

# Vancouver Flex Academy

at Lewis and Clark Campus



## 2017 - 2018

# Student Handbook

### Mission Statement

At Lewis and Clark High School the daily instructional and assessment practices ensure that every student learns at high levels and believes that becoming an educated citizen will profoundly improve opportunities for joy in life.

# EXPLORES

VANCOUVER  
PUBLIC SCHOOLS

VPS

**Vancouver Flex Academy**  
Lewis and Clark Campus  
2901 General Anderson Avenue  
Vancouver, WA 98661  
(360) 313-4350

**Steve Lindblom, Principal**

**Name** \_\_\_\_\_

**Message from the Vancouver School Board**

To promote a safe, nurturing and beneficial learning environment for each of our students, and to maintain order and discipline in the classrooms, playgrounds, hallways, school buses, and school-sponsored activities off campus, the Vancouver Board of Directors, adopts policies and regulations for administering discipline within each school. These policies and regulations are designed to involve the parents and community. The policies and regulations are designed to involve the parent and student early in the resolution of discipline problems. Annually, the principal and the certificated staff of each school review these disciplinary procedures to ensure uniform enforcement.

**Mission of Vancouver Public Schools**

*Excellence in Education*

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

**Notice of Nondiscriminatory Policy**

The Vancouver School District is an Equal Opportunity district in education programs, activities, services, and employment. Vancouver School District does not discriminate on the basis of race, creed, color, religion, sex, national origin, marital status, sexual orientation, including gender expression or identity, age, families with children, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal. We provide equal access to the Boy Scouts of America and other designated youth groups. We also comply with Section 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Older Worker Protection Act, and all other state, federal, and local equal opportunity laws.

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

You may also contact any of the following people by writing to them at Vancouver School District, PO Box 8937, Vancouver, Washington 98668-8937 or by calling 360-313-1000: ADA – Kathy Everidge; Title VII, 504 and IDEA – Daniel Bettis; Affirmative Action – Kathy Everidge; Title IX Elementary, Doug Hood or Debra Hale; Title IX Secondary, Chris Olsen or Doug Hood; Athletic Equity, Albert Alcantar.

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## Vancouver Flex Academy Staff

### Principal Vancouver Flex Academy

#### Staff

##### Principal

Steve Lindblom

##### Faculty

John Fujita

Jessie Garza

Heather Gunderson

Adam Plous

Todd Rogers

Angela Fojtik

##### Counselor

Reland Short

##### Attendance/Discipline Clerk

Rhonda Poole

##### Enrollment/Counseling Clerk

Amy Mammarella

##### Media Clerk

Bonnie Miller

##### Para Educators

Kim Austin

Denise Campbell

## Vancouver Flex Academy “Bell” Schedule

PERIOD	START	END
1	9:30	10:23
2	10:25	11:18
3 A	11:20	11:50
3 B	11:52	12:22
4	12:24	1:17
5	1:19	2:12
Break	2:12	2:22
6	2:22	3:15
7	3:17	4:10
<b>School Dismissed: 4:10</b>		

### Values and Principles

Vancouver Flex Academy is a school of choice and is the Vancouver Public Schools’ magnet for blended learning. The staff, students and parents have developed the following values and principles to guide decisions for the school:

#### **We believe that students and staff need to be engaged as learners.**

- Directly helping students become actively involved in their learning
- Using curriculum that is engaging, integrated, and relevant.
- Continuing to keep student/staff relationships as an integral part of all student learning
- Guiding students to continually reflect on their lifelong goals.

#### **We believe in working collaboratively throughout our learning community.**

- Devoting regularly scheduled time to analyze practice and determine the effectiveness of pedagogical decisions.
- Aligning practices and operations

throughout the system.

- Whole group (staff, student, and parent) commitment to self-reflection on teaching, learning, curriculum, and delivery systems.

**We believe that individuals need to be taught and learn what it means to become a quality student.**

- Early instruction and frequent reinforcement of what a quality student is consistent attendance, positive behavior choices, and quality work completion.
- Shifting from “discipline” to “support” and focusing students on moving from external to internal self control.
- Transferring the characteristics of a “quality” student to real life experiences

**We believe that students should leave Vancouver Flex Academy as lifelong learners and be able to contribute to society.**

- Creating relevant inquiry processes that explicitly connect academic learning to real-life problem solving.
- Implementing consistently high expectations for “life-ready” skills: consistent attendance, positive behavior and ethical choices, and completion of work.
- Teaching students meta-cognitive processes to promote ongoing learning such as: questioning, struggling, epiphany, connection/application.

**Flex 3 Expectations**

Vancouver Flex Academy has three simple and **important expectations** that align with our values and principles to guide students and staff in their work, behaviors and interactions with one another:

- Be Responsible
- Be Respectful
- Be Engaged

**ACADEMICS**

At Vancouver Flex Academy students do not follow the schedules of the comprehensive high schools. Students take a regular compliment of classes (6 classes per semester), and attend school daily. The

Flex Learning model allows students to have an increased focus and scaffold approach toward course completion.

A student’s day is broken up into 3 main components: Advisory, Classtime, and Flex time.

*Advisory* is led by the teacher advisor and focuses on building academic, organizational, and collaborative and community skills.

*Flex time* is controlled by each individual student and is used primarily to work on the computer based coursework. Flex time may also be used for group projects, one-on-one meetings with teachers or tutors, or community experiences and internships. Using Flex time well requires self-discipline and responsibility. Adults will guide students who need support in this area.

*Class time* is led by class teachers with an emphasis on supporting, supplementing, and enhancing the computer based curriculum. Teachers design lessons and projects to provide a variety of learning opportunities for students. Students are guided in their work by their teachers with the expectation that a student who comes every day, keeps pace with the work assigned, and demonstrates competency in the subject area will earn credit in that class by the end of the semester. Students are expected to do an average of 5 hours of school work each week outside the structured school day.

Flex students are expected to take responsibility for their education and to establish relevancy in their learning by asking the following questions:

- What am I learning?
- Why am I learning it?
- What are my next steps?
- What supports do I need to be successful?

***Student Learning***

Courses of study at Flex are supported by syllabi. Course goals and objectives are aligned with Washington State Learning Standards, Grade Level Equivalencies (GLEs), Vancouver Public Schools Content Standards, and Common Core State Learning Standards. All courses meet State and District Graduation Requirements. Blended learning courses incorporate online content with teacher led face-to-face learning experiences.

### ***Progress Reporting***

Student academic progress is monitored regularly and reported to students and parents/guardians through Progress Reports. The online learning systems used at Flex allow students and parent / guardians to monitor progress online and is available 24/7.

### ***Academic Intervention***

Students whose academic progress is deemed less than satisfactory may be placed on an intervention plan for the next grading period. Students on an intervention plan will meet with their advisor and create the plan designed to improve student progress. Students not meeting academic expectations after multiple interventions may be withdrawn and referred to their neighborhood school to continue their education.

### ***Academic Assessment:***

Flex students engage in a variety of formative and summative assessments. Teachers utilize regular formative assessments as measures for student learning. In addition, summative assessments provide excellent measures of student learning. Assessments may vary and include formative and summative computer-based assessments, performance tasks, and individual or group projects.

In addition to the above measures, Collaborative Academic Support Team (CAST) meetings are conducted regularly for every advisory to monitor the academic progress of students.

### ***Summative Assessments***

**Participation in State mandated assessments and passage of these assessments are also a requirement for all Vancouver Flex Academy students.** State Assessments include Smarter Balanced Assessments, End of Course Assessments (EOC) and/or the Collection of Evidence (COE) for qualifying students.

If questions about state assessment requirements exist, please contact your student's advisor or counselor. Additional information is available on the Vancouver Flex Academy website under Graduation Requirements.

### **High School and Beyond Plan**

All Vancouver Public School students must complete a High School and Beyond Plan using the Career Cruising program to meet graduation requirements. Each year, students will complete

required components in Advisory, English and History.

### **Community Participation Hours**

All Vancouver Flex Academy students are required to complete 5 hours of community participation each semester. The goal is to encourage our students to actively engage in their school and local community. Students can earn the required hours in a variety of ways by participating in approved activities at school and in their community. Advisors will monitor student community participation hours.

### **ATTENDANCE**

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

### **Excusing an Absence**

Absences may be excused for the following reasons (R5113):

Illness, a doctor's note is required if a student is ill for five (5) or more days in a month, unless the principal, for good cause, waives the requirement;  
Health care appointments;

Emergencies, including but not limited to a death or illness in the family;

Religious or cultural activities, including observance of a religious or cultural holiday or participation in religious or cultural instruction;

Participation in a district or school approved activity or instructional program as approved by the principal;

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

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

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

Send an e-mail to [flex.attendance@vansd.org](mailto:flex.attendance@vansd.org); or  
Enter the absence into Skyward Family Access;  
or

Send a written note to the attendance office

If a student is eighteen (18) years or older, or is legally emancipated, the procedures for the parent in this regulation may be exercised by the student. It is the responsibility of the student or parent to arrange for any needed make-up work.

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

### **Truancy**

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

After three (3) unexcused absences, the school will schedule a conference with the student and parent.

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 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. Teachers will address the first four tardies before referring to administration for progressive discipline.

1st tardy: warning

2nd tardy: warning and parent contact

3rd tardy: detention with teacher with parent notification

4th tardy: detention with teacher or security with parent notification

5th 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 emancipated, parents will be contacted to ensure the safety of the student.

### **Attendance Codes:**

U or W-Unexcused Absence

T or L-Tardy

D-Departed Early

O-Discipline related absence

I-In-school suspension

S-School excused absence

E-Excused Absence

### **CLOSED CAMPUS**

Vancouver Flex Academy is designated a “closed campus” which means students CANNOT leave the school grounds once they have arrived, even if the school day 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 and sign out once parent/guardian permission has been granted.

**11th and 12th grade** students who have obtained parent permission may apply for an off campus pass to leave campus during lunch. A pass may be obtained by filling out an off campus form which can be picked up in the Main Office. Off Campus passes may only be used when leaving school during the assigned lunch period and may be suspended or revoked by the Principal if the student is abusing this privilege.

### **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 advisor. If students are in a classroom that is to move to a prearranged area, they are to do so at the direction and supervision of their classroom teacher.

### ***Earthquake***

*During the Earthquake:*

1. Stay where you are
2. Drop down to the floor
3. Take cover under a sturdy 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.
4. If you take cover against a study piece of furniture, hold on to it and be prepared to move with it.
5. Hold your position until the ground stops shaking and it is safe to move.

6. If outdoors, move to clear area, away from trees, signs, buildings, or downed electrical wires and poles.

*After the Earthquake:*

1. Comply with all the directions of the staff
2. If outdoors, report to the nearest classroom teacher.

***Fire Alarm/Drill***

When the fire alarm is activated, leave the classroom or Flex area under the direction of the teacher. Move to the designated assembly area and locate your Advisor. When the “all clear” is sounded, return to your classroom.

***Intruder Alert/Lock Down***

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

**SCHOOL CLOSURE INFORMATION**

Information is available from:

Internet: [www.vansd.org](http://www.vansd.org)

School Closure info line: 313-1401

KATU T.V. (CH2) KGW T.V. (CH8)

KOIN T.V. (CH 6) KVAN 1550 AM

KXL 750 AM, 95 FM KUPL 1300 AM/98.5 FM

KGW 620 AM KWJJ 1080 AM/99.5 FM

KIVK 102 FM KXYQ 105 AM

K 103 FM KEX 1190 AM/100 FM

**SPECIAL EDUCATION**

The Vancouver Public Schools provides appropriate opportunities for children and youth with disabilities from birth to 21 years of age. Students become eligible for special education classes or programs following an evaluation conducted by a team of professionals. Persons wanting information on the referral and evaluation process should contact the principal or school psychologist.

Basic programs established to assist students with disabilities may be provided in regular, learning support, or self-contained classrooms. A number of students are also served by a speech and language pathologist, nurse, occupational therapist and/or physical therapist.

Learning support programs are located in every school and self-contained programs for students needing a higher level of intervention are located at selected sites throughout the district. Special early childhood programs are provided for children age birth to five at several schools in the district.

Each student in the district’s special education program has an Individual Education Program (IEP) specifically designed in cooperation with parents/guardians to meet the student’s unique needs. Student progress is shared with parents in written reports and conferences. Upon entering high school, all students and staff work collaboratively with the student and the parent/guardian to develop an individual transition plan designed to assist the student in developing skills they will need to be successful after high school.

Questions concerning the program may be directed to the Office of Special Education, PO Box 8937, Vancouver, WA 98668-8937; or call 360-313-1250.

**SPORTS**

Vancouver Flex Academy does not field any athletic teams. However, Flex students may choose to participate in athletic programs/activities offered by their home high school as long as they meet and maintain the eligibility requirement and adhere to the participation procedures and policies of the home high school.

Students who wish to participate must request approval for a maximum of one sport season per school year. They need to apply for approval from the school Principal. If approved, they will need to arrange for an early release for the athletic season. Students with an early release are expected to maintain satisfactory monthly progress and make up any missed class sessions.

**STUDENT GOVERNMENT**

Student Government is open to all Flex students. Associated Student Body Officers are elected each year and include a President, Vice-President, Treasurer, and Secretary. There is a scheduled class for the activities and business of the ASB at Vancouver Flex Academy.

The ASB sponsors an annual winter event and Prom.

The ASB sponsors student-centered clubs. Students will be invited to sign up for clubs in



the fall. New clubs must submit their application to the ASB no later than the first week in October.

### **NON-CURRICULUM CLUBS**

Students proposing a student-initiated non-curriculum club shall submit a written application to the Principal for approval, using the district's Club Authorization Form no later than October 15 of each year in accordance with VPS R5137. Approved Non-Curricular Clubs are school monitored, not school sponsored.

### **STUDENT MANAGEMENT**

#### **Student Agreement/Code of Conduct**

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

Vancouver Flex Academy students are expected to take ownership of their education and the learning environment. Students choosing not to exhibit the attitudes and behaviors necessary for success are subject to progressive discipline.

#### ***Discipline Plan***

Vancouver Flex Academy follows the policies of the Vancouver Public Schools as outlined in the zero tolerance policy and common student management practices listed in the appendix.

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

- Classroom disruptions
- Defiance toward a staff member
- Inappropriate language or gestures
- Bus referral
- Truancy
- Failure to follow Vancouver Public Schools technology code of ethics

- Lack of cooperation
- Leaving campus without permission
- Fighting, assault, intimidation
- Sexual or malicious harassment, threatening behavior

Interventions are progressive and may include:

- Warning/Counseling
- Detention
- Saturday School/Extended Detention
- In School Suspension
- Suspension
- Expulsion

#### ***Dress Code***

Vancouver Flex Academy is engaged in the "business of learning." The students' job is to get an education. As in any professional work place, the employees' attire is expected to reflect the values of the employer. Flex staff members recognize and champion our students' rights to express their individuality in their selection of their school dress and in the same vein of respect, expect students to acknowledge and recognize our right and responsibility to promote the values of the Vancouver Public Schools.

In selecting daily attire for school, students should choose clothing and accessories (hats, backpacks, scarves, bandanas, buttons, etc) that:

- Are free of logos or language that are profane and vulgar or that symbolize or suggest drugs, alcohol, sex, acts of violence, harassment, degradation or prejudice against others.
- Will not disrupt our learning environment because it offends the values or beliefs of others.
- Will not be a distraction to others because it is too unusual or too far beyond the ordinary. For example, bare midriffs, cleavage (wearing shirts that expose large portions of the upper breast), very short skirts or shorts, and exposed undergarments are distractions.

These examples are individual modes of dress/personal expression that are more suited to a social situation and are not generally acceptable in a professional working environment. If an adult staff member determines that a student's choice of attire is inappropriate for the school setting the student will be expected to change or alter their attire. A decision not to comply with an adult staff member's request will result in progressive discipline.

### ***Electronic Devices/Personal Computing Devices***

At Vancouver Flex Academy, we recognize the multitude of appropriate uses of Personal Computing Devices (PCDs) as part of the educational process. Students and staff will have filtered access to the school district's network server. When given permission, students are expected to use PCD's in a manner that is not disruptive to the classroom.

Whether a student is using their own device, or a school owned device, the same policies and guidelines apply. Teachers may restrict the use of devices as they deem appropriate in the classroom. Generally, students should have all electronics "off and away" in the classroom unless the teacher gives students permission to use them.

Cell phones are a privilege not a right at school. If a student is asked by a staff member to put their cell phone away, the student is expected to comply. Refusal to cooperate will result in school discipline.

**Vancouver Flex Academy does not assume responsibility for the safekeeping of cell phones, and other personal computing devices.**

Music devices and head phone use are allowed at Vancouver Flex Academy but must be used in accordance with established school/classroom rules and staff permission. Generally, students are not allowed to listen to music during class time. If music is excessively loud or disruptive to the learning environment, students will be asked to put the music device away.

### ***Items Prohibited at School***

Squirt guns	Choker chains
Water balloons	Pepper spray
Snowballs	Handcuffs
Stink bombs	Stun guns
Guns	Knives
Pointed Studs	Masks
Lasers	

If an item is not part of a student's learning program it should be left at home. Any items used in a way that is dangerous or disruptive are also prohibited. Any item that disrupts the educational process will be confiscated.

### ***Message Delivery***

Phone calls to students will not be connected to individual classrooms. In case of emergencies, students will be called to the office for phone use. Every attempt will be made to deliver messages to

students.

### ***Plagiarism/Cheating***

Any student who knowingly submits work of others as his/her own shall be considered to have cheated. Cheating also includes the aiding and abetting of cheating by others. All students involved will receive a "No Credit" for the work and be subject to disciplinary action. Citing sources used (giving credit for an idea to the correct individual) is an important aspect of learning proper student behaviors.

### ***Profanity and Vulgarity***

The use of vulgar and profane language or gestures by students on school property or at school sponsored events is prohibited. Discipline will be handled in a progressive manner.

### ***Display of Affection***

Definition: Prolonged contact - students in a locked embrace for a definite period of time.

#### Permitted Behavior:

1. Hand holding
2. Arm around waist while walking
3. Peck on cheek or lips

#### Behavior NOT Permitted:

1. Couples leaning on each other or against wall
2. Long sprees of intermittent kissing
3. Passionate and/or extended embraces
4. Fondling one another
5. Sitting on laps

### ***Skateboard/Roller Blades***

Skateboards and Roller Blades may not be used on school grounds. Students who ride skateboards to school may be required to check them in to the Office. Vancouver Flex Academy does not have storage capacity for skateboards and cannot assume responsibility for their safekeeping.

### ***Technology Access Agreement***

The Flex computer system has been provided to support the educational programs of Vancouver Flex Academy. 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 Flex 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.

- Access to chat rooms is prohibited.
- Never use the school Internet connections to download or forward games to others. Delete games that others send to you.
- Copyright law: Under no circumstances are you to install, store or email executable programs using the school's computers. This extends to all executable files, including those with: exe, zip, scr, com, bat, pif extension, etc.
- Vandalism: Attempts to modify or crash the school network, workstation or equipment will be treated as acts of vandalism.
- Respecting others: Never use Vancouver Flex Academy computers to convey profanity, abusive language, derision, threats, racial or sexual innuendoes. Do not use someone else's school account and never allow others to use yours.

Any violation(s) of the above rules may result in loss of computer privileges and disciplinary action.

### ***Tobacco Use/Possession***

Vancouver Public Schools' Regulation on Smoking, Use, or Possession of Tobacco (R5151, 4a 7 b) reads as follows:

- Smoking, use, or possession of tobacco, E-Cigarettes, and tobacco look-alikes by students on school district property will not be permitted.
- School building administrators and other members of the certificated staff will be diligent in their efforts to strictly enforce this prohibition.

Students choosing to smoke in, on, or around campus will be subject to progressive school discipline.

### **Curriculum**

#### ***Advanced Placement***

Students and parents should be aware that any courses denoted in course descriptions by an 'AP'

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

#### ***Grading***

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

#### ***High School Credit Transfer from Middle School***

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

#### ***Running Start***

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

## DRESS AND APPEARANCE

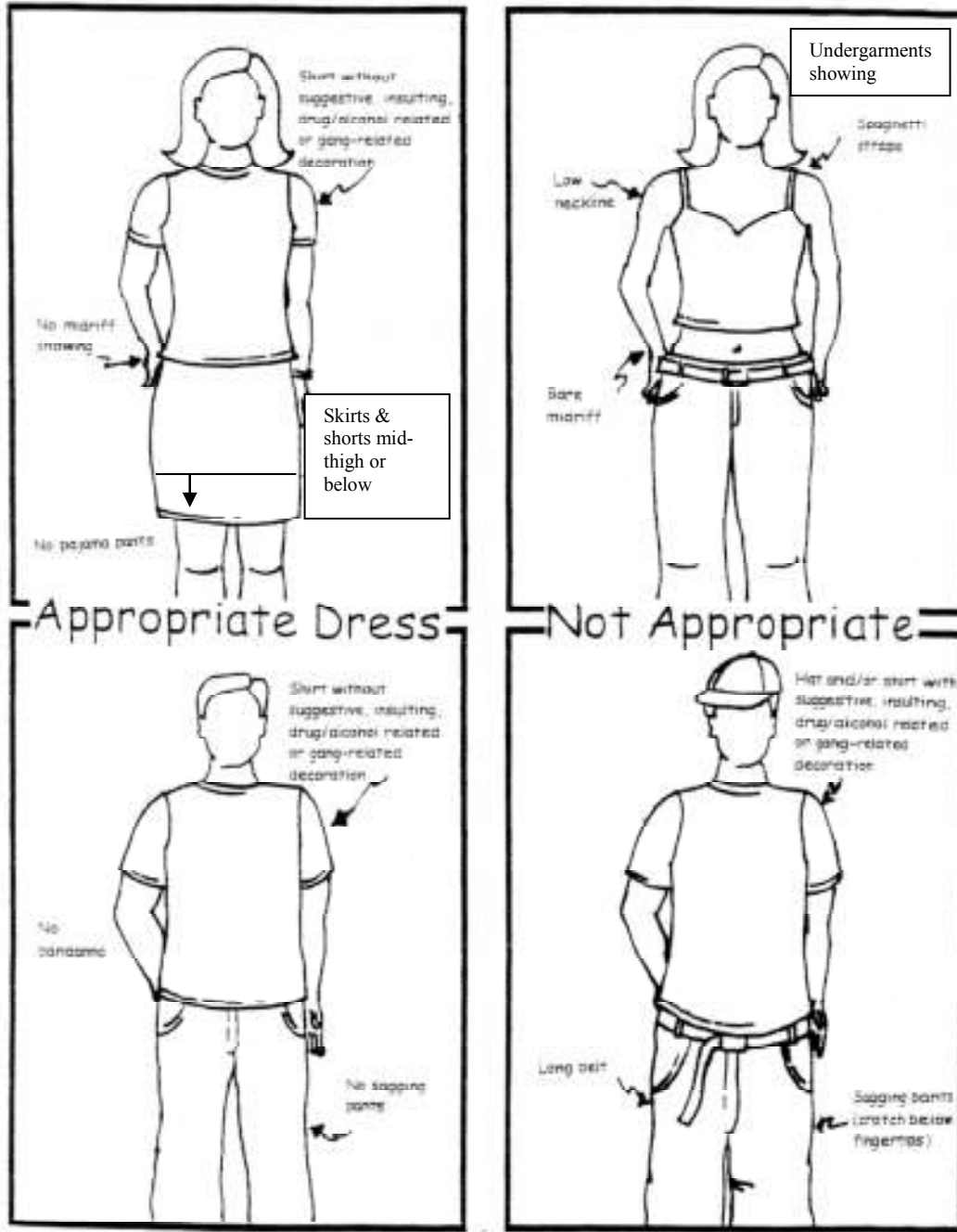
Modest and appropriate dress is an expectation at Flex Academy just as it is in a place of business. Inappropriate dress or appearance which causes a disruption of the education process, or presents health/safety problems, is not permitted.

Apparel and accessories depicting, representing, and including (but not limited to) the following are **not** allowed: weapons, violence, drug/alcohol/tobacco-related, vulgarities, insults directed to a particular group (e.g. ethnicity, culture), innuendo, gang-related (per VPD Gang Task Force guidelines), and sexual suggestiveness.

Also **not** allowed in the building are pajamas (including non-soled slippers); sagging pants; bare midriffs; short shorts/skirts. Shirts with bare shoulders (from neck to tip of shoulder); halter tops; low necklines/armholes.

**Shoes** are to be worn at all times. **Undergarments should never be visible.**

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



# 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 (typically an iPad or laptop 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 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 devices 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 back up 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.**

## **The following activities are prohibited:**

1. Do not mark or deface your VPS issued iPad, laptop, or device case. Defacing includes use of stickers or tape.
2. Do not loan your 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, 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.

**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 reveal or post identifying personal information, files, or communications to unknown persons through email or other means**
2. Cyber bullying, including personal attacks or threats toward anyone using online resources, **is strictly prohibited and may lead to criminal charges.** *If you are aware of cyber bullying, 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. All electronic communications, activities, and files accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.

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.

**Fiscal Responsibility:** The district strives to limit the financial responsibility for families of students issued 1:1 devices. In cases of accidental damage, an iPad 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 fines are \$99 for an iPad, and \$199.00 for a laptop. 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.

**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.

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.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_