

**Vancouver iTech Preparatory  
2021-22**

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 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](tel:360-313-1000): ADA–Kathy Everidge; Title VII, 504–Daniel Bettis; IDEA–Daniel Bettis; Affirmative Action–Kathy Everidge; Title IX Elementary–Kristie Lindholm; Title IX Secondary–Executive Director for Middle Schools and for High Schools–Jim Gray; 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](tel:360-313-1250).

Vancouver iTech Preparatory  
16100 NE 50<sup>th</sup> Avenue  
Vancouver, WA 98686  
360-313-5200



### **Vancouver *i*Tech Preparatory Profile**

Vancouver *i*Tech 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 2021-22 school will have grades 6 – 12 and about 600 students. Vancouver *i*Tech 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 *i*Tech 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.

### **Vancouver *i*Tech Preparatory Mission Statement**

Vancouver *i*Tech 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.

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### SECTION 3

VPS Policies and Procedures

### TEACHERS

Audrey Abbott	Spanish
Danielle Baumann	Learning Support
Christopher Brown	Spanish
Derek Byrne	PE/Health
Tim Carlson	Math
Jim Dailey	Social Studies
Jessie Garza	Science
Cyndy Hagin	CTE
Janet Halbert	Spanish
Paula Holmgren	Math
Ian Hurst	CTE
Erin Johnson	English/Social Studies
Greg Joy	PE/Health
Ines Kuna	English
Erin Lark	Science
Timothy Larsen	Science
Brad Lehman	English
Mady McGrew	CTE
Don Rogers	Math
Shannon Stewart	Math/Art
Aram Weintraub	Math
Tom Wolverton	Science
Isaiah Wyckoff	CTE/Art
Karina Zhukov	Social Studies
John Zingale	Social Studies

### SUPPORT STAFF

Darby Meade – Principal  
 Zachary Tautfest – Associate Principal  
 Megan Campagna – HS Counselor  
 Rita Arden – MS Counselor  
 Natalie Powell – Career Specialist  
 Heather Gunderson– Teacher Librarian  
 James Sheckells – Information Technology Specialist  
 Julie McFadden – Secretary, Registrar  
 Jayna Raymond – Fiscal, Discipline Clerk  
 Rhonda Wilmington – Attendance/Office Clerk  
 Jillian Bain – Nurse  
 Stephanie Gribble – Para-educator  
 Karla VanAllen – Para-educator  
 Angella Lindsay – Para-educator  
 Jason Patterson– Para-educator  
 Marife Parkin– Para-educator

Roxann Ortega-Murillo-Building Operator  
 Samuel Sanko-Custodian

Charlene Terranova – Nutrition Specialist



## BELL SCHEDULES FOR 2021-22

### Regular Day

*Students are assigned a lunch period and follow the schedule which matches their lunch assignment.*

**Bell Schedule Subject to Change**

**Tuesday and Thursday = Periods 5 through 8**

**\*Friday = Periods 1 through 8**

<b>TUESDAY-THURSDAY</b>					
<b>1<sup>ST</sup> Lunch Schedule (Lunch A)</b>			<b>2<sup>ND</sup> Lunch Schedule (Lunch B)</b>		
Period 1/2	9:35 - 10:55	80 minutes	Period 1/2	9:35 - 10:55	80 minutes
Passing	10:55 - 10:58	3 minutes	Passing	10:55 - 10:58	3 minutes
Advocacy	10:58-11:23	25 minutes	Advocacy	10:58-11:23	25 minutes
Passing	11:23 –11:26	3 minutes	Passing	11:23 –11:26	3 minutes
1 <sup>st</sup> Lunch	11:26 –11:56	30 minutes	Period 3/4	11:26 - 12:46	80 minutes
Passing	11:56-11:59	3 minutes	Passing	12:46-12:49	3 minutes
Period 3/4	11:59 – 1:19	80 minutes	2 <sup>nd</sup> Lunch	12:49 – 1:19	30 minutes
Passing	1:19 – 1:22	3 minutes	Passing	1:19 – 1:22	3 minutes
Period 5/6	1:22 - 2:42	80 minutes	Period 5/6	1:22 - 2:42	80 minutes
Passing	2:42 - 2:45	3 minutes	Passing	2:42 - 2:45	3 minutes
Period 7/8	2:45 - 4:05	80 minutes	Period 7/8	2:45 - 4:05	80 minutes

<b>FRIDAY</b>					
<b>1<sup>ST</sup> Lunch Schedule (Lunch A)</b>			<b>2<sup>ND</sup> Lunch Schedule (Lunch B)</b>		
Period 1	9:35 - 10:17	42 minutes	Period 1	9:35 - 10:17	42 minutes
Passing	10:17 - 10:20	3 minutes	Passing	10:17 - 10:20	3 minutes
Period 2	10:20 - 11:02	42 minutes	Period 2	10:20 - 11:02	42 minutes
Passing	11:02 - 11:05	3 minutes	Passing	11:02 - 11:05	3 minutes
Period 3	11:05 - 11:47	42 minutes	Period 3	11:05 - 11:47	42 minutes
Passing	11:47 - 11:50	3 minutes	Passing	11:47 - 11:50	3 minutes
1 <sup>st</sup> Lunch	11:50 - 12:20	30 minutes	Period 4	11:50 - 12:32	42 minutes
Passing	12:20 - 12:23	3 minutes	Passing	12:32 - 12:35	3 minutes
Period 4	12:23 - 1:05	42 minutes	2 <sup>nd</sup> Lunch	12:35 - 1:05	30 minutes
Passing	1:05 - 1:08	3 minutes	Passing	1:05 - 1:08	3 minutes
Period 5	1:08 - 1:50	42 minutes	Period 5	1:08 - 1:50	42 minutes
Passing	1:50 - 1:53	3 minutes	Passing	1:50 - 1:53	3 minutes
Period 6	1:53 - 2:35	42 minutes	Period 6	1:53 - 2:35	42 minutes
Passing	2:35 - 2:38	3 minutes	Passing	2:35 - 2:38	3 minutes
Period 7	2:38 - 3:20	42 minutes	Period 7	2:38 - 3:20	42 minutes
Passing	3:20 - 3:23	3 minutes	Passing	3:20 - 3:23	3 minutes
Period 8	3:23 - 4:05	42 minutes	Period 8	3:23 - 4:05	42 minutes

\*Fridays that fall on a week that has a Monday holiday or non-student attendance day are converted to an A Day Schedule. All passing times are equivalent of 3 minutes including the passing times before and after each lunch. All buses leave 8 minutes after the last period of the day.



## BELL SCHEDULES FOR 2021-22

Bell Schedule Subject to Change

### 40 Minute Early Release Schedule

MONDAY					
1 <sup>st</sup> Lunch Schedule (Lunch A)			2 <sup>nd</sup> Lunch Schedule (Lunch B)		
Period 1/2	9:35 – 10:52	77 minutes	Period 1/2	9:35 – 10:52	77 minutes
Passing	10:52 –10:55	3 minutes	Passing	10:52 –10:55	3 minutes
1 <sup>st</sup> Lunch	10:55-11:25	30 minutes	Period 3/4	10:55-12:12	77 minutes
Passing	11:25-11:28	3 minutes	Passing	12:12-12:15	3 minutes
Period 3/4	11:28-12:45	77 minutes	2 <sup>nd</sup> Lunch	12:15-12:45	30 minutes
Passing	12:45-12:48	3 minutes	Passing	12:45-12:48	3 minutes
Period 5/6	12:48-2:05	77 minutes	Period 5/6	12:48-2:05	77 minutes
Passing	2:05-2:08	3 minutes	Passing	2:05-2:08	3 minutes
Period 7/8	2:08-3:25	77 minutes	Period 7/8	2:08-3:25	77 minutes

\*Lunches based on 3<sup>rd</sup> or 4<sup>th</sup> period.

# 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. There are **two required Demonstrations of Learning each year**. (Seniors must participate in the first DOL of the year only unless needing to attend the second one as part of demonstrating mastery of standards).

**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, 21<sup>st</sup> 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.

English	4.0 credits
Mathematics	4.0 credits
Social Studies	
• AP US Govt. and Politics	1.0 credit
• AP US History	1.0 credit
• AP Human Geography	1.0 credit
• World Themes or Psychology/Sociology	1.0 credit
Science	
• Biology	1.0 credit
• Physics	1.0 credit
• Chemistry	1.0 credit
• Elective	1.0 credit
Spanish	4.0 credits
Art	1.0 credit
Career and Technical Ed	1.0 credit
Physical Education	1.5 credits
Health	0.5 credits
Electives ( <i>4.0 STEM related</i> )	8.0 credits
<b>Total Credits Required</b>	<b>32.0 credits</b>

\*Washington State History requirement met.

## **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**

**Attendance Policies are currently being updated for the 2021-22 school year. Please check the iTech website in August for updates**

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):

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 requirements;

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:

Call the attendance line at 360-313-5213, or

Send an email to [itech.attendance@vansd.org](mailto:itech.attendance@vansd.org); or

Enter the absence into Skyward Family Access; or

Send a written note to the main 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 (5<sup>th</sup>) 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 (2<sup>nd</sup>) and before the fifth (5<sup>th</sup>) unexcused absence, the district will take data-informed steps to eliminate or reduce the student's absences. These steps will include application of the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment by the district's designated employee.

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

### **Tardy Policy**

A student is tardy when he/she enters the classroom after the tardy bell and within the first fifteen (15) minutes of class time. It is considered an unexcused absence if the student is more than fifteen (15) late to class and will be marked with the code of "V" in the attendance. Teachers will address the first four tardies before referring to administration for disciplinary action.

1<sup>st</sup> tardy: warning

2<sup>nd</sup> tardy: warning and parent contact

3<sup>rd</sup> tardy: detention with teacher with parent notification

4<sup>th</sup> tardy: detention with teacher or security with parent notification

5<sup>th</sup> tardy and above: referral to administration

### **Departing Early**

Students are expected to remain on campus from the time of arrival until excused. Students who ride the bus are to remain on campus once they arrive.

Students who need to check out early for illness or appointments must report to the attendance office BEFORE leaving campus. Failure to do so will result in truancy, regardless of later returning to school with a note from a parent. Parents coming to pick students up from school must check in at the main office.

Students who are eighteen (18) may sign themselves out, but unless they are legally emancipates, 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 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  
Outreach Representative      2-3 class representatives for each grade (6-12)

**ASB Clubs**

ASB      Robotics      Science Olympiad      iHiPstory  
Key Club      National Honor Society      Yearbook  
RAVEN      Healthy Options

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 9<sup>th</sup> or 10<sup>th</sup> 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	<b>If the student does not qualify for ENGL&amp; 101 they cannot take class</b>	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 <b>Cannot Take Class</b>	Less than 3.00 <b>Cannot Take Class</b>	4 unexcused absences or More than 10 unexcused tardies <b>Cannot Take Class</b>	5 or more infractions or any major infractions <b>Cannot Take Class</b>
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.					<b>TOTAL SCORE:</b>

**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 iTech 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 iTech Preparatory. In order to continue at Vancouver iTech Preparatory, *high school students* who fail a class will be required to develop and successfully complete a credit recovery plan to remain at Vancouver iTech 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 iTech 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 premise 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 iTech 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 lock down procedures.
- Outside the Classroom: Report to your classroom or nearest classroom immediately or comply with the directions of the staff.
- Inside the Classroom: Move away from the windows and exit doors and remain quiet. Comply with directions of the teacher.

### **FEES**

STEM Program	\$40	ASB Middle School	\$10 (optional)
STEM Studio Art Class	\$40	ASB High School	\$35 (optional)
Yearbook	\$50 (optional)	NHD Fee (7 <sup>th</sup> and 8 <sup>th</sup> only)	\$10
Key Club	\$15	HS Robotics	\$55
6 <sup>th</sup> and 9 <sup>th</sup> Grade Art	\$40	NHS	\$40
MS Robotics	\$35	HS Science Olympiad	\$40
MS Science Olympiad	\$20		

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.**

\*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 **11<sup>th</sup> and 12<sup>th</sup> 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>

School Closure info line: (360) 313-1401

General Information: (360) 313-1000

Automated Information Line: (360) 313-1234

KATU T.V. (CH 2)  
KOIN T.V. (CH 6)  
KXL 750 AM, 95 FM  
KGW 620 AM  
KIVK 102FM  
K 103 FM

KGW T.V. (CH 8)  
KVAN 1550 AM  
KUPL 1330 AM, 98.5 FM  
KWJJ 1080 AM, 99.5 FM  
KXYQ 105 AM  
KEX 1190 AM, 100 FM

## **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: 9:35 a.m. - 4:05 p.m. Monday – Friday

Doors open to students at 9:00 a.m.

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

On occasions, there are situations that require we 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 9:00 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 6-12<sup>th</sup> graders from their neighborhood middle school to Vancouver iTech 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 iTech 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 iTech Preparatory computer system has been provided to support the educational programs of iTech. 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 iTech 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 iTech Preparatory computers to convey profanity, abusive language, derision, threats, racial, cultural, religious, or sexual innuendoes. 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.

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: \_\_\_\_\_