see your counselor or go to the Main Office.

I forgot my schedule or cannot find my class?

Stop by the Main Office. Check your Synergy account. See your counselor. Ask a teacher/advocate.

I ride my bike to school, where can I lock it up?

You can lock your bike in the courtyard (bike rack). You will need to provide your own lock.

I need information on the process of changing to my preferred name?

We are here to help assist you in this process. Please see your counselor to get started.

I want to ride the bus home with a friend?

Bring a note from your parent/guardian asking that you be allowed to ride your friend's bus (include date and parent/guardian signature). The note must be taken to the main office before school or during your lunch to be issued a BUS SLIP. You will not be allowed on the bus without this BUS SLIP.

I have a conflict with a peer or need support talking to a teacher?

Your classroom teachers, counselor, administrators and office staff are here to help all students. Please see your counselor for assistance with a peer conflict.

I need help on an assignment?

First, ask your teacher for assistance. There are also ways to get support here at VSAA which include enrichment, teacher office hours, and NHS tutoring. If you are still having challenges, please see your counselor.

I am looking for an Early Release form or Off-Campus form (or any other form)?

Please go directly to the main office for assistance. We are in the process of moving forms to an online directory.

I want to invite my friend from another high school to the upcoming dance...where do I get a Guest Pass?

These will be available in the Business Office when tickets for dances go on sale (2 weeks prior to the dance).

I need to order a transcript or change my phone number/address?

Please see the registrar, Kali Howell, for assistance.

I have a different question...who do I contact?

Always ask! Stop by the Main Office. See your counselor. Ask a staff member. We are here to help!

YOUTH CONFIDENTIAL INFORMATION & SUPPORT SERVICES

- Clark County Crisis Line 988; <https://988lifeline.org/> (24 hours a day/7 days a week)
- Clark County Teen Talk (call) 360-397-2428/(text) 360-984-0936
- National Suicide Prevention Lifeline 1-800-273-8255 (24 hours a day/7 days a week)
- Southwest Washington Crisis Line 1-800-626-8137 or TTY 866-835-2755
- The Trevor Project 1-866-488-7386
- Crisis Text Line Text HOME to 741741