

Hudson's Bay High School

1601 E. McLoughlin Blvd.

Vancouver, WA 98663

360-313-4400

<http://bay.vansd.org/>

Administrators

Mrs. Valerie Seeley

Principal

Mr. Darby Meade

Associate Principal

Mr. Joseph Accuardi-Gilliam

Associate Principal

Mr. Andy Meyer

Associate Principal/Athletic Director

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 regulations for administering discipline within each school. These policies and regulations are developed with participation from 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

Mission of the Vancouver School District

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 – Darcy Rourk; Title VII, 504 and IDEA – Brenda Martinek; Affirmative Action – Darcy Rourk; Title IX Elementary, Doug Hood or Marianne Thompson; Title IX Secondary, Chris Olson or Marianne Thompson; Athletic Equity, Mick Hoffman.

EDUCATION TAKES EVERYONE AT HUDSON'S BAY HIGH SCHOOL

EAGLE COMPACT

Academic Year 2015-2016

Mission Statement

The mission of Hudson's Bay High School is to create life-long learners and responsible compassionate, literate citizens by melding the resources of student, staff, parents and community.

As a Student,

I commit to: attend class regularly; work as hard as I can in class; help keep the school safe; ask for help when I need it; and to respect and cooperate with adults and other students.

I need: caring teachers and staff, people who believe I can learn; a school that is safe; respect for me as an individual; and an environment focused on learning.

As a parent/caring adult,

I commit to: have high expectations of my child, help my child attend school and be on time, keep track of my child's progress, assist my child in solving conflicts in a positive way, work with teachers and school staff in supporting and challenging my child, and respect school staff and work with them when conflicts arise.

I need: teachers/staff who respect my role as a parent/caring adult; communications from the school, to monitor my child's progress; respect for me as an individual; and a community that supports families.

As a staff person (Teachers, support staff, or administrator),

I commit to: have high expectations of myself and my co-workers; communicate and work with families, to assist student learning; provide a safe environment for learning; and respect cultural differences of students and their families.

I need: students who are ready and willing to learn; respect from students, families, and other staff and administrators; assistance from parents and administration, to remove barriers that prevent me from doing the best for my students.

The Student Learning Plan and Roadmap to Success meet all Title 1A Parent Compact Requirements.

THIS IS A TOBACCO-FREE, DRUG-FREE AND WEAPONS-FREE CAMPUS

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The Hudson's Bay Staff comprises a wide variety of highly trained adults focused on providing students with an excellent education, career guidance to enhance their post-graduate success, and support services for the emotional and social needs of adolescence.

Administration

Valerie Seeley, Principal
Darby Meade, Associate Principal
Andy Meyer, Associate Principal/AD
Joseph Accuardi-Gilliam, Associate Principal
Dean of Students

Bay ACES - -Teachers

Business Office Clerks

Counselors

Last Name Begins With:

A-EQ – Elizabeth Mikaele
ER-LAM – Kara Hecker
LAN-RE – Dan Brdar
RF-Z –Dionne Vester

Career Center Counselor

Cafeteria Manager/staff

C.T.E. -Teachers

Custodial Staff

Careers in Education-Teachers

Visual and Performing Arts-Teachers

Foreign Language-Teachers

Intervention Specialist

Language Arts-Teachers

Media Specialist

Math-Teachers

A complete list of all individuals in each of these categories, along with email addresses and contact information, can be found on the Hudson's Bay website:

<http://www.bay.vansd.org/>

This list will also be included in the September edition of the parent newsletter, the Eagle Eye.

Office Support Staff

Secretaries
Registrar
Clerks

Performing Arts-Teachers

P.E. and Health-Teachers

Science-Teachers

District Resource Officers

Social Studies-Teachers

Special Education-Teachers
Staff Assistants

Special Services

Data Facilitator
Literacy Specialist
Speech- Language Pathologist
Student Advocates
Nurse
Psychologist
Gear-Up
PBIS Coach

BUS BELLS SCHEDULES

Tutorial (Mon/Fri) 7:25 a.m. 1 Hr Early Release/P.M. Assembly

Tutorial (Mon/Fri)		Tutorial (Tue/Wed/Thur)		1 Hr Early Release/P.M. Assembly	
Warning Bell	7:25 a.m.	Warning Bell	7:25 a.m.	Warning Bell	7:25 a.m.
1st Period	7:30 - 8:20 (50)	1st Period	7:30 - 8:20 (50)	1st Period	7:30 - 8:10 (40)
2nd Period	8:25 - 9:15 (50)	2nd Period	8:25 - 9:15 (50)	2nd Period	8:15 - 8:55 (40)
3rd Period	9:20 - 10:15 (55)	3rd Period	9:20 - 10:10 (50)	3rd Period	9:00 - 9:45 (45)
Tutorial/PLCs	10:20 - 10:50 (30)	Tutorial Check-In	10:15 - 10:25 (10)	Tutorial/PLCs	9:50 - 10:15 (25)
Lunch	10:50 - 11:20 (30)	Tutorial Pd.: Week A: T-1, W-2, Th-3 Week B: T-4, W-5, Th-6		Lunch	10:20 - 10:50 (30)
4th Period	11:25 - 12:15 (50)	Tutorial	10:25 - 10:50 (25)	4th Period	10:55 - 11:35 (45)
5th Period	12:20 - 1:10 (50)	Lunch	10:50 - 11:20 (30)	5th Period	11:40 - 12:20 (45)
6th Period	1:15 - 2:05 (50)	4th Period	11:25 - 12:15 (50)	6th Period	12:25 - 1:05 (45)
		5th Period	12:20 - 1:10 (50)	Release	1:05
		6th Period	1:15 - 2:05 (50)	Assembly	1:10 - 2:05 (55)

BAGGELERS



BBS

	A.M. Assembly	2 Hr Late Arrival	2 Hr Early Release	No Tutorial
Warning Bell	7:25 a.m.	9:25 a.m.	7:25 a.m.	7:25 a.m.
1st Period	7:30 - 8:16 (46)	9:30 - 10:05 (35)	7:30 - 8:05 (35)	7:30 - 8:25 (55)
2nd Period	8:21 - 9:07 (46)	10:10 - 10:45 (35)	8:10 - 8:45 (35)	8:30 - 9:25 (55)
Assembly	9:12 - 10:01 (49)			
3rd Period	10:06 - 10:57 (51)	10:50 - 11:30 (40)	8:50 - 9:30 (40)	9:30 - 10:30 (60)
Lunch 4A	11:02 - 11:32 (30)	11:35 - 12:05 (30)	9:35 - 10:05 (30)	10:35 - 11:05 (30)
Period 4A	11:37 - 12:23 (46)	12:10 - 12:45 (35)	10:10 - 10:45 (35)	11:10 - 12:05 (55)
Period 4B	11:02 - 11:48 (46)	11:35 - 12:10 (35)	9:35 - 10:10 (35)	10:35 - 11:30 (55)
Lunch 4B	11:53 - 12:23 (30)	12:15 - 12:45 (30)	10:15 - 10:45 (30)	11:35 - 12:05 (30)
5th Period	12:28 - 1:14 (46)	12:50 - 1:25 (35)	10:50 - 11:25 (35)	12:10 - 1:05 (55)
6th Period	1:19 - 2:05 (46)	1:30 - 2:05 (35)	11:30 - 12:05 (35)	1:10 - 2:05 (55)

Most schedules: Passing times are the equivalent of 5 min. including the passing times before and after each lunch.
All busses leave 8 min. after the last period of the day.

Academics

Hudson's Bay High School has a superior program for young women and men who will be our leaders of tomorrow. In our rigorous academic classes, we focus upon the highest standards of excellence, integrity, and honor.

Tutorial Program

Tutorial is designed to provide students access to their teachers outside of the normal class time. Students often use this time to make-up tests, get tutoring, and/or access other resources at Hudson's Bay High School. Students will be provided tutorial expectations and schedule at the beginning of the semester.

Grading Criteria

Grade reports (report cards) are issued approximately every nine weeks. The first nine-week report is a mid-semester grade indicating how well a student is performing halfway through the semester. At the end of the semester, the grade report displays the second nine-week grade and the semester grade. The semester grade is the final course grade, which will be used to determine G.P.A. and satisfactory or unsatisfactory completion of the course.

Progress Reports

Midway through each quarter, Progress Reports are sent home with the student. When a student is in danger of failing, a progress report will be sent home in the mail.

GPA

Each student's grade point average is computed by totaling the average of the point values below:

A = 4.0	A- = 3.7	B+ = 3.3
B = 3.0	B- = 2.7	C+ = 2.3
C = 2.0	C- = 1.7	D+ = 1.3
D = 1.0	F = 0	NC (No Credit)=0

F = Failure (course must be repeated for a graduation requirement) = 0

Inc. = Incomplete – Work is incomplete because of extenuating circumstances. All work must be completed within a six-week period or the grade will become an "F" for the course.

Final Exams

As a general rule, the following guidelines should be followed:

1. Teachers will provide information to their students regarding what will be covered in the final exam, the method of assessment to be used, and the teacher's expectations.
2. Teachers will inform students of the grade value that will be placed upon the final exam, or any other culminating activities.
3. At the conclusion of the final exam or other culminating activity, students should remain in their assigned class until the conclusion of the period.

Class Withdrawal

The school policy concerning the withdrawal from or the dropping of classes by students is not to be confused with changes of schedule authorized by an administrator. (Example: If a student must withdraw from PE for a medical reason, the counselor would change the schedule.)

1. Students are required to take six classes each semester. Students enrolled in less than a full-time program of studies must have approval from the principal or designee.
2. There will be no schedule changes after the fifteenth day of the semester, with the exception of administrative changes. It is difficult, if not impossible, for a student to understand the concepts presented, to make up the work, and to succeed in a class if they enter late. **If a student drops a class after the fifteenth day of the semester, the student will receive an "F" grade for the course.**
3. Students enrolled in year- long classes will normally remain in those classes for the school year. A student may be allowed to withdraw from a year- long class if, after the first semester, the student has failed the class.

Graduation Requirements

Students MUST pass the HSPE or Smarter Balanced Assessment (Reading and Writing), the appropriate Math and Science End of Course Assessment, or meet a State approved alternative in order to graduate. Different graduating classes may have differing requirements. For specific requirements of the different graduating classes, students should contact their counselor for any updated information.

English	4.0 Credits
Social Studies	3.0 Credits
Math	3.0 Credits
Science	2.0 Credits
Occ. Ed.	1.0 Credits
Fitness/Wellness/PE	1.5 Credits
Health	0.5 Credits
Fine Arts	1.0 Credits
Electives	7.5 Credits
Total Required	22.5 Credits*
Total Possible Credits	24.0 Credits

**Refer to later section for state testing information.*

Final graduation rank will be determined by the cumulative GPA at the end of the 7th semester.

Peer Mentoring/Transition Program

Hudson's Bay's Flight Crew helps incoming freshmen transition from middle school to high school. It is a student to student program with juniors and seniors mentoring a small group of freshmen. This is a student-driven program that will help the freshmen feel more comfortable about high school and a program designed to help the overall school climate.

Magnet Program

Bay ACES (Architecture, Construction, and Environmental Services)

The Bay ACES Magnet offers a unique four-year high school education for students who are interested in the fields of urban horticulture, landscaping, natural resources management, wildlife, environmental services, city planning, civil engineering and architecture. This magnet provides students with the opportunity to develop the academic and technical skills they need to be more active learners, engaged and informed citizens, and qualified employees.

Hudson's Bay's extensive horticulture center hosts a floral shop, retail nursery, and science park on its beautifully landscaped site. Students design, research codes, create virtual models, participate in FFA, Science/STEM, engineering and architecture competitions. Because students have on-site access to the tools of the trade, they are able to apply their learning in real and relevant ways.

The community is an active partner, providing context for students to apply and extend content knowledge. Guest speakers, field trips, job shadows, service learning, internships and paid work-experience and instructional strategies such as case studies, inquiry based learning, competitions and hands-on activities provide the real-life context that engage and motivate students.

Athletics

Hudson's Bay High School offers a full program of extracurricular athletics. Programs are organized at all levels for competition. Every effort is made to afford any student the opportunity to participate if he/she has a desire and willingness to work hard and the self-discipline to succeed in athletics.

Hudson's Bay High School is a member of the Greater St. Helen's **2A** League. Other league high schools include **Hockinson, Mark Morris, R.A. Long, Ridgefield, Washougal, and Woodland.**

Athletic Clearance Procedures

Each athlete must complete the following procedures before he/she may report for any official interscholastic practice or competition:

1. He/she must have insurance coverage, both health and dental.
2. He/she must have a physical examination by a licensed physician.
3. One examination will cover a period of 24 months.
4. He/she must have a parent consent form signed by a parent or guardian.
5. He/she must read and follow the Athletic Code. This form is to be signed by parent and/or guardian and student.

6. He/she must purchase a ASB card and pay the athletic/activity fee each sports season. Price to be announced
7. All forms are to be completed and returned to the Business Office. The student will then receive an Athletic Clearance Card, which is to be presented to the coach before participating in a practice.
8. Athletes must meet the WIAA Academic standards in order to enter a competition.
9. **Any student who turns out for an official practice or competition without completing the above regulation is subject to disqualifying the entire team!**
10. Clearance information will be accepted in the Business Office starting two weeks prior to the next sports season.

Seasons/Opportunities

- **Fall (Aug. 24th – early Nov.)**
 - Cross Country
 - Football (Aug 20)
 - Girls' Slow-pitch Softball
 - Girls' Soccer
 - Girls' Swimming
 - Boys' Tennis
 - Boys' Golf
 - Volleyball
 - Cheerleading (Fall season-June tryout)
- **Winter (Nov. 2nd – late Feb./March)**
 - Boys' Basketball
 - Boys' Swimming
 - Girls' Bowling (Nov. 3)
 - Girls' Basketball
 - Girls' Gymnastics (Nov. 10)
 - Boys'/Girls' Wrestling
 - Cheerleading (Winter Season)
 - Dance (tryouts in June and late Sept.)
- **Spring (Feb. 29th -May 30)**
 - Softball
 - Boys'/ Girls' Track
 - Girls' Tennis
 - Baseball
 - Girls' Golf
 - Boys' Soccer

Season Passes

Season pass rates are a savings for home contests only. The following passes are available in the Hudson's Bay High School Business Office.

- Family ticket (A family includes all those in the immediate family to include children under the age of 18 years of age.) for all sports \$120 year/\$80 fall only/\$60 winter only/\$40 spring only.
- Individual passes for all sports \$60 year
- Admission will be charged for Varsity/ JV Football, all Volleyball, Boys' & Girls' Soccer in Kiggins, all Boys' & Girls' Basketball, and all Wrestling matches.

Note: These passes will not be prorated and prices may change.

Attendance

Attendance - As required by state law, all students enrolled in the Vancouver Public Schools shall be punctual and regular in attendance.

Absence Procedure

- A) If a student is absent three (3) or more days, parents/guardians are requested to report to the Attendance Office by telephone (313-4440) by the third day of absence. If parent/guardian is unable to call, a student may call to report his/her own absence; however, an excuse note will still be needed upon return of student to school.
- B) **According to State Board of Education Rules and Regulations (WAC 180-44-030), students must bring a WRITTEN EXCUSE signed by parent or guardian for any absence.** Upon presentation of an acceptable note within three (3) school days of the last day absent, the unexcused absence(s) will be recorded as excused.
- C) A student reporting to class 15 minutes after class has begun will be recorded as truant.
- D) A student will be deemed truant unless (s)he brings a note, with a valid reason, within 3 days.
- E) If the 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. (R5117).
- F) Students will need an admit slip if they have been with school personnel.
- G) If a student is absent six (6) or more consecutive days, a note from a doctor is required to have the absences excused; unless the principal, for good cause, waives the requirement (R5117).
- H) It is the student's responsibility to arrange any needed make-up work.

Excused Absences

The following types of absences may be excused by a note from parent or guardian:

- a. Illness
- b. Health Care Appointments
- c. Emergencies
- d. Family Activities

Pre-Arranged Absences

An absence may be pre-arranged by a parent or guardian:

- a. Family Activity
- b. Church Activity
- c. Funeral Services

Check-Out Procedure

Students must check-out before leaving the building. Students are 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 find it necessary to leave school for illness or appointments must report to the attendance office for a pre-arranged absence. If parent is picking student up, parent must check student out through main office. Truancy discipline will be issued to students who leave the campus without prior notice, regardless of returning later with a written excuse from parents or guardians.

Students who are 18 may sign themselves out, but unless they are legally emancipated, parents will be contacted to ensure safety of the student. R5117 will be followed to determine whether the absence is excused or not.

Tardy Policy

A student is tardy when he/she enters the classroom after the tardy bell and within the first 15 minutes of class time. Teachers will address the first four tardies in their classroom management policy. Administration will deal progressively with repeat offenses

- 1st tardy: warning
- 2nd tardy: warning with parent notification (email, phone, etc.)
- 3rd tardy: detention with teacher (parent notification)
- 4th tardy: detention with teacher or security (parent notification)
- 5th tardy and above: referral to Administration (progressive discipline)

Truancy

The parent, guardian, or custodian must provide an excuse for a student's absence within three (3) days of the student's return to school. A student who is truant will confer with an administrator who may assign progressive discipline. Habitual truancy will be dealt with according to state law and Vancouver District regulations.

General Information

Accurate Records

Students are responsible for informing the school of their correct address, telephone number, etc. Students living outside of the Hudson's Bay boundaries or the boundaries of the Vancouver School District must have an in-district or out-of-district student transfer (boundary exception) approved to attend Hudson's Bay High School.

Concerns/Complaints/Appeals

If the situation involves a staff member, please contact that staff member first to discuss the issue.

1. If the situation is one where a counselor might be of assistance, contact the counselor.
2. If the counselor is unable to assist, please contact an associate principal.
3. If the parent or student has not reached a satisfactory resolution to the problem, contact the principal.
4. The next step for appeal is the Executive Assistant for Secondary Education. In the event of an appeal of a suspension or expulsion, the Office of Student Welfare and Attendance should be contacted.

Stolen Property

All students and parents need to be aware that the school is not responsible for any personal property that has been stolen.

Trespassing

Washington State Law prohibits trespassing on school property (regardless of age). If trespassers refuse to respond to school personnel's request to leave, law enforcement authorities will be contacted.

School Rules and Discipline

Hudson's Bay High School is committed to establishing and maintaining an environment that is safe and conducive to learning. This section of the handbook addresses student behavior expectations. District policy regarding student conduct rules and rights is included in another section of this handbook.

Hudson's Bay High School assigns discipline in a progressive manner. Assignment of discipline is based on the severity of the violation and the student's discipline record. The following discipline may be assigned: Campus Beautification; Friday School; In-School, Short-Term, or Long-Term Suspension; and Expulsion. Definitions of these consequences are addressed in another section of this handbook.

Zero Tolerance

Students: In accordance with Policy 5146.1, when a student's exceptional (serious or severe) misconduct endangers the safety and welfare of other students, school personnel, and/or the educational process, corrective action shall be taken to maintain a safe school-learning environment. Individuals involved in such activities are subject to suspension, expulsion and/or arrest by law enforcement officials. This regulation is to be used only for serious or severe misconduct.

Synopses of School Rules

• Cooperate with staff

Students must obey the lawful instructions of school district personnel. Failure to comply will result in the assignment of progressive discipline.

• Respect private and school property

If a student loses, damages or destroys school property, the school administrator will investigate, notify the parents and seek appropriate restitution for the loss or damage.

A student's grades, transcript and diploma may be withheld until restitution is made. In cases of willful destruction, vandalism, or theft, authorities will be notified and the student may be subject to disciplinary action and payment of restitution. When amounts are beyond the earning capacity of the

student, the parent/guardian/custodian will be asked to assume the student's obligation.

• Attend all assemblies

Students must attend assemblies and comply with the expectations of that meeting.

• Limit affection to a brief kiss or hug

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
2. Long sprees of intermittent kissing
3. Passionate embraces/excessive PDA
4. Sitting on laps

• Prohibited items

Squirt guns or devices	Choker chains
Water balloons	Pepper spray
Laser pointers	Handcuffs
Stink bombs	Stun guns
Guns	Knives
Pointed Studs	Masks
Cigarette lighters	Bandannas

Any item used in a way that is dangerous or disruptive (ie. thrown at someone) is also prohibited. Any item that disrupts the educational process will be confiscated.

• Designated eating areas

It is the school's preference that food be limited to the Commons, Courtyard (between the lower brick wall and the Commons) and the Counseling and Eagle Hallways. These designated eating areas may be restricted by administration if students fail to pick-up after themselves. During lunch times students are not to be in the 100-500 hallways. Only covered drinks are allowed outside the Commons. Teachers have the ultimate decision whether or not beverages will be allowed in their classrooms. Classroom activities involving food will be left to the discretion of the teacher.

• Harassment

Intentionally harassing another person because of the perception of the other's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory disability, or any other trait or characteristic different from one's self is not allowed. Proven harassment will result in disciplinary action.

- **Cheating and Plagiarism**

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 an "F" grade for the work and may be subject to disciplinary action.

- **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.

- **Off-Campus Pass Privileges**

Only juniors and seniors can leave campus during lunch, and they must have an off-campus permit signed by their parents and a sticker issued. An off campus pass may be denied due to lack of academic progress, attendance and/or discipline. **Students returning late from lunch may have their off campus pass revoked by administration.**

- **Appropriate Use of Technology**

DO NOT bring programs from home into school on a jump drive to download into student folders or to use to circumvent District filters.

Computer network accounts are to be used for school-related purposes only. Internet games, chat rooms, shopping, external e-mail applications, or inappropriate files are not permitted. Users are not allowed to download or install applications. Violations will result in progressive discipline and potential loss of computer privileges.

The District shall rigorously uphold laws pertaining to the use of technology, hardware, and software and the information contained in them or generated by their use. Anyone found to be violating such laws will be subject to suit or civil damages and discipline by the District.

Silence cell phones and keep them put away; also, texting is not allowed in classes. Cell phones may not be used or visible during class time unless permission is granted by the teacher. Students may not leave a class to use a cell phone in the hallway while class is in session.

When appropriate, electronic devices and cell phones are to be used at a personal volume.

School provided iPads are for use during the school day, for school related activities. Students that use district equipment/technology for activities prohibited by the Vancouver School District will face disciplinary action.

- **Student Valuables**

Students are requested not to bring large sums of money or valuables to school. Upon student request, the Business Office may place money in the vault for safe keeping while students are at school. Students are ultimately responsible for any items they chose to bring to school.

- **Flowers and/or Balloon Deliveries**

We realize the importance of showing someone how much you care, but please do not have flowers/gifts/balloons sent to students at school. They will not be delivered and school bus drivers will not allow students on the bus with balloons. **Helium balloons are not allowed at school** because these balloons can and can set off the fire alarm system in the Commons, weight room and gym.

- **Messages in Class**

No classroom will be called to deliver messages, flowers, etc., to a student unless it is a verified emergency (illness, accident, or death in the family). Doctor's appointments, rides or work information are not considered an emergency.

- **Altering School Records**

Any student who falsifies, alters or destroys a school record or any communication between home and school shall be subject to disciplinary action.

Classroom Discipline

Individual classroom teachers are responsible for establishing behavior guidelines that are communicated to students. Students are expected to comply with each teacher's classroom rules.

When a student violates a classroom rule, the teacher will address the violation in a progressive manner. In addition to conferring with the student and his/her parent/guardian, the teacher may ask the student to leave the class and go to a designated place. Teachers may also impose a reasonable detention that extends beyond the end of the school day. The parent/guardian must be notified before the student can be detained. When necessary, the teacher may refer students to the office of the appropriate school administrator.

Confiscated Items Progressive Action

- 1st Offense: Taken for the day
 - Parent notification
 - Item returned with warning
 - Sign the form explaining policy
- 2nd Offense: Taken for the day
 - Parent notification
 - Assigned campus beautification*
- 3rd Offense: Taken for the day
 - Parent notification
 - Assigned Friday School*
 - Returned after completion
- 4th Offense: Taken, parent must pick-up
 - Parent notified/Admin Referral

***disciplinary action may vary**

If a student refuses to surrender his/her cell phone, he/she will be immediately referred to administration for disciplinary actions. Possession of a cell phone is a privilege, which may be confiscated/revoked at any time. These procedures are in place to protect the learning environment at Hudson's Bay High School.

Dress Code

The dress and appearance of students is the direct responsibility of their parents, guardians, or custodians.

If a student's dress and/or physical appearance causes a disruption to the educational process, or threatens the health and/or safety of the student or others, a building administrator will

ask the student to refrain from wearing such apparel, jewelry, accessories or using such manner of grooming while at school or school-sponsored events.

If the student refuses to comply, progressive discipline will be assigned and parents/guardians will be contacted.

Prohibited dress or physical appearance specifically includes, but is not limited to:

- **Displaying lewd, sexual, weapon, drug, tobacco, alcohol-related, hate or violent messages in clothing and/or headgear.**
- **Wearing apparel that indicates gang affiliation as reported by the Gang Task Force and/or law enforcement agencies (students may not possess bandanas, bandana print, etc.).**
- **Exhibiting a bare midriff or undergarments**
- **Wearing shorts/skirts that are shorter than the wearer's fingertips when arms are hanging down; and, wearing trench coats, gloves, hanging belts, or sunglasses inside school buildings.**

Hudson's Bay encourages students to practice dress standards that will be needed in the future in the workplace. Sagging pants which display undergarments are not appropriate. Students should wear modest necklines (no tube tops, halter, low-cut or strapless tops) and avoid clothing items with revealing cutouts. Any student wearing, carrying or displaying gang-related apparel or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities that intimidate or otherwise place other students in fear of personal safety shall be subject to discipline.

Personal grooming should occur in the restroom and not in classrooms. Use of perfume or other fragrances should be used minimally so not to be a disruption to the learning process.

Student Driving & Parking

1. Student vehicles must be registered with the school. The current permit is to be attached to, and displayed on, the driver's side window, lower left hand corner or hung from the interior mirror.
2. Parking on campus is strictly limited to designated student parking. The faculty parking lot is off limits to students during school hours, 7:00 am to 2:05 pm.
3. To facilitate identification, automobiles are to be parked front end first.
4. Parking is permitted in the designated marked spaces only.
5. The school is not responsible for the automobile or its contents.
6. There is to be no loitering in the parking lot at any time during the school day, including lunch.
7. There will be no speeding, or any form of reckless driving on the school grounds. The speed limit is 10 miles per hour.
8. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in the vehicle.
9. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Suspension of driving privileges, towing of vehicles, and/or suspension from school may occur when violations of these regulations occur.
10. Students applying for and receiving parking permits fully understand their responsibility in following these rules.
11. All students are to park in designated student parking areas (i.e. Early Release/Late Arrival, Skills Center, Running Start and VA students)

Violation of parking rules may result in parking permit revocation and/or towing.

Other Information

Video Productions/Photo Restrictions

Students in Video Productions and Photo classes are limited to certain areas for taping and photographing during school hours. Those areas are: the Visual Arts classrooms/ studio, the areas adjacent to the Visual Arts classrooms/studio, and the commons (not the outdoor plaza). There may be instances when

the video class as a whole needs to tape in other areas of the Hudson's Bay Campus, but the instructor must be present during those occasions.

The video/photo camera is not a pass enabling students to travel anywhere on or off campus, but rather a tool to perform specific tasks for a class project or assignment. Failure to follow these rules will result in progressive discipline including withdrawal from the class.

Business Office

The Business Office is located in the upper gym hallway. The business hours are Monday through Thursday 7:00 a.m. to 2:30 p.m. and Friday 7:00 a.m. to 1:30 p.m. A.S.B. card, athletic clearance, fees, and art/photo fees may be paid for in the Business Office. The Business Office is open to students before and after school and during lunches.

Career Center

Amy Pickens, career specialist, facilitates the program by working with students directly.

Career Exploration and Guidance

Each of their four years at Hudson's Bay, students are provided the opportunity to explore the changing world of work, develop an appreciation for their unique strengths and interests, and chart a course for post-secondary training that will lead to a satisfying career.

Career Training Information

A variety of materials is available in the Career Center to help students locate information about post-secondary training programs and institutions throughout the United States.

Career Center Website

A variety of information to assist students and parents as they research post-high school options is available on the Career Center's website. Go to <http://bay.vansd.org>. From the list of School Services, click on "Career Center."

College Scholarships

Information about scholarships is available in the HBHS Career Center and on the scholarship page of the Career Center website.

Counseling Center

There are four school counselors, located in the Counseling Center. The function of the counselor is to be a source of support and assistance to students during their education. They assist students in developing education plans, resolving hindrances to their educational plans, and are available as resource persons for parents and staff members.

Students wishing to see their counselors should submit a request slip. These are available in the Counseling Center.

Field Trips

A parent permission slip is required to have students attend any field trip.

Financial Aid Information

Information about financial aid is available in the HBHS Career Center and on the HBHS website.

Health Services/ Health Room

Students who are too ill to remain in class must make arrangements to go home through the attendance office. The Health Room is available for emergencies and short-term treatment (with a pass) only.

School Nurse

Hudson's Bay has the services of a school nurse on a part-time basis. Her responsibilities include:

- providing case management for students with chronic health conditions
- providing emergency first aid
- participating as a member of the Special Education Professional Group
- providing health education and counseling
- monitoring student immunizations
- consultation regarding school/ student safety

Student Medication

- Whenever a health condition requires that a student take prescription medication during the school day, written authorization shall be received from the student's parent/ guardian together with written instructions from a licensed health care professional.
- Forms authorizing medication at school may be obtained from the school nurse.
- Prescription medication will be held in the main office in a locked cabinet.

- Medication needs to be provided in a container labeled by the pharmacy.
- Prescription medication must be brought to school by the parent/ guardian.
- With appropriate authorization, students may carry inhalers/epi-pens/ prescription medication, except those considered to be controlled substances by law.

High school students may carry a one-day supply of over-the-counter medication with them, if they have written permission from their parent/ guardian. This medication must be in the original container.

Library

The Library is for studying, reading, reference and research work. Computers are also available for student use, as well as a Production Center that has supplies for projects. Some materials are free for student use, while others will require the student to purchase them. Before and after school and during lunch students are not required to have a pass to use the center, but are required to have a pass from their teacher during class time. In an effort to protect the materials and computers, the NO FOOD OR DRINK policy is strictly enforced.

Lost and Found

Report lost or found items to the main office.

School Phones

Students can use classroom phones at a teacher's discretion.

Awards and Honors

Attendance Certificate

Certificates are awarded each semester for perfect attendance and for no unexcused absences.

Bay's Best

Each month our staff nominates students to be recognized as Bay's Best. These students have distinguished themselves in the areas of academics, attendance, and attitude.

Each recognized student receives a letter of congratulations from the principal, Mrs. Val Seeley.

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. Students not reporting to class will be counted as absent. If students are in a classroom that is to move to a prearranged area, they are to do so at the direction and supervision of their classroom teacher.

Earthquake

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 sturdy 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.

Fire Alarm/Drill

When the fire alarm is activated, leave the classroom under the direction of the teacher. Stay with your class and move to the designated assembly area. When the "all clear" is sounded, return to your classroom. State law mandates 2 drills per month.

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 your classroom immediately and 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.pdxinfo.net
- www.flashalert.net
- twitter: @VancouverSD

School Closure info line: (360) 313-1401

KGW TV (CH8)

K103 FM

KEX 1190 AM/100 FM

SPECIAL EDUCATION

The Vancouver School District 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. 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 through the Vancouver Early Childhood Center.

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.

Student Government

ASB Cards

ASB Cards may be purchased in the Business Office; the price will be announced in August. This card will allow free admission to all regular home athletic events and discounts on most dances.

It provides a considerable savings, and also allows the purchase of tickets at reduced prices at away games. All proceeds from the sale help support the activity/athletic programs at Bay. A replacement card can be obtained for a fee. The ASB card is required for sport or activity.

ID Cards / Photo

Every student must have a school photo taken for identification purposes and will be required to carry the school issued ID card with him or her when on school premises and at school-sponsored functions.

This card is not transferable. Lending it to anyone or failure to present it when requested by a school staff member is a violation of school rules and subjects the holder to disciplinary action.

Lost/misplaced ID's must be reported to the office. A replacement of a lost/defaced ID may be obtained and a fee charged.

Student Body Officers

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

invaluable service to the high school and the leadership training is invaluable to the students. Representatives in the student government at Hudson's Bay are as follows:

ASB Executive Officers

President - Maribel Garcia-Igueldo
Vice-President - Ash Arias
Secretary - Erykah Weems
Treasurer - Bailey Arionus-Lecouris
Activities Coordinator - Ethan Mayers
Communications, Int - Andrew Keck
Communications, Ext - Jesse Velasco
Visual Communications - Thomas Goode
L.A.S.C. Reps- Jared Bacon
Cassandra Remsing
School Board Rep. - Elizabeth Bronder
Running Start - Oscar duPlessis
Special Projects - Evelyn Smith

Senior Class Officers

President – Yazmen Woods-Smith
Vice-President – Quinten Teague
Activities Coordinator – Elizabeth Bronder
Secretary – Jennifer Chavez

Junior Class Officers

President – Trisha Beavers
Vice-President – Brooklyn Siebers
Activities Coordinator – Fran Iseda
Secretary – Jon McMillan

Sophomore Class Officers

President – Kailiyah Fossen-Tamayo
Vice-President – Hannah Mixon
Activities Coordinator – Nate Bushlach
Secretary – Jaycee Brebner

Freshmen Class Officers

TBD

Activities

Hudson's Bay High School offers a variety of fine extra-curricular and co-curricular activities for students to develop their interest areas and leadership skills. Participation is highly recommended but is optional. By electing to participate in these programs, the student agrees to:

1. Purchase an ASB Card
2. Act as an ambassador for Hudson's Bay High school and act in an appropriate manner
3. Refrain from misconduct at conferences and competitions and while traveling to and from the activity.
4. Follow Hudson's Bay High School rules and Vancouver School District policy.

Breaches of conduct will result in appropriate school discipline. The first offense may result in removal from further participation in the current activity and all school activities for twenty days. The second offense may result in removal from co-curricular/ extra-curricular activities for ninety days.

Dances

After-game/casual dances are for Hudson's Bay students only. Tickets are purchased at the door with ASB and/or school ID. All school rules apply and will be enforced by administration. Tickets for formal dances are generally sold in the Business Office, in the cafeteria at lunches and at the door. Tickets may be purchased only by Hudson's Bay students.

Guests are allowed at formal and semi-formal or theme dances. Students who wish to bring guests must complete the guest pass form prior to the purchase of tickets. Students may only bring one guest.

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

1. Only Front-to-Front dancing is permitted at high school dances. Students will receive one warning. The second offense will result in the student's removal from the dance.
 - 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.
2. Excessive displays of affection are not permitted including inappropriate fondling or touching.
3. Removal of any necessary articles of clothing (shirts, pants) is not permitted. Any student or guest that is dressed inappropriately will be asked to change or be removed from the dance. No refund will be given. For appropriate dress description, please see Vancouver School District dress code policy in the student handbook.
4. For dance admission, EVERYONE MUST HAVE PICTURE ID. Current school ID, passport, or

driver's license will be the only forms of ID accepted.

5. No re-entry to the dance is permitted once a student leaves.
6. Students who bring a guest to a school dance are required to have the appropriate dance pass completed and signed before purchasing tickets.
7. Students may NOT bring a guest that is a middle school student or are 21 years or older.
8. If you or your guest is asked to leave a dance, both parties will be required to leave. Parents will be called and asked to pick up each student if necessary.

Parents are expected to pick up their students at the end of the dance. Students not picked up within 30 minutes after the dance may be prohibited from attending future events.

Students are expected to dance in a school appropriate manner and may be removed for 'freak' dancing. The new VSD dance policy prohibits back to front dancing in all high schools.

Clubs and Activities

- Aquila (Yearbook)
- ASB (Student Government)
- Band: Pep and Marching
- Cheerleading
- Competition Choir/Ensembles
- DECA (Association of Marketing Students)
- Drama Club
- FFA – Green Team
- FFA - Floral
- Flight Crew/Mentors
- Gay/Straight Alliance
- International Club
- Key Club
- Knowledge Bowl
- Mock Trial
- National Honor Society
- Red Cross Club
- Skills USA (formerly VICA)
- S.T.O.P. (Prevention/Healthy Choices)
- Tokyohop (Anime)

Any new clubs/activities being proposed need to be submitted for School Board approval prior to **October 15th** of each year through the Business Office.

Miscellaneous Information

Aquila - (Yearbook)

Students may purchase yearbooks in the Business Office beginning in September. Books may be available on first-come first-served basis later.

Closed Campus

Hudson's Bay High School is a closed campus. Students who ride the bus to school in the morning will not be allowed to leave the campus. (Juniors and Seniors with parent permission passes may leave campus during lunch only.) The only accessible entrance after the start of the school day is the Main Entrance by the office. All other entrances are locked and **students are not to open exterior doors for anyone.**

Students are expected to remain on campus from the time of their arrival until the last class period of their scheduled day. Students who go off-campus, or in out-of-bound areas, violate the closed campus rule and are subject to progressive discipline.

Off-Campus Lunch Pass

Lunch passes are permitted to allow students to depart campus for the purpose of eating lunch. In order to leave campus each student must physically show their pass to security prior to leaving. Permission will be denied if the pass is not shown. Lunch passes will be issued only to 11 and 12 grade students with parent/ guardian consent. Off-Campus lunch pass may be revoked by administration if having said privilege interferes with the educational process.

Off-campus passes are issued for students who have early/late arrival, work co-op or attend Running Start classes. All off-campus passes are reviewed and approved by an associate principal. Applications for these passes can be picked up in the Main Office and must be signed by the parent/guardian and returned before a pass will be issued. Lunch and Off-Campus passes may be denied/revoked for lack of academic progress, attendance and/or discipline.

Off-Site Classes

Some classes for Hudson's Bay High School students are held off-site (i.e. Clark College,

Skills Center). A student who drives to an off-site class must make prior arrangement with an associate principal. In order to give permission for such an arrangement, the written approval of the parents of the student is necessary. If bus transportation is not provided, it is the obligation of the student to provide his or her own transportation.

Out-of-Bounds Areas

In addition to the closed campus policy, there are designated areas on campus that are off limits during school hours unless with a teacher or with permission from the office, administration or security:

- Faculty Parking Lot
- All Athletic Fields
- Bus Stops on adjacent roads and North lawn area
- Horticulture Complex
- Student Parking Lot during class hours
- All neighborhoods surrounding the school
- Clark College property (except Running Start)

This is not an exhaustive list. If you have questions about a particular area contact an administrator.

Street Crossing

When students and teachers find it necessary to cross Mill Plain or McLoughlin during the school day, students will be instructed where and when to cross.

It is imperative that teachers and students cross at the following locations:

1. The intersection of Fort Vancouver Way and Mill Plain
2. South of the school at the Hudson's Bay Crossing
3. The intersection of Reserve Street and Mill Plain

Remember:

- 1) The lights change fairly rapidly. If you are in the intersection, quickly finish crossing,
- 2) Use common sense when crossing; check the light, look both ways and cross when appropriate.
- 3) Stay within the lines of the crossing.
- 4) Teachers taking students on field trips around campus for any reason, must use the crosswalks and intersection lights.

Visitors

All visitors must report to the office and, if they qualify, sign in and receive a Visitor's pass. Visitor passes must be worn so that they are visible. Hudson's Bay is a closed campus and generally does not allow student visitors.

Parents who wish to shadow their student and visit classes need to make arrangements with the school administration at least 48 hours in advance.

Voter Registration

Upon reaching their eighteenth birthday, students may register to vote. They may register with the secretary in the main office or in their CWP classes.

State Required Assessments

Beginning in 2015, Washington State Schools began implementing the Common Core State Standards with the beginning of the Smarter Balanced Assessments (SBA). Meeting the benchmark standard on the Smarter Balanced Assessments is not required for graduation until the Class of 2019; however exceeding the cut score on the SBA does replace the necessity to pass the HSPE in Writing and Reading.

Class of 2016

English/Language Arts:

- Reading **AND** Writing HSPE **OR**
- Smarter Balanced Assessment - ELA

Math:

- Algebra 1/Integrated Math 1 EOC **OR**
- Geometry/Integrated Math 2 EOC **OR**
- Smarter Balanced Assessment - Math

Science:

- Biology End-of-Course Exam (EOC) **OR**
- Comprehensive NGSS Test***

Class of 2017 & 2018

English/Language Arts:

- Smarter Balanced Assessment - ELA

Math:

- Algebra 1/Integrated Math 1 EOC **OR**
- Geometry/Integrated Math 2 EOC **OR**
- Smarter Balanced Assessment - Math

Science:

- Biology End-of-Course Exam (EOC) **OR**
- Comprehensive NGSS Test***

Class of 2019

English/Language Arts:

- 11th grade Smarter Balanced ELA Test

Math:

- 11th grade Smarter Balanced Math Test

Science:

- Biology EOC **OR**
Comprehensive NGSS Test***

***Until Next Generation Science Standards (NGSS) are implemented and assessed, students will be required to pass the Biology EOC. After NGSS are implemented and assessed, they will be required to pass a Comprehensive NGSS Test. The timeline of implementation of NGSS is undetermined.

Juniors:

PSAT/NMSQT Preliminary Scholastic Aptitude Test/**National Merit Scholarship Qualifying**

Test **Date: Saturday, October 14, 2015**

Cost: \$22

The PSAT is designed to prepare students for the SAT, and is therefore a recommended test for all four- year college-bound juniors.

This is the assessment test used to qualify students for the National Merit Scholarship Program. This test may be taken both in the sophomore and junior years, but only the junior year test results are used for National Merit Scholarship purposes.

PSAT registration is handled through the Business office in late September.

Juniors and Seniors:

ACT: American College Testing Program

The ACT assessment instrument consists of a battery of four tests, and a Student Profile Section and Interest Inventory completed when students register for the assessment. The academic tests cover four subject areas: English, Mathematics, Social Studies, and Natural Sciences.

The ACT also includes an optional writing assessment that is strongly recommended for four-year college applicants. These tests are designed to assess each student's general education development and ability to complete

college level work. In-state and out-of-state colleges require either the SAT or ACT and will accept either for admissions purposes.

SAT I: Scholastic Aptitude Test.

The basic registration/reporting fee information is available in the Career Center or on the website. The SAT measures the verbal and mathematical abilities developed over many years, both in and out of school. This test is required for admission to many colleges and universities.

Test Dates, Fees and Registration

Deadlines available at:

www.collegeboard.com

SAT II: Achievement Tests.

The College Board offers 14 different achievement tests; each designed to measure knowledge in one subject area and the ability to apply that knowledge. Those colleges requiring achievement tests use them in selecting students for admission, for course placement, or both. Some colleges specify the achievement tests to be taken, but others allow applicants to choose those tests they feel best qualified to take. Students can take up to three achievement tests in one test setting.

SAT I and SAT II test dates for each school year are listed at www.collegeboard.com Some dates will only be for administering the SAT I, not the SAT II.

Tests will be given in October, November, December, January, March, May and June.

Fee information is also available on the web site.

Many students choose to take a combination of the ACT and SAT, and begin testing in spring of their junior year, and retest again fall of their senior year. Registration materials for both the ACT and SAT are available in either the Career Center or the Counseling Center.

Registration is available on-line for the SAT at <http://www.collegeboard.com>, and for the ACT at <http://www.act.org> for admission, course placement, or both.

ASVAB Test 1:

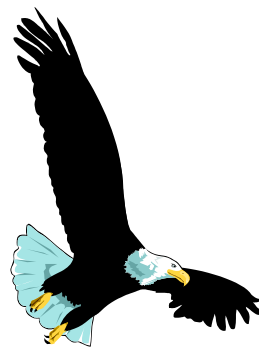
Saturday, November 7th, 2015

Hudson's Bay High School

The **ASVAB** (Armed Services Vocational Aptitude Battery) is an optional exam for juniors and seniors. ASVAB scores are not reported by Vancouver Public Schools to any military personnel. Scores are made available only to students who choose to take the exam.

ASVAB is the entrance exam used by all branches of the military. However, ASVAB results are valuable to students who are not considering military service because these scores indicate students' strengths in a variety of academic and technical areas. Students who take ASVAB are invited to an interpretation-of-scores session during which they find out about how their interests and skills relate to the demands of more than 400 occupations (military and civilian).

For more information about ASVAB, go to www.asvabprogram.com.



HOME OF THE EAGLES!

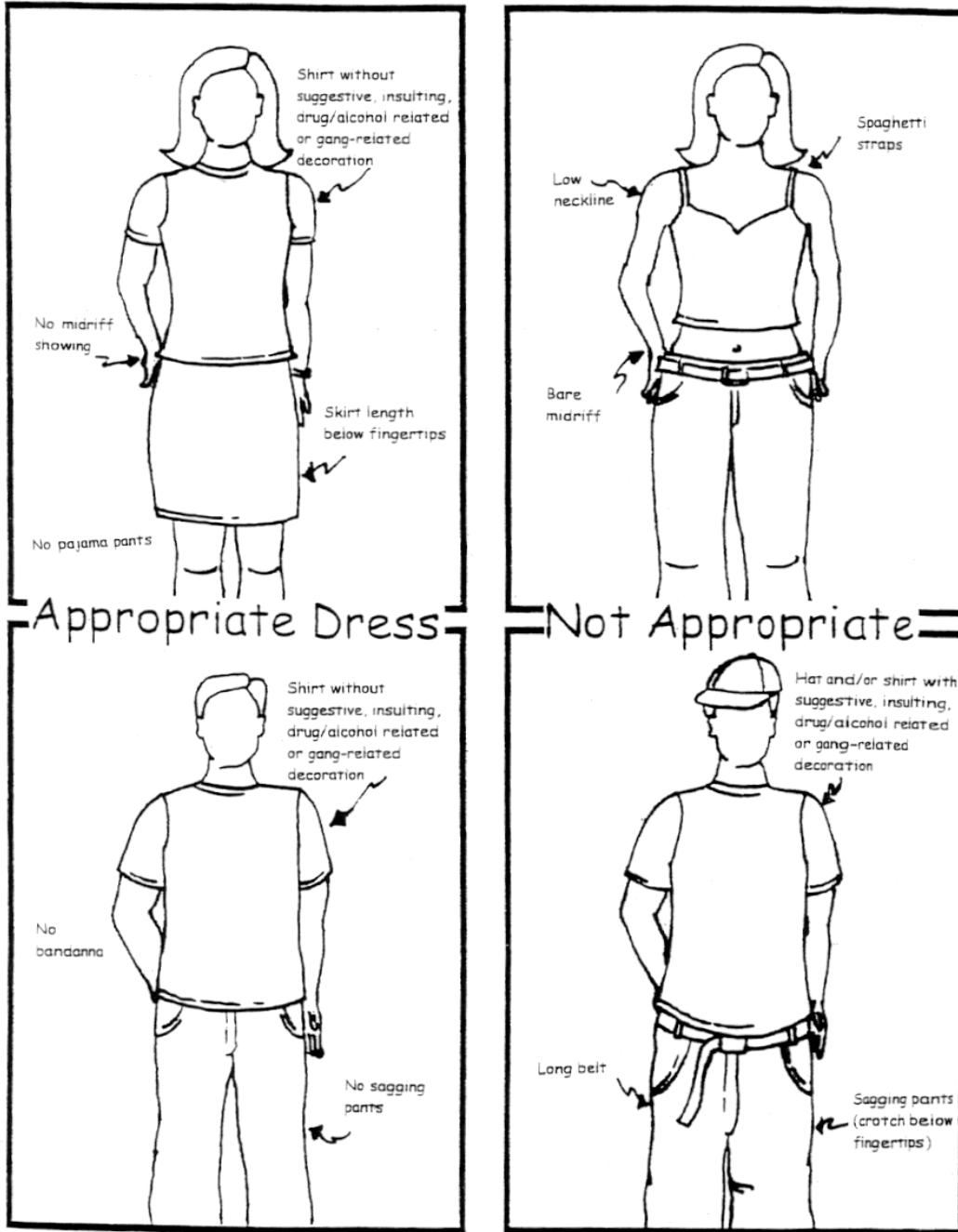
DRESS AND APPEARANCE

Modest and appropriate dress is an expectation at Hudson's Bay High School 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 hats, hoods (except outside on cold days), or any other head gear (e.g., sunglasses), chains, long belts or bandanas (**any color**) or bandana print clothing; pajamas (including non-soled slippers); sagging pants; bare midriffs; short shorts/skirts (must be below fingertips); . 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).



6

VPS 1:1 TECHNOLOGY RESPONSIBLE USE AND SAFETY AGREEMENT

PURPOSE: Vancouver Public Schools (VPS) may provide and assign students an iPad or laptop computer for use at school and at home as a means to promote achievement and provide flexible learning opportunities. This agreement provides guidelines and information about expectations for students and families who are being issued these one-to-one (1:1) devices. In addition to this agreement, the use of district-provided technology also requires students to abide by the VPS Technology Use Guidelines as stated in the Student Code of Conduct. Additional rules may be added as necessary and will become a part of this agreement.

Our expectation is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure and in good working order. This agreement includes the following specific responsibilities and restrictions.

RESPONSIBILITIES - The student will:

1. Charge their 1:1 device at home nightly, bringing it to school each day with a full charge.
2. Communicate Responsibly! Electronic communication should be conducted in a polite manner, using appropriate language and avoiding profanity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using district owned or personally owned technology, should be reported to responsible school personnel!
3. Back up important data files regularly. VPS may update and maintain 1:1 devices by periodically imaging them. Students will be notified of this maintenance in advance when possible, however all student files should be saved to on-line storage space regularly to insure data is not lost when maintenance is required. Ask for assistance if you do not know how to back-up files.
4. Use technology for school-related purposes during the school day. Use for commercial or political purposes is prohibited.
5. Follow copyright laws and fair use guidelines and only download/save music, video or other content that are related to specific assignments. District technology is not provided to house personal music or video libraries
6. Make the 1:1 device available for inspection by any administrator or teacher upon request. All electronic communication, activities and files accessed on district technology are not private and may be viewed, monitored or archived by the district at any time.

RESTRICTIONS - The student will not:

1. Mark, deface, or place stickers on the iPad, laptop, or district-issued cases.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means.
3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings, or network configurations. All student 1:1 computing devices are configured so that Internet content is filtered both at school and when on any other network.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download or install any unauthorized programs, files, or games from the Internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
7. Download and/or install multimedia content (music, movies, etc.) that is not related to the research or completion of assignments.
8. Use a district-created iTunes account to access apps or other content on personally owned devices.
9. Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
10. Attempt to locate, view, share, or store any materials that are unacceptable in a school 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 by staff and the school media center.

Despite these restrictions, students sometimes choose to tamper with the security and software settings on their devices in order to get around various restrictions. In addition to the workload placed on district staff to restore these devices, this misbehavior directly impacts student learning, as students who tamper with their devices are often unable to do assigned classwork both in the classroom and at home. As a result, **a \$5.00 fee will be assessed to a student who has willfully tampered with the security settings or restrictions on any 1:1 device per incident.**

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided 1:1 technology. In order to keep iPads and laptops secure and damage free, please do not loan your 1:1 device or charger and cords to anyone else, leave the 1:1 device in a vehicle or leave it unattended at any time, or eat/drink while using the 1:1 device.

VPS is not responsible for any loss resulting from use of district-issued technology and makes no guarantees that the technology or the district network systems that support student use will be available at all times. By signing this agreement you agree to abide by the conditions listed above and assume responsibility for the care and proper use of VPS district-issued technology. You understand that should you fail to honor all the terms of this agreement, access to 1:1 technology, the Internet, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the VPS Student Code of Conduct.

As the parent/guardian, my signature indicates I have read and understand this Responsible Use and Safety Agreement, including the \$5.00 tampering fee, and give my permission for my child to have access to and use district-issued technology.

Parent/Guardian –

Printed Name: _____ Signature: _____ Date: _____

As the student, my signature indicates I have read or had explained to me and understand this Required Use and Safety Agreement, including the \$5.00 tampering fee, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student –

Printed Name: _____ Signature: _____ Date: _____