

Fort Vancouver High School Center for International Studies
5700 East 18th Street
Vancouver, WA 98661
360-313-4000

Name _____

Message from the Vancouver School Board

To promote a safe, nurturing and beneficial learning environment for each of our students, and to maintain order and discipline in the classrooms, playgrounds, hallways, school buses, and school-sponsored activities off campus, the Vancouver Board of Directors, adopts policies and regulations for administering discipline within each school. These policies and regulations are designed to involve the 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 Vancouver Public Schools

Excellence in Education

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

Notice of Nondiscrimination

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

Vision and Mission of Fort Vancouver High School
Center for International Studies

Vision: Fort Vancouver High School Center for International Studies graduates are globally-aware and engaged citizens who are college-, career-, and life-ready.

Mission: We are leaders who value diversity and we empower life-long learners who actively and positively contribute to our school, our community, and our world.



Dear Trappers:

I am excited for the start of another school year. As the new principal to Fort Vancouver High School, I look forward to getting to know you all and seeing great learning happen all year long. One thing I have learned over my career is that there are three things that lead to learner success in school: coming to school every day, doing the work you are assigned, and making good behavior decisions when you are here. It is a tried and true recipe for success. When one of those things is out of line, then more class time is missed, less learning happens, and fewer credits toward graduation are earned. And we need you all to graduate!!!

We will all work together to help you be successful. As you partner with your teachers in the learning process, and meet the expectations outlined in this handbook, you will find success. Ultimately, we hope that you will be a leader who values diversity, is empowered to be a lifelong learner, and actively and positively contributes to our school, community and world. This mission needs to be real for me, for those who guide your education process, and for you. We need you to partner in making this school, our community and the world exceptional places to you to learn, grow and have influence for good.

I am looking forward to this school year and creating exceptional experiences with all of you.

Do a great year!!!

Curt Scheidel - Principal

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Administration:

Curt Scheidel, Principal
Tony Liberatore, Associate Principal,
Kirstin Kunihisa, Associate Principal,
Luis Castro-Quintanilla, Associate Principal,
Allison Darke, Resource Coordinator, International Studies
James Ensley, Athletic Director

Building Operators:

Ken Hall-Day
Karen Young-Evening

Counselors:

Layla Afu
Michael Dillman
Jane Klaasen
Jennifer Riordan
Kelly Smith
Susan Holden (Graduation Support/OTG Specialist)

Family Resource Coordinator:

Cindy Cooper

Nurse:

Valerie Hunt

Office:

Beth DeCarlo, Career Center Clerk
Suzanne McKee, Attendance Office Clerk
Cheri Chavers, Counseling Office Clerk
Deborah Miller, Security Office Clerk
Karen Dittmer, Media Center Clerk
Cathy Sibley, Registration Clerk
Marie Monek, Main Office Clerk
Marika Wilkerson, Business Office Clerk
Pat Hernandez, Attendance Office Clerk
Paula Colby, Secretary to the Principal
Theresa Kies, Fiscal Clerk

Security:

Tony Jacobs
Abe Manea
Brenda Hall

School Resource Officer:

Dale Bennett

Teacher lists and curricular assignments will be available each fall. Visit our web page for a current staff list. <http://fort.vansd.org>



FORT VANCOUVER HIGH SCHOOL

Center for International Studies

BELL SCHEDULE 2019 – 2020

	Regular Schedule	40 Min. Early Release	2-Hr Early Release	1-Hr Late Arrival	2-Hr Late Arrival
Warning Bell	7:25	7:25	7:25	8:25	9:25
1 st Period	7:30 – 8:25 (55)	7:30 – 8:18 (48)	7:30 – 8:05 (35)	8:30 – 9:15 (45)	9:30 – 10:05 (35)
2 nd Period	8:30 – 9:25 (55)	8:23 – 9:11 (48)	8:10 – 8:45 (35)	9:20 – 10:05 (45)	10:10 – 10:45 (35)
3 rd Period	9:30 – 10:30 (60)	9:16 – 10:09 (53)	8:50 – 9:30 (40)	10:10 – 11:00 (50)	10:50 – 11:30 (40)
1st Lunch	10:35 – 11:05 (30)	10:14 – 10:44 (30)	9:35 – 10:05 (30)	11:05 – 11:35 (30)	11:35 – 12:05 (30)
Late 4 th Period	11:10 – 12:05 (55)	10:49 – 11:39 (50)	10:10 – 10:45 (35)	11:40 – 12:25 (45)	12:10 – 12:45 (35)
Early 4 th Period	10:35 – 11:30 (55)	10:14 – 11:04 (50)	9:35 – 10:10 (35)	11:05 – 11:50 (45)	11:35 – 12:10 (35)
2nd Lunch	11:35 – 12:05 (30)	11:09 – 11:39 (30)	10:15 – 10:45 (30)	11:55 – 12:25 (30)	12:15 – 12:45 (30)
5 th Period	12:10 – 1:05 (55)	11:44 – 12:32 (48)	10:50 – 11:25 (35)	12:30 – 1:15 (45)	12:50 – 1:25 (35)
6 th Period	1:10 – 2:05 (55)	12:37 – 1:25 (48)	11:30 – 12:05 (35)	1:20 – 2:05 (45)	1:30 – 2:05 (35)

	AM Assembly	PM Assembly
Warning Bell	7:25	7:25
1 st Period	7:30 – 8:16 (46)	7:30 – 8:18 (48)
2 nd Period	8:21 – 9:07 (46)	8:23 – 9:11 (48)
Activity Period	9:12 – 10:06 (54)	
3 rd Period	10:11 – 10:57 (46)	9:16 – 10:09 (53)
1st Lunch	11:02 – 11:32 (30)	10:14 – 10:44 (30)
Late 4 th Period	11:37 – 12:23 (46)	10:49 – 11:39 (50)
Early 4 th Period	11:02 – 11:48 (46)	10:14 – 11:04 (50)
2nd Lunch	11:53 – 12:23 (30)	11:09 – 11:39 (30)
5 th Period	12:28 – 1:14 (46)	11:44 – 12:32 (48)
6 th Period	1:19 – 2:05 (46)	12:37 – 1:25 (48)
Activity Period		1:30 – 2:05 (35)

Note: 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.

Essential Questions

- 1. What do we want our students to know?** Collaboration in Professional Learning Communities (PLC)
- 2. How will know they learned it?** PLC to discuss grading using Standards Based Grading while creating summative assessment
- 3. What will we do if they don't learn it?** Provide Tiered interventions in class as well as in Tuesday/Thursday Intervention time
- 4. What will we do if they have learned it?** Provide Enrichment opportunities during QUEST Enrichment time

Description of Handbook Annual Review

Each year the Fort Vancouver Student Handbook is reviewed, updated and modified by key groups and individuals.

Student Information and Services

Business Office

The Business Office is the hub of most school activities, and handles all student body funds. Students may buy an ASB card to attend school activities, pay fees, clear for athletic participation, buy athletic insurance and/or health insurance, and purchase tickets to some school functions. The Business Office will be open from 7:00 AM until 2:30 PM Mon. – Thurs. and Friday until 1:30 PM.

Career Center

The Career Center is designed to serve students, staff, parents, and the community by disseminating information about post-secondary educational opportunities and careers. The Center is open during regular school hours for career guidance and exploration, educational and career planning. Cascadia Technical Academy, Vancouver School District magnet programs, post-high school information, off-campus learning experiences, career research materials, and job application training are available. Career Center staff and counselors will assist students in completing their Post High School Plan and assist students with Career Cruising.

- **Scholarship Information**
The Career Center has scholarship information available to all students and parents. While the majority of scholarships are intended for seniors, opportunities do exist for underclassmen as well. Local scholarship opportunities are posted in the Career Center and on the Career Center website.
- **Financial Aid Information** Students who are planning on continuing their education beyond high school need to complete the FAFSA (Free Application for Federal Student Aid) (for citizens) or WASFA (Non-citizens) after October 1st of their senior year. Information about the types of aid available and the process for applying is available in the Career Center. Students may also contact Financial Aid Offices at WSU Vancouver and Clark College for assistance.

Counseling Center

The Counseling Center offers a quality program of services to students and their families. Counselors assist with:

- Course planning and scheduling;

- Providing information about graduation, college entrance requirements, credit recovery and other educational opportunities (i.e. district magnet programs, Running Start, and Clark County Vocational Skills Center);
- Post-secondary planning, including the completion of college and technical school applications, scholarship and financial aid forms, and letters of recommendation;
- Career and educational planning, in conjunction with the Career Center staff;
- Crisis and short-term counseling for issues such as conflict resolution, pregnancy, drug and alcohol concerns and depression;
- Referral to community agencies and other service providers as appropriate;
- Conference facilitation among students, teachers, and parents as requested.

Counseling Services

Fort Vancouver school counselors are professionally trained and certified to work within the school setting with students, parents, teachers, administrators, and agencies within the community. The counselors focus on the personal, social, educational and career development needs of all students. Counselors are assigned to students according to alpha by last name (see page 4). He/she coordinates guidance programs to help students acquire skills in the social, personal, educational and career areas necessary for living in a multicultural society. He/she is a specialist trained to provide prevention and intervention services and to meet the educational and mental health needs of students within the public school system. Some specific services provided include: classroom guidance activities, group/individual counseling, career counseling, crisis intervention, assistance and consultation for parents, and liaison between teachers, students, parents and community services. Other counseling services are available on campus.

Family/Community Resource Center (FCRC)

The Family-Community Resource Center at Fort Vancouver High School is a place where families and students can access a range of support, including academic, health and social services, youth and community development, as well as community engagement. In partnership with public and non-profit health, education, and social service providers and community leaders in Clark County, the Family-Community Resource Centers are able to assist families with basic need support, as well as increase family and community engagement within the school. The center works to remove barriers that prevent students from staying engaged and focused while in the classroom. Family-Community Resource Centers help with food, rent, and clothing assistance, as well as provide information on employment, health care, parenting classes and much more. **A schedule will be posted outside of room 171 for student access.**

Health Services

The school nurse is in the building Monday-Friday from 7:15 AM-2:45 PM for emergency treatment, health education and counseling. Students should come with a pass. **They must sign in and out on the clipboard to document their visit.** All medications are located in the front office. First aid treatment may be obtained from main office when the nurse is not in her office.

1. **Immunization - A Washington state law (RCW2a.31.118) requires all school-age students to be immunized against certain vaccine-preventable diseases as a condition for attending school.**

The law requires that parents or guardians submit a Certificate of Immunization Status Form when a student is registered at the school. If this form is not presented on the day of registration,

the student has thirty days to obtain the needed immunizations and provide evidence of immunizations. Students not in compliance after thirty days and after receiving appropriate written notification, will be excluded from school until evidence of compliance is provided.

2. **Medication** -Prescription medication, and **non-prescription medicine to be used longer than 15 days**, require an “Authorization for Medication in School” form to be completed and signed by the licensed health professional prescribing within the scope of their prescriptive authority and also by the parent or guardian and then turned in to the school nurse. An authorization form signed by the school nurse is required for students to carry and self-administer these medications. All medications considered to be controlled substances (example, Ritalin, acetaminophen with codeine) will be kept locked and cannot be self-administered.

Students may carry a **one-day supply of non-prescription medicine** to take for occasional headaches, menstrual cramps, allergies, colds, etc. This medicine must be in the original packaging and be accompanied by written permission from the parent/guardian, which includes the name of the medicine, the amount to be taken and the circumstances in which it may be taken. The dosage cannot be more than the package recommends for student’s size and age. **This medication may NOT be shared with other students.**

Media Center

The Media Center/Library is open daily at 7:00 a.m. except during mandatory assemblies and testing. Students may use the Media Center before/after school and during lunch without a pass. When classes are in session, however, all students, unless accompanied by a teacher/ staff member, **must have** a valid pass.

QUEST Program (Quality, Universal, Enrichment, Support, Time)

1 day a week, teachers will allow time for re-teaching, re-dos, retakes and do-over’s. QUEST will take place on different days for different content areas:

Wednesday

Art, CTE, PE

Thursday

Science, Social Studies, English

Friday

Math, ELL, World Languages

Why the QUEST Program?

- Reduce the student failure rate
- Increase the graduation rate
- Reduce the number of student failed sections
- Create a system-wide response to student failure
- Increase in student awareness of grades and progress
- Increased student achievement for already successful students
- Increased motivation for doing a good job

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. Internet: the VPS website, local radio and television stations, <http://www.flashalertportland.net>. You may also download the free FlashAlert app for Apple and Android devices.

Student Privacy

The right to privacy is a fundamental tenet of human liberty. District staff shall take particular care to respect students' privacy. However, they must protect the health and safety of all students and promote the effective operation of the school. Therefore, only designated personnel shall have the authority to conduct student searches. They shall do so only upon reasonable cause and in the manner prescribed by district policy.

Searches may be made for dangerous or disruptive articles or for missing school property. These articles may be seized as allowed by the laws and regulations of the State of Washington. Search or seizure will be exercised only when, in the judgment of school officials, the health, safety or welfare of one or more persons appears to be threatened. Personal search of students will be made with caution and only when there is reasonable suspicion or belief that something is concealed that may be stolen, an illegal substance, or of immediate danger to the student, other students, staff or the building.

Student Government and Activities

After School Activities

Students are to leave campus by 2:15 unless supervised for an after school activity such as tutoring, club meetings, or practices. No loitering in the halls or outside on sidewalks.

ASB Activity Cards

Students may purchase an ASB card for \$35.00 which permits them free admission to all regularly scheduled home athletic contests throughout the year, allows for student discount admission at away games, and offers reduced admission to some school dances and plays. There are no refunds for ASB cards. A \$3 fee will be charged for replacement ASB card.

Associated Student Body (ASB)

The Associated Student Body (student government) is an organization of students elected to represent their classes and the school. These leaders meet daily to organize a variety of school-related projects. Student government is responsible for all dances during the year as well as charity fund-raisers, blood drives, and many other services, social and recreational activities. Members provide invaluable service to the high school, and leadership training is invaluable to the students.

Athletics

Fort Vancouver is a member of the Greater St. Helens League for interscholastic competitions. There are specific requirements concerning eligibility for any sport. Students must pass 5 of 6 classes per semester to be eligible for sports activities. Grades will be monitored each grading period including progress reports. Students interested in participating should ask for additional information from the athletic coordinator.

Fall Sports:

Cheer
 Cross Country
 Football
 Golf (boys)
 Slow Pitch Softball (girls)
 Soccer (girls)
 Swimming (girls)
 Tennis (boys)
 Volleyball (girls)

Winter Sports:

Basketball
 Bowling (girls)
 Cheer
 Gymnastics (girls)
 Swimming (boys)
 Wrestling
 Dance
 Unified Basketball

Spring Sports:

Baseball (boys)
 Golf (girls)
 Soccer (boys)
 Softball (girls)
 Tennis (girls)
 Track
 Unified Soccer

Students participating in athletics and/or marching band must register on family id.com. A sports physical form must be submitted to the Business Office. Each participant must have the \$35 ASB membership. A \$60 fee will be imposed per sport, and a \$35 fee will be imposed for Marching Band. Participation in subsequent seasons is not permitted without paying these fees.

Bulletin Boards

All posters are to be approved by the activities coordinator or faculty advisor before they are placed on a bulletin board or wall. Nothing is to be posted on the brick or painted walls. Student posters are to be displayed only on tack boards and/or strips located in specific areas of the building. Designated areas for specific clubs, activities and sports will be announced.

Clubs and Activities

Fort Vancouver High School offers a variety of extra-curricular and co-curricular activities for students to explore their interests and develop leadership skills. All clubs shall be directly responsible to the Executive Council. All clubs must have a constitution, ratified by the Executive Council and a list of officers on file with the associate principal in charge of student activities. Some Clubs may have a \$35 fee. Any newly formed group with an advisor, a membership list, officers, and a constitution shall be classified as an organization of the school if approved by the Executive Council, associate principal and the School Board. The following is a list of the clubs and activities at Fort Vancouver High School.

Clubs/Activities (not all clubs are active every year):

ASL club	SkillsUSA -
Chem club	Video/Photo/Graphic
Drama	Design
FFA/Horticulture/NRC club	
International club	
Key club	
M.E.S.A -Math, Medical	
Fabrication club	
National Honor Society	
Red Cross club	
SkillsUSA - Culinary Arts	

Daily Announcements

Daily announcements must be submitted to the Main Office by 7:30 a.m. the day the announcement is to be made. Request announcement form must be approved and signed by the club advisor or the activities coordinator. Copies of the announcements will be available in Main Office and the Business Office. The Fort Report is broadcasted three times a week.

Curriculum

Advanced Placement

Students and parents should be aware that any courses denoted in course descriptions by an ‘AP’ (Advanced Placement) are courses designed to be the equivalent of college level work. Studies have shown that students who take AP classes are better prepared for college than students who have not participated. The completion of AP courses receives favorable consideration by college admissions offices. Students who successfully pass an AP test will receive college credit at most colleges and universities. Such testing traditionally takes place during the first two weeks of May. Students interested in enrolling in AP classes should consult with their school counselor.

Cascadia Technical Academy

Cascadia Technical Academy provides students of southwest Washington with the necessary professional skills and technical knowledge to enter high demand occupations with confidence and pride, preparing students for an ever-widening variety of pathways available to them in the 21st Century. Credits earned count toward high school graduation and program certification. Students have the opportunity as juniors and seniors to take courses at both their home school and Cascadia Technical Academy. Students interested should contact their counselor.

Credit/No Credit

The school will permit an alternative grading system defined as Credit/No Credit. The parent must approve the request for alternative grading by the sixth week of each semester. No applications will be accepted after that time. Students may apply for no more than one CR/ NC class per semester. The application form is to be submitted to Associate Principal for Curriculum. Applications may be picked up in the Counseling Center.

CTE College Articulation

CTE College Articulation programs put high school students on the pathway to earning a degree from a community college by allowing them to complete selected Career & Technical Education (CTE) classes while still in high school. It is a partnership between Community Colleges and participating high schools allowing students to simultaneously earn high school and college credits in courses that have been approved through a formal articulation agreement. Career Specialists at each high school work with CTE teachers to assist students in completing the registration process and potentially earn college credit while taking high school courses.

Why take CTE College Articulation classes?

- Students get a “jump start” on their college education and career plans
- Students save time and money by fulfilling degree requirements while still in high school.
- Students are able to bypass entry-level college courses when they register at a community college.

- College articulation credits are guaranteed at the college for which the articulation agreement is approved and may be used at another community college or university, dependent on their admission criteria. Or, you may enter the military at a higher rank.

How Can I Get College Credit Now?

- Enroll in a CTE College Articulation course at your high school. Earn a minimum grade (varies from college to college). Some courses require additional tests or have portfolio requirements.
- Work with your teacher or Career Specialist to register for the college credit.

Forecasting and Changing Classes

Forecasting for classes will begin in March. At that time students will be selecting their classes and locking schedules for the coming school year. The final time for schedule-change consideration will be in April at Student-Led Conferences. Schedule change requests will not be accepted in the fall unless the change is necessary to meet graduation requirements.

Grading

Teachers are responsible to determine the criteria for evaluation based on the goals and objectives of the course, as well as the curriculum area essential learnings. During the first 10 days of school, the teacher will communicate in writing to students the basis for the assessment of achievement on that course.

High School Credit Transfer from Middle School

Students in grades 9-12 in the Vancouver Public Schools may be eligible to earn high school credit toward graduation if they successfully complete certain courses, such as foreign language or algebra, while in grades 7-8. If students seek high school credit for these courses, the grade(s) will be included in calculation of the high school grade point average. Application forms are available at the counselor's office.

Off-Campus Classes

Some classes for Fort Vancouver High School students are held at Clark College or other area high schools. If bus transportation is not provided, it is the obligation of the student to provide their own transportation. Permission to drive must be arranged with the associate principal prior to the beginning of the class quarter. Written approval of the parents is required.

Running Start

“Running Start” is another program which can lead to college credit, and it is operated in conjunction with Clark College. Students have the opportunity as juniors and seniors to take courses at both their home school and Clark College. Credits earned count toward both high school graduation and community college degree programs. Anyone interested in enrolling in classes at Clark through this program should consult the Running Start program guidelines available from the high school counselor within the Vancouver Public Schools.

Scholarships

All students have the opportunity to use the Career Center for help with career planning, visits with representatives from colleges, apprenticeships, vocational schools and military

organizations, and the grade-level programs offered in the Career Center throughout the school year which address job search strategies, interview skills and work ethics. The center works with Mrs. Barry to provide the opportunity for students to gain on-the-job experience within their career interest by job shadow, mentorship, apprenticeship, youth service and job employment. Information is also available on occupations in Washington State, as well as local counties and national publications.

Senior Class Ranking

The Senior class rank, or graduating top percentile, will be based upon the conclusion of the 7th semester.

Student Retention

Students graduate from school when they have accumulated a specific number of credits as determined by Vancouver Public Schools and the State of Washington. Students who have not accumulated enough credits to graduate with their class are transferred back to the next senior class.

Testing Information

All public and most private colleges require admittance or placement tests. Most colleges require the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Students should check with their counselor to determine the test requirements of the various schools. Applications for these tests and testing schedules are available in the Counseling Center. A testing bulletin is updated and published each fall listing all of the tests available to sophomores, juniors, and seniors on a voluntary basis. Registration for these tests is due 4-5 weeks prior to each test date. Registration can be completed online closer to test dates.

2018-19 Test Dates (Windows)*

SAT: On-going

PSAT: October

ACT: On-going

Smarter Balance for English/Language Arts, Math and Science: Spring

WCAS: TBD

ELPA 21: February (English Language Proficiency Assessment)

*Testing information will be communicated throughout the school year

Rules and Regulations

The Vancouver Public School Board of Directors has a strong belief that parents and community be involved in school district programs.

State Statute requires that parents and the community be involved in the development of written procedures for student management at each school within the district. These procedures shall be reviewed at least annually by principals and respective staffs. They will assure that all staff work cooperatively toward consistent enforcement and/or reinforcement of student behavior throughout each school as well as within each classroom.

Attendance

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

Excusing an Absence

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

- Illness, a doctor's note is required if a student is ill for five (5) or more days in a month, unless the principal, for good cause, waives the requirement;
- Health care appointments;
- Emergencies, including but not limited to a death or illness in the family;
- Religious or cultural activities, including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Participation in a district or school approved activity or instructional program as approved by the principal;
- Deployment activities of an active duty military parent or guardian;
- Visitations for apprenticeships, technical school, post-secondary education, or scholarship interviews;

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

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

- Send an e-mail to fort.attendance@vansd.org; or
- Call the attendance line at 360-313-4041; or
- Enter the absence into Skyward Family Access; or
- Send a written note to the attendance office

If a student is eighteen (18) years or older, or is legally emancipated, the procedures for the parent in this regulation may be exercised by the student.

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

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

Truancy

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

- After three (3) unexcused absences, the school will schedule a conference with the student and parent.
- Not later than the student's fifth (5th) unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements.
- At some point after the second (2nd) and before the fifth (5th) unexcused absence, the district will take data-informed steps to eliminate or reduce the student's absences.

- 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 minutes of class time. It is considered an unexcused absence if the student is more than fifteen minutes late to class and will be marked with the code of “V” in the attendance. Students may be assigned discipline after accumulating five single period tardies.

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.

Students who are eighteen (18) may sign themselves out, but unless they are legally emancipated, parents will be contacted to ensure the safety of the student.

Attendance Codes:

U -Unexcused Absence

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

T -Tardy

D-Departed Early

O-Discipline related absence

I-In-school suspension

S-School excused absence

E-Excused Absence

Closed Campus

Fort Vancouver High School 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 Attendance Office for a dismissal pass before leaving. This includes lunch. Juniors and seniors may apply for a pass to leave during lunch, but freshmen and sophomores must stay on campus. Students will be considered truant if they leave the campus without clearance, regardless of returning later with a written excuse from parents/guardians. They will also be subject to disciplinary action such as searches, detention, suspension or expulsion. (This also means **they cannot be in off limits areas** such as the baseball fields and the corner by those fields.)

Vancouver Public Schools Dance Rules

The following rules apply to all Vancouver Public Schools high school dances:

1. Appropriate dancing is expected of all students. Vulgar and sexually suggestive behavior will not be tolerated. When dancing students must...

- Dance face-to-face with space
- Not freak dance
- Not lap dance or floor dance.
- Not straddle front-to-front.
- Not “mosh pit” dance, or shove, push or flail.

2. Excessive displays of affection are not permitted including inappropriate fondling or touching.

3. 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.*

4. For dance admission, **EVERYONE (both from Fort and guests) MUST HAVE PICTURE ID.** Current school ID, passport, or driver’s license will be the only forms of ID accepted. If students show up at the dance without ID’s, guests will not be allowed in and Fort students will be expected to produce the “forgotten” ID on the next school day. If they have to have a replacement, a \$3.00 fee will be charged.

5. No re-entry to the dance is permitted once a student leaves.

6. Students who bring a guest to a dance are **required** to have the appropriate dance pass completed and signed before purchasing tickets.

7. Students may NOT bring a guest that is a middle school student.

8. 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. *No refunds will be given (no matter how long you have been at the dance) if you are asked to leave for disciplinary reasons.*

Dances at school are a privilege earned by students for good behaviors displayed at school. If the style of dancing students choose to display is inappropriate and students choose to do it anyway, this dance privilege can be taken away completely. Please dance appropriately. Remember, your ASB students work hard to make dances fun and look good. Be sure to thank them for their efforts.

Discipline, Suspension or Expulsion

All actions are subject to procedural due process rights as required by state law and school board policy. Copies of these rights are available upon request from the Administrative Annex. Any student who has received suspension (including in-school suspension) is **not** permitted to participate in or attend any school activity during the suspension period.

Dress Code

Modest and appropriate dress is an expectation at Fort Vancouver High School Center for International Studies just as it is in a place of business.

The guidelines are in addition to Policy 3224 Dress and Physical Appearance, which states that if a student’s dress and/or physical appearance disrupts the educational process or threatens the health and/or safety of the student or others, the designated building administrator will ask the student to refrain from wearing such apparel, jewelry, accessories or using such manner of

grooming while at school or school-sponsored events, or be asked to call home to get a change of clothing.

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); sexual suggestiveness; gang-related (dangling belts or lanyards, bandanas (any color) or bandana print clothing per Vancouver Police Department Gang Task Force guidelines).

The following are also not allowed:

- Displaying lewd, sexual, drug, tobacco or alcohol-related messages in clothing and headgear.
- Wearing apparel that indicates gang affiliation as reported by the Gang Task Force or law enforcement agencies (students may not wear bandanas).
- Exhibiting a bare midriff, underwear or backless/sideless clothing.
- Wearing shorts/skirts that are shorter than the wearer's fingertips when arms are hanging down.
- Writing or designs on clothing or body that discriminate on basis of sex, race, religion, national origin, disability, or gender orientation.

Student must be identifiable at all times. Anything that interferes with staff ability to identify students is unacceptable (e.g., hoods covering faces or any other headgear, sunglasses, painted faces, etc.).

When dress code is in doubt, 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)

Emancipated Adults / 18-year old students

Conditions have been established relative to 18-year-old students having authority to write excuses for attendance. An emancipated adult is one who has not been claimed as a dependent for income tax purposes by parents or guardians or has been legally emancipated through the court system. Proof of emancipation rests with the parent/guardian and students. Notification must be made in writing to the principal if the student is to be considered an emancipated adult. *If you continue to live with your parents and they claim you as a dependent, they are responsible for signing your notes even if you are 18.*

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.

Fighting

As a general rule, when two students are in a fight, either verbal or physical, fault **can be** found *on both sides*. Therefore, both students will be subject to school discipline (unless it can be proven that one party was clearly at fault). Students should attempt to work out differences with the assistance of staff and/or security.

Fines

Fines and/or fees are imposed for materials that are not returned or have been damaged. Diploma and official transcripts can be withheld until all fines are paid.

Flowers, Gifts or Balloon Deliveries

We realize the importance of showing someone you care, but please do not have flowers/gifts or balloons sent to students at school. They will **not** be delivered to classrooms and school bus drivers **will not allow** students on the bus with balloons or any glass containers.

Food and Beverages

Food and beverages are **NOT** allowed out of the cafeteria during breakfast and lunchtime.

Fort Four Values

Character: At Fort, we develop strong character through integrity, perseverance, initiative, and compassion.

Community: At Fort, we take pride in our school and value trusting relationships based upon open communication and connections.

Equity: At Fort, we are inclusive of all cultures in everything we do, and strive to provide opportunities and resources as needed.

Excellence: At Fort, we believe all students and staff are capable of demonstrating excellence.

Fort Four Recognition

At Fort, we recognize students for demonstrating the Fort Four Values with a recognition card. Students can turn in their recognition cards to the security office for a prize and entered into a drawing for larger prizes.

Hall Passes

A student out of class for any reason **must have a pass** from the teacher or staff member. Students may be asked to show a hall pass to any staff member as verification that they have permission to be out of class. If any student is out of class without a pass, they will be sent back to class to obtain one. Students who continue to violate this practice will be subject to disciplinary action. **The first 10 minutes and last 10 minutes are not to be used for hall passes.** Students need to be in class at this time.

Homework and Tutoring

Homework is the choice of the teacher. It is recommended for practice and for finishing work not completed in class. Homework can be requested from parents for an excused absence, with at least one day's notice. Homework can be given for a student suspended short term, but long term suspended students will be at the discretion of teachers/administration. Students who need extra help can go to homework help and/or general support for classwork in the Courtroom from 1:30-2:15 on Mondays and from 2:15 to 3:15 PM on Tuesdays through Thursdays.

ID Badges

All students and staff are issued an ID badge. **Each student is expected to carry an ID badge or ASB card with them at all times when on school premises and at school sponsored functions.** This card is not transferable. Lending it to anyone or failure to present it when requested by a school staff member is a violation of school rules and subjects the holder to disciplinary action. Lost or misplaced ID's must be reported to the security office. A date for replacement of a lost or defaced ID will be scheduled and a \$5 fee will be charged.

Lunch/Off-Campus Pass

Lunch passes will be given only to juniors and seniors. Application cards may be picked up in the Administrator's Annex. Cards must be filled out, signed by parents and returned.

- Juniors must have 12 credits at the beginning of the first semester and 15 at the beginning of second semester in order to qualify for an off campus pass.
- Seniors must have 17 credits at the beginning of the first semester and 20 at the beginning of second semester in order to qualify for an off campus pass.

Students must have and display student ID badges that designate an off campus status before leaving campus. Lunch passes are not issued for the purpose of sitting in cars or walking off campus into the neighborhood. Any student found off campus without a pass will be subject to searches and disciplinary actions.

Off-Campus Events

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district personnel. Any breach of conduct will result in disciplinary action.

Parking

The school is not responsible for any damage that may be inflicted upon a parked vehicle, or for any items that may be stolen from a parked vehicle. **All students driving vehicles must have a valid driver's license. All student vehicles must have a valid parking tag, which is good for one school year so long as it is driven by the person who registered it, and that person is a student at Fort Vancouver.** All student vehicles must be registered in the office with current insurance verification. Students must meet and maintain eligibility criteria to continue to park in the school parking lot. Application forms are available in the Administrative Annex.

1. All vehicles are to be parked **ONLY** in the student parking lot (east parking lot) in the designated painted spaces. Parking stickers must be visible to security personnel. Parking in the staff lot (west parking lot) could result in a towing at the owner's expense or loss of parking privileges and/or off campus privileges.
2. Campus speed limit is 5 mph. No reckless driving or "squirreling" will be allowed.
3. Loitering in vehicles and/or the student parking lot during class time or while assemblies are in progress, and/or during lunch time is not allowed.
4. **School officials may search students' vehicles on school campus if there is reasonable cause.** Rationale: School administrators have a substantial interest "in maintaining discipline in the classroom and on school grounds," which weighs against a student's interest in privacy.
5. Penalties for violating student vehicle regulations include:
 - Verbal warning and/or written referral

- Loss of parking/driving privileges
- Loss of off campus privileges
- School discipline
- Towing vehicle at owner's expense

Personal Safety Guidelines Back and Forth to School

Please make sure to follow good safety habits. This would include following pedestrian, bike, and vehicle laws. If you feel there is a dangerous situation, go to the nearest public place or use emergency services like 911 for help and please report the situation to the school as soon as possible.

Plagiarism /Cheating

Plagiarism is copying word-for-word, or the stealing of someone else's idea and claiming it as your own (or copying someone's work and using it as your own). Plagiarism or cheating will not be tolerated. Anyone caught in the acts of plagiarism or cheating will be disciplined according to district policy.

Plagiarism and Copyright Infringement

1. Students shall not plagiarize materials they find on the Internet. Plagiarism occurs when someone takes the ideas or writings of others and presents them as if they were his or her own.
2. Students shall comply with copyright law and respect the rights of copyright owners. Copyright infringement occurs when the student inappropriately reproduces a work that is protected by copyright without permission of the copyright owner. If a work contains language that specifies appropriate use of that work, the student shall follow the expressed requirements. When in doubt whether work is copyrighted, the student should request permission from the creator of the work before using the work. Direct any questions regarding the copyright law to a teacher, media specialist, or administrator.
3. An appropriate copyright notice must accompany all copyrighted material.

Refusal to Identify Self

All persons **must**, upon request, **identify themselves** to proper school authorities in the school building, on school grounds, or at school sponsored activities by showing their valid identification card.

Senior Skip Day

It is important that all parents/students realize that senior skip days **are not authorized** within the Vancouver Public Schools. Participation in any "Senior Skip Day" will result in disciplinary action.

Showing of Affection

Prolonged contact (longer than a quick hug or peck) of any kind is **not** allowed. None is acceptable for the classroom during class time.

Skateboards, Rollerblades and Pocket bikes:

These and other recreational transportation devices **are prohibited** on school grounds and on buses for the safety of all students. If a student uses one to get to and from school, helmets must be worn and they must be secured onto their backpacks or checked in at the security office when on campus.

Stolen Property

A lost and found item is maintained in the Attendance Office. Students who find personal belongings are to turn the articles in to the office to be claimed. All students and parents need to be aware that **the school is not (and cannot be) responsible for personal property** that has been stolen.

Student Entrance

Students are only allowed to enter through the front door of the building. Students are not allowed to open non-student entrance door for others. Failure to follow expectations could result in disciplinary action.

Student Rules and Information

Fort Vancouver High School is committed to establishing and maintaining an environment that is safe and conducive to learning. With rights go responsibilities. Your responsibility lies in following these expectations. In addition to the expectations stated, teachers will have specific policies and regulations of which students will be informed. Students are expected to follow the school and classroom expectations. Students who do not follow the expectations will be assigned discipline based on the severity of the violation and the student's discipline record.

Use of Cellular Telephones by Students

Students may possess a cellular telephone in school, on school property and at school-sponsored activities, provided it is not otherwise prohibited by law or the rules of the authority in charge of the property, such as another school district.

Possession of a cellular telephone by a student on school district property is a privilege that **may be revoked** if the student does not follow this policy:

During classroom and instructional time, phones must be "OFF & AWAY" when the red card is up. Phones may be used when the green card is up; teacher discretion when yellow card is showing.

Teachers will communicate Fort's universal cellphone use system to students as part of their rules and classroom expectations, including consequences for violations.

The student who possesses a cellular telephone assumes responsibility for its care. At no time is the district responsible for preventing theft, loss or damage to a cellular telephone (or any other electronic device) brought onto its property or taken to an off-campus school sponsored event. Students participating in extracurricular activities and athletics must contact their coach or advisor for their rules involving cellular telephone use after school hours or on after school bus trips.

Visitors

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

Weapons

A word of extreme caution: Guns, look-alike guns such as soft pellet guns, any kinds of knives or weapons (including laser pens) are **NEVER** to be brought to school by anyone. If a student brings any one of these to school it could result in an emergency expulsion, expulsion from school and/or arrest of the student.

Technology

Restriction of Technology Use

For definitions, see the VPS Regulation, Student Technology Use, Ethics and Internet Safety.

I. A student's use of Vannet may be restricted for misuse under two conditions:

A. If the student violates the Policy and Regulation, Student Technology Use, Ethics and Internet Safety; or

B. If a student uses technology in committing misconduct prohibited under any other district policy or regulation.

II. The restriction shall be progressive, unless the seriousness of the offense warrants a longer term of restriction. The restriction may be imposed in addition to any other disciplinary action for an offense arising out of the same incident. Any restriction will continue if a student transfers during the period of restriction to another school within the district.

A. First Offense. A student's district computer account shall be suspended for a minimum of one week. This will exclude the student from all workstations and applications, as well as the Internet and the student's home directory. Any attempt to access Vannet via any means (i.e., using another student's account) during this time will be considered a second offense.

B. Second Offense. A student's district computer account shall be suspended for a minimum of one month subject to the same terms outlined for a first offense. In addition, Internet privileges may be forfeited for the remainder of the school year.

C. Third Offense. A student's district computer account shall be disabled for the remainder of the school year.

III. While computer use is not available, the student is still accountable for all assignments. The student may request additional time to complete assignments, provided the student makes such arrangements with the teacher prior to the date the assignment is due.

IV. The parent shall be notified in the event of any misuse which results in restriction of technology use.

Student Name: _____

Student ID#: _____

VPS 1:1 TECHNOLOGY RESPONSIBLE USE AND SAFETY AGREEMENT



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

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

Student Expectations:

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

The following activities are prohibited:

1. Do not mark or deface your VPS issued 1:1 device or case. Defacing includes the use of stickers or tape.
2. Do not loan your VPS 1:1 device, charger, or cord to anyone; do not leave your device in a vehicle or unattended at any time, and do not eat or drink while using your device.

3. Do not attempt to change or bypass the internet filtering, security, network/wifi settings, or any other device settings, including the installation of games or other unauthorized software.
4. Do not attempt to access systems beyond your authorized access. This includes sharing your account password for any system with others, or using another person's account and/or password.
5. Do not attempt to locate, view, share, or store materials that are unacceptable in an academic setting. **This includes, but is not limited to, pornographic, obscene, racist, graphically violent, or vulgar images, sounds, music, language, video, or other materials.** The criteria for acceptability is demonstrated in the types of material made available to students in district provided learning materials & resources.
6. Do not take pictures or videos of other students or staff without their permission.

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

Student Safety:

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

Parental/Guardian Monitoring Responsibility:

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

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

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

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

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

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

Parent Name: _____ Signature: _____ Date: _____

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

Student Name: _____ Signature: _____ Date: _____

Emergency Procedure

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. Students not reporting to class will be counted absent. 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:

1. Drop down to the floor
2. 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.
3. If you take cover against a sturdy piece of furniture, hold to it and be prepared to move with it.
4. Hold your position until the ground stops shaking and it is safe to move.
5. If outdoors, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.

After the drill is over:

Comply with all the directions of the staff.

If student is outdoors, he/she is to go to the nearest classroom and report to the teacher.

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 assembly area.** When the “all clear” is sounded, return to your classroom. If outdoors or out of your classroom, go to the nearest classroom and report to the teacher or comply with staff directions.

Intruders/Lock Down:

1. When an “Intruder Alert” is activated, staff will initiate lock down procedures.
2. Outside the Classroom: Report to the nearest classroom immediately or comply with the directions of the staff.
3. Once in lockdown: Comply with directions of staff.