

RAVEN'S



Vancouver iTech Preparatory



Student Handbook

Mission Statement

Vancouver iTech Preparatory empowers each student to engage with their future by fostering innovation and resilience using project-based learning with a focus on science, technology, engineering, and mathematics.

**Vancouver iTech Preparatory
2023-24**

Student 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 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.

Vancouver iTech Preparatory
16100 NE 50th Avenue
Vancouver, WA 98686
360-313-5200



Vancouver iTech Preparatory Profile

Vancouver iTech Preparatory is a school of choice where project based and problem based learning is the means for students to inquire and learn about the STEM fields within a rigorous, challenging, collaborative, and inclusive learning environment. The 2023-24 school will have grades 6 – 12 and about 650 students. Vancouver iTech Preparatory will offer 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.

Vancouver iTech Preparatory Philosophy

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 a creative and inquisitive approach sustained by high academic integrity. Within the framework of our guiding principles we constantly ask 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 learning.

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SECTION 3

VPS Policies and Procedures

iTech Staff

Principal-Darby Meade
Associate Principal-Zach Tautfest
Secretary-Julie McFadden
Business Office-Jayna Raymond
Attendance/Discipline-Rhonda Wilmington
Counselors-Julie Waterman and Bryan Hugo
Counseling Intern-Jaiden Gray
Career Specialist-Natalie Powell
Teacher Librarian-Heather Gunderson
Nurse-Stacy Abdollmohammadi
Tech Specialist-James Sheckells
Paraeducators-Pechee Lumsden, Janessa Durr, Stephanie Gribble, Catherine Portlock
Building Operator-Mike Hebert
Food Services-Destiney Volkel
Psychologist-Andrew Stietzel
Speech Language Pathologist-Tammi Bailey

Teachers

Math-Don Rogers, Paula Holmgren, Aram Weintraub, Tim Carlson
Science-Jessie Garza, Timothy Larsen, Kelsey Ham, Mary Wilson
English-Ines Kuna, Brad Lehman, Erin Johnson
Social Studies-John Zingale, Karina Zhukov, Erin Johnson, Jim Dailey
PE-Greg Joy, Derek Byrne, Nicole Snoey
Spanish-Audrey Abbott, Chris Brown, Janet Halbert
Art-Isaiah Wyckoff, Shannon Stewart
Leadership-Shannon Stewart
CTE-Ian Hurst, Cyndy Hagin, Tim Carlson, Logan Myers, Isaiah Wyckoff, Mady McGrew
Special Education-Danielle Baumann
ELL-Brig Williams



2023-2024 Bell Schedules

SEE SCHOOL WEBSITE



Vancouver iTech Preparatory Requirements

A unique aspect to our school is the **requirement** of our students to participate in **Demonstrations of Learning** as part of the core program.

****Demonstrations of learning are required from all students at iTech and are in addition to the rigorous program credit requirements, attendance requirement, and state testing requirements that must be met for an individual to remain at and to graduate from Vancouver iTech Preparatory (see below).**

Demonstrations of Learning take place after school hours so that we may invite all interested community members to participate in the audience and to provide our students with their feedback on the student work.

Participation in State mandated assessments and passage of these assessments are also a requirement for all iTech students. State assessments include: Smarter Balanced Assessments, WCAS Assessments, iReady, and any other state or district required assessment (SAT and PSAT).

At Vancouver iTech Preparatory, 21st Century Skills (teamwork, critical thinking, communication, etc.) are equally as important for our students to master as the curriculum. Demonstrations of Learning are critical components in the development of these valuable skills.

iTech Prep Course Requirements for 2023-24 School Year

<u>Middle School 6th-8th</u>	<u>High School 9th-12th</u>
6th Grade-Math 1, Life Science, World Studies, Global Forum, PE, Leadership, Art, English	English-4 credits
7th Grade-Math 2/3, Physical Science, WA State History, PE, 3D Design, Robotics, Spanish 1, English	Social Studies-4 credits
8th Grade-Algebra 1, Environmental Science, WA State History, PE, 3D Design, Robotics, Spanish 2, English	Math-4 credits
	Science-4 credits
	Spanish-4 credits
	PE-2 credits
	Fine Arts-1 credit
	Career and Tech Ed-1 credit
	STEM Electives-4 credits
	General Electives-4 credits
	Total-32 credits

Students can bring up the following from Middle School:

Algebra 1, Geometry, Algebra 2
1 Year of Spanish (Spanish taken in 8th grade)
Environmental Science

ADVOCACY

At Vancouver iTech Preparatory, advocacy is held Tuesday-Thursday. This is a built in intervention time for students to access their teachers. During this time, students can work on current standards, ask questions or readdress standards. Grade level activities or character development may also happen during advocacy time.

ATTENDANCE

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

Excused Absences

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

- 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 within three days after the student absence in one of the following ways:

- Call the attendance line at 360-313-5213, or
- Send an email to itech.attendance@vansd.org; or
- Enter the absence into Skyward Family Access; or
- Send a written note to the main 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. Teachers will address the first four tardies before referring to administration for disciplinary action.

First Tardy Verbal warning.

Second Tardy Verbal warning. Parent will be notified.

Third Tardy Detention will be assigned. Parent will be notified.

Fourth Tardy Student will be referred to school administrators. Detention may be assigned based on tardy record in other classes. Parent will be notified.

Fifth Tardy When a student reaches 5 tardies to one class, they will be assigned After School Detention.

Ten Tardies When a student reaches 10 total tardies for all classes in a Trimester, they will be assigned After School Detention.

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

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

- **A student arriving late to school** must check-in at the front reception desk and then go immediately to their scheduled class.
- Anyone picking a child up from campus is asked to enter the building and **provide identification** before a student is released.

ATTENDANCE PROBATION

Upon a student's fifth documented truancy, the student may be placed on attendance probation. This action will occur following appropriate interventions and conferences with parent/guardian. **Under the terms of attendance probation, the student's enrollment status at the Vancouver iTech Preparatory may be revoked if the student continues to miss classes or school without permission. NOTE: Chronic attendance issues (less than 90% attendance rate) are also considered grounds for attendance probation and potential revocation of enrollment at Vancouver iTech Preparatory.**

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 (unless otherwise directed by your teacher), **cell phones must not be used and should be kept in a backpack.** Text messaging and phone calls are not allowed during classroom, instructional time and showcases. Cell phones must not be a disruption at any time. Cell phones may not be used to take photographs during the school day.

CLOSED CAMPUS

Vancouver iTech Preparatory 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, **BEFORE LEAVING**, report to the Main Office for a dismissal slip once parent/guardian permission has been granted. If students are remaining on campus for an evening event they must remain under staff supervision unless parents have provided written permission for them to leave during that time.

CLUBS AND ORGANIZATIONS

Student Government (ASB)

Vancouver iTech Preparatory is a student-centered school. The students take an active part in the governing of the school. ASB meets each week in committees or full group assembly.

Vancouver iTech Preparatory Associated Student Body Officers:

HS President MS President Secretary Treasurer
HS Activities Coordinator MS Activities Coordinator
Communications Officer Parliamentarian
3 class representatives for each grade (6-12)

ASB Clubs

ASB	<u>Robotics</u>	Journalism	<u>iHiPstory</u>
<u>Key Club</u>	<u>National Honor Society</u>	Yearbook	
Open Studios Art Lab	Healthy Options	Builders Club	

Non-ASB Clubs will be determined by student interest. Any newly formed non-ASB clubs must have an iTech teacher as the advisor and submit a constitution by October 1 to the ASB administrator.

ASB Fees: HS is \$35 and MS is \$10
Clubs underlined have additional fees.

CODE OF CONDUCT/STUDENT AGREEMENT

"I understand that it is a privilege to be a part of Vancouver iTech Preparatory. As a member of the iTech community:

I agree to:

- be a willing learner,
- to attend regularly,
- to contribute to a safe learning environment and
- to show my respect for our community.
- In addition, I will remain drug and alcohol free, and not endanger the safety of anyone at the school with weapons, threats or other means of violence or harassment.

I agree to:

- maintain **passing grades** and
- work to achieve my personal best in every class and school activity and
- abide by the technology access agreement and expectations of technology use.

I further understand that I am expected to follow **the rules and procedures applicable to all students attending Vancouver iTech Preparatory and the Vancouver Public Schools.**"

As a member of the Vancouver iTech Preparatory community, I commit to being:

Responsible:

Accountable for my actions
Striving to be my best
Courageous
Receptive
Truthful to myself and others
For helping others succeed

Respectful:

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

Committed to Learning:

Ready to participate
Willing to explore
Ready to share ideas
Innovative

COLLEGE CREDIT IN HIGH SCHOOL

RCW 28A.300.118 requires each senior high school to publish annually and deliver to each parent with children enrolled in ninth through twelfth grades, information concerning the entrance requirements and the availability of programs in the local area that lead to college credit, including classes such as advanced placement, running start, tech-prep, skill centers, college in the high school, and international baccalaureate programs.

ADVANCED PLACEMENT & INTERNATIONAL BACCALAUREATE (IB)

Students and parents should be aware that any courses denoted in course descriptions by an ‘AP’ (Advanced Placement) at Vancouver iTech Preparatory, Vancouver School for Arts and Academics, Skyview, Fort Vancouver, and Hudson’s Bay High Schools are courses designed to be the equivalent of college level work. This also applies to courses indicated as ‘IB’ (International Baccalaureate) at Columbia River High School. Studies have shown that students who take AP or IB classes are better prepared for college than students who have not participated. The completion of AP or IB courses receives favorable consideration by college admissions offices. Students who successfully pass an AP or IB test will receive college credit at most colleges and universities. Such testing traditionally takes place during the first two weeks of May. It is always recommended that you check with the colleges or universities of interest to determine how they view AP or IB high school credits.

Students interested in enrolling in elective AP classes should consult with their school counselor.

RUNNING START

“Running Start” is another program which can lead to college credit. Students have the opportunity as juniors and seniors to take courses at 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. **iTech is not a Running Start school we are an Early College School. Students who would like to participate in the Running Start Model must return to their resident school to do so.**

Vancouver iTech Preparatory’s Early College through WSUV & Clark College

Vancouver iTech Preparatory is an early college school and as such Vancouver Public Schools may contract for services from Clark College and Washington State University Vancouver that affords our students early enrollment opportunities in college courses.

STEP 1: Qualifying for Consideration

To be **considered** for Early College enrollment with Clark College and/or WSUV:

- Students must be on track to graduate on time from VPS and Vancouver iTech Preparatory (including having passed appropriate grade level state testing requirements),
- Maintain at a minimum a 2.0 cumulative GPA for all iTech classes,
- Be a 9th or 10th grade student to take classes through Clark College or
- Be **16 years** of age by the time classes begin for the semester to take classes through Washington State University Vancouver (WSUV),
- Pass the appropriate placement test or the Smarter Balanced Assessment (SBA) with qualifying scores.

STEP 2: Qualifying for Placement

Table 1 below is the rubric for selection of students who qualify for consideration under this program. Students will be ranked based on their total score for all areas and allotted seats in classes based on their ranking. Although a student may have demonstrated their readiness for college level work, the number of seats in any class may be limited resulting in some students not receiving placement in a class for that quarter or semester. Note: qualifying freshman and sophomore students are limited to one class a quarter at Clark or one class a semester at WSUV. Junior and Senior students may take more than one class through Clark and/or WSUV. All students must earn a “B or Better” in their college class(es) to be eligible to continue into the next quarter or semester.

iTech Early College Selection Rubric

Table 1. Selection Components Rubric					
Points	Accuplacer Assessment	Teacher Recommendations "yes"	GPA	Attendance	Discipline
4	Qualifies for ENGL& 101	All	4.00 – 3.75	No unexcused absence 2 or less unexcused tardies	None
3	If the student does not qualify for ENGL& 101 they cannot take class	All minus one	3.74 – 3.50	1 unexcused absences 3-4 unexcused tardies	1 - 2 minor infractions/no major infractions
2		All minus two	3.49 – 3.25	2 unexcused absences 5-6 unexcused tardies	3 minor/no major
1		N/A	3.24 – 3.00	3 unexcused absences 7-9 unexcused tardies	4 minor/no major
0		All minus three Cannot Take Class	Less than 3.00 Cannot Take Class	4 unexcused absences or More than 10 unexcused tardies Cannot Take Class	5 or more infractions or any major infractions Cannot Take Class
NOTE: There is limited space in each course, and students with the highest overall score will be considered for the available courses. Teacher recommendation from the subject area of the requested course are required.					TOTAL SCORE:

STEP 3: Determining Placement

If a student qualifies for Early College, the following also applies in determination of placement.

A number of factors influence the ability of our students to take college courses through this program. Those factors include, but are not limited to:

- course availability (not all courses are open to this program),
- the seats allotted for our students as determined by the college or university,
- the time of day the courses are offered (college courses may **NOT overlap high school classes or require missing all or part of a class at either institution**), and
- the progression of the student toward meeting all VPS graduation and Vancouver iTech Preparatory program requirements (transcript review),
- maintaining a B (3.0) or better in all college classes.

Prior to each academic year, Clark and WSUV in consultation with VPS staff and administrators will select the courses that are available for enrollment of Vancouver iTech Preparatory students. Some courses may contain topics or include material intended for adults. Clark and WSUV will not undertake either monitoring of activities and behavior or provision of parental controls as part of the learning program.

VPS does not guarantee, in any given quarter or semester, to contract for services with Clark College and/or WSUV.

Tuition for classes taken under contract for services will be covered. All other expenses will be the responsibility of the student and the student’s family. Other expenses include, but are not limited to, placement test fees, a registration fee, a matriculation fee, books, class fees, and lab fees.

*If college classes fall outside of the school day, school district calendar for student attendance days, or take place off campus, transportation to and from the classes is the responsibility of the parent or guardian. **Students are required to attend all college classes even if they are outside of the school day or district calendar for student attendance days.**

Note: The Early College Model has similarities to the Running Start Model but has restrictions on placement and grade maintenance expectations not found in the Running Start Model. Students who would like to participate in the Running Start Model must return to their resident school to do so.

COMPACT: PARENT-SCHOOL

High School and Beyond Plan required for graduation meets all Title 1A Parent Compact Requirements.

CREDIT RECOVERY

Since program requirements at Vancouver *i*Tech Preparatory are more stringent than any other Vancouver secondary schools, **students who fail even one semester of a course are in danger of not graduating *from* Vancouver *i*Tech Preparatory. In order to continue at Vancouver *i*Tech Preparatory, *high school students* who fail a class will be required to develop and successfully complete a credit recovery plan to remain at Vancouver *i*Tech Preparatory.**

DANCE EXPECTATIONS – HIGH SCHOOL

1. Students need to arrive to a school dance no later than 1½ hours after the event has begun. Students will not be allowed admittance and money for pre-paid tickets will not be refunded.
2. Appropriate dancing is expected of all students. Vulgar and sexually suggestive behavior will not be tolerated.
 - Face-to-Face with Space
 - Freak (or Club) Dancing is not permitted at school dances.
 - On the floor dancing or lap dancing is not allowed.
 - Front to front straddling is not an acceptable form of dancing.
 - No violent, “mosh pit” style dancing, or shoving, pushing, flailing will be permitted.
3. Excessive displays of affection are not permitted including inappropriate fondling or touching.
4. 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.
5. 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.
6. No re-entry to the dance is permitted once a student leaves.
7. Students who bring a guest (limit 1) to a semi-formal or formal school dance are required to have the appropriate dance pass completed and signed before purchasing tickets. Students and their guest must arrive and depart the dance together.
8. Students may NOT bring a guest that is a middle school student. For the purpose of consideration for entrance into a high school dance, Vancouver *i*Tech Preparatory and VSAA students in grades 6 through 8 are considered middle school students.
9. If you or your guest is asked to leave a dance, both parties will be required to leave. Parents will be called and asked to pick up each student if necessary. Students asked to leave will not be permitted at any remaining dances for the school year.
10. At the conclusion of the dance students must leave the premises immediately.

The cost of admittance to a high school dance is not to exceed \$25.00 per person for formal dances and for informal dances not to exceed \$4.00 for students with ASB card or \$5.00 for students without an ASB card.

DISCIPLINE PLAN

Vancouver *i*Tech Preparatory follows the policies of the Vancouver Public Schools as outlined in the common student management practices listed in the appendix.

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

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. Practice emergency drills will be run throughout the year.

Earthquake:

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

Fire Alarm/Drill

- When the Fire Alarm is activated, leave the classroom under the direction of the teacher. Stay with your class and move to the designated quiet assembly area. Your teacher will take roll once you are in the designated assembly area. When the "all clear" is sounded return to your classroom. Your teacher will take final attendance upon returning to the classroom.

Intruder/Lock Down

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

FEES

STEM Program	\$40	ASB Middle School	\$10 (optional, unless in club)
STEM Studio Art Class	\$40	ASB High School	\$35 (optional, unless in club)
Yearbook	\$50 (optional)	NHD Fee (7 th and 8 th only)	\$10
Key Club	\$40	Robotics Club	HS - \$55, MS - \$35
6 th and 9 th Grade Art	\$40	NHS	\$40

Make checks payable to Vancouver iTech Preparatory. 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. **You can also pay your fees online @ <https://wa-vancouver.intouchrecepting.com/>**

*Note: 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 to any student whose parents/guardians indicate that the cost entailed would represent a financial hardship to the family. Arrangements for payment 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.

FLOWER/GIFT/BALLOON DELIVERIES

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

FOOD AND DRINK

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

- Appropriate areas to consume food and drink are in the Cafeteria, in outside courtyards or in a classroom under the supervision of the teacher.
- *Students who are permitted to eat in an instructional area are fully responsible for any mess left as a result.*
- There is no food allowed near computers or technological equipment.
- Students are not permitted to be in the parking lots during lunch time.
- **All students are prohibited from drinking or possessing high energy drinks at school.** High energy drinks will be confiscated and not returned.
- **No deliveries will be allowed from a food delivery service during the school day.**

GRADING – SEMESTER TIMELINES FOR ALL STUDENTS

Grades will be reported at the end of each semester 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 VPS high school graduation is eligible for a credit/no credit option.. For more frequent grade updates check JumpRope or consult the teacher directly.

INCLUSIVE MODEL OF EDUCATION

All classes at Vancouver iTech Preparatory include all populations of learners, both with or without disabilities. Classroom teachers and special education teachers collaboratively plan for our learners with disabilities and use methods such as curriculum and performance based assessments, parallel instruction (differentiation), instructional adaptations, cooperative/collaborative learning and other accommodations allowed through the individualized education plan (IEP). All delivery of specially designed instruction and accommodations takes place in our inclusive classrooms.

INFORMATION RELEASE

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

OFF CAMPUS LUNCH PASSES

Off campus passes are only issued to **11th and 12th grade students** who have obtained parent and advocate permission to leave campus during lunch or for Early College classes. A pass may be obtained by filling out an Off Campus form which can be picked up in the main office. Off Campus passes may only be used when leaving school during the assigned lunch period or college class period. They are not for advocacy, before school or after school. Off campus passes may be revoked for disciplinary reasons.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

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

- demonstrate successful academic performance in classes (a C or better)

- attend school for **at least 1/2 of the day** of an activity or event. A ½ day is described as being in attendance for two full curricular minute periods Monday -Thursday or 4 periods on Friday.

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. The school will do everything it can to protect a student’s personal property; however, the final responsibility to safeguard personal property rests with the student. 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.

PROJECT, PROBLEM, AND PRACTICE-BASED LEARNING (PBL)

Vancouver iTech Preparatory is a school that uses PBL to develop, implement, and integrate a multi-disciplinary curriculum for students. The fundamentals of PBL are outlined in the graphic below. As students work through their coursework at iTech, they will use PBL as the lens for their educational experience.



REVIEW OF STUDENT MANAGEMENT

Vancouver iTech Preparatory handbook will be reviewed annually for revision or modifications to the building student management plan according to the Washington Revised Code (RCW.28A.400.110)

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. ASB guidelines and district rules around the collection of money must be strictly followed.

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. With a note from the parent, these situations will be treated as excused absences. If no announcement is made — this means that schools are open as usual.

Internet: <http://flashalert.net>

District website – vansd.org

School Closure info line: (360) 313-1401

General Information: (360) 313-1000

SCHOOL CONCERNS

Vancouver iTech Preparatory 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 advocacy teacher might be of assistance, contact that teacher.
3. If the parent of a student has not reached a satisfactory resolution to the problem, contact the Associate Principal and/or Principal. The next step for appeal would be to the Executive Director of Secondary Education.
4. If appealing a suspension or expulsion, the Office of Student Welfare and Attendance should be contacted.

SCHOOL HOURS

School Day: 9:30 a.m. - 4:00 p.m. Monday – Friday

Doors open to students at 9:15 a.m.

Main Office hours: 8:00 am – 4:30 pm Monday – Friday

On occasions, there are situations that require us to close our school offices early. We will post that information when known in advance.

SCHOOL ENTRANCE/EXIT TIMES

Students should not be dropped off at school before 9:15 AM unless prior arrangements have been made. Also, students need to exit promptly after school if not participating in extended day programs. 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.

SHOWING OF AFFECTION

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

Permitted Behavior:

- Hand holding
- Peck on cheek or lips

Behavior Not Permitted:

- Couples leaning on each other or sitting on one another's laps
- Displays of affection during class time
- Long sprees of intermittent kissing
- Passionate embraces

SKATEBOARDS/ROLLER BLADES

Skateboards and roller blades are not allowed on school property. School buses will not transport skateboards.

SOCIALS (MS ONLY)

Vancouver iTech Preparatory will have two middle school socials each year and are open to Vancouver iTech Preparatory middle school students only. These events run from 4:05 – 5:30 pm. No bus transportation will be provided after socials. If students need to come late or are leaving early they must prearrange this with a note in the main office.

SPORTS

Students who wish to participate in a WIAA sanctioned school sport must request prior approval. Students are limited to one sport season per school year. Students apply for approval through the school counselor. If approved, they will need to arrange for an early release for the athletic season, and make up the missed coursework to gain credit in the class. Students with early release must continue to meet the overall Vancouver iTech Preparatory program requirements.

STUDENT SERVICES

- **Career Guidance** -- All high school students receive Career Guidance information through classroom presentations by the counselor and in advocacy. The counselor is available to consult with students and parents individually throughout the year in regards to post high school planning, and the college and financial aid application process. Career guidance resources can be checked out from the counselor's office as needed. College representatives are scheduled throughout the school year to meet with students.

- **Lunch Service** -- Hot lunches, sandwiches, salads, fruits and other snacks are served in the cafeteria/lunch room area.
- **Telephones** -- Telephone messages will be delivered from parents only. Parents should be encouraged to *call only in an emergency*.
- **Health** -- The school nurse is in the building on a scheduled basis. First aid treatment and scheduled medication administration may be obtained from the staff when the nurse is not on campus.
- **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 Vancouver *i*Tech Preparatory in the AM. PM Routes will return students to their neighborhoods. Transportation is a service provided by the school district and not a right. The privilege of riding a bus may be revoked for reasonable cause by school administration with proper notification to parents. A student who misses the bus is expected to proceed to school as quickly as possible by other previously agreed up means of transportation. Buses are scheduled to leave Vancouver *i*Tech Preparatory at 4:13pm daily and once they are in motion they are prohibited to stop. If a student is riding home with another student they must obtain a “Bus Note” before school or during lunch from the main office (not after school).

TECHNOLOGY ACCESS AGREEMENT

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

- Conserve school resources: Agree to do your part to conserve paper, printer supplies and network file space. Delete all files from your network home directory that you no longer need. Ask the System Manager for help if you cannot print. Do not print duplicates.
- Computer use during class: During class time you must obtain a teacher’s permission before using the computer, browsing the Internet or sending email.
- Access to chat rooms is prohibited.
- **Games are prohibited at school or from being saved on your computer: 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. This includes but is not limited to accessing games on Google or any other methods from your school computer.**
- 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, scar, com, bat, pif extension, etc.
- Vandalism: Attempts to modify or crash the school network, workstation or equipment will be treated as acts of vandalism.
- Respecting others: Never use Vancouver *i*Tech Preparatory computers to convey profanity, abusive language, derision, threats, racial, cultural, religious, or sexual innuendos. Do not use someone else’s school account and never allow others to use yours.
- Reprogramming your computer, the learning management system or any application on your computer is prohibited.
- Bypassing the district server is not allowed at any time. This includes the Clark College network on the WSUV campus.

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.

VISITOR POLICY

All visitors are required to register for a visitor pass at the main office upon arrival. Parents are encouraged to visit the school. We ask that parents prearrange the visitation with the desired instructors. **Parents or guardians wishing to have lunch with their student are encouraged to do so however they are only allowed to eat lunch with their student. The school will provide a location for parents who wish to eat lunch with their student separate from the other students.**

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.