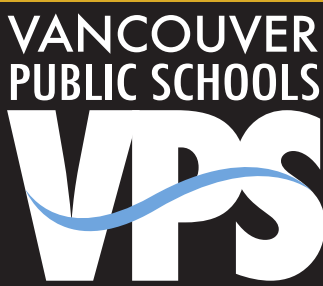


S
E
E
L
G
A
E



Hudson's Bay High School



2023 - 2024 Student Handbook

Mission Statement

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

Hudson's Bay High School

1601 E. McLoughlin Blvd.

Vancouver, WA 98663

360-313-4400

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

Administrators

Valerie Seeley	Principal
Amber Beardmore	Associate Principal
Spencer Williams	Associate Principal
Greg Roberts	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 procedures for administering discipline within each school. These policies and procedures are developed with participation from parents and community. The policies and procedures are designed to involve the parent and student early in the resolution of discipline problems. Annually, the principal and the certificated staff of each school review these disciplinary procedures to ensure uniform enforcement.

Mission of the Vancouver 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

Vancouver Public Schools is an equal opportunity district in education programs, activities, services, and employment. The district does not discriminate on the basis of race, creed, color, religion, sex, national origin, marital status, sexual orientation, including gender expression or identity, age, families with children, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal. The district provides equal access to the Boy Scouts of America and other designated youth groups. The district complies with Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Older Worker Protection Act, and all other state, federal, and local equal opportunity laws. You may contact any of the following people at 2901 Falk Rd., Vancouver, WA, 98661, or by writing to them at VPS, PO Box 8937, Vancouver, WA 98668-8937 or by calling [360-313-1000](tel:360-313-1000): ADA & Affirmative Action/Title IX Coordinator— jeff.fish@vansd.org ; Civil Rights and Affirmative Action- Janell.ephraim@vansd.org, Title VII, 504—steve.vance@vansd.org; IDEA—daniel.bettis@vansd.org ; Athletic Equity & Title IX Elementary and Secondary - james.gray@vansd.org, Kristie.lindholm@vansd.org and Bill.oman@vansd.org. This notification can be provided in the appropriate language for communities of national origin and minority persons with limited English language skills by contacting [360-313-1250](tel:360-313-1250).

“The Bay Way”



Our Mission

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

Our Traits of Focus

Our Bay Community developed five traits of focus that align with our mission statement that we believe students and staff should strive to exhibit on a daily basis. We teach, recognize, and most importantly, value the following:

Community

We work together to improve our school and community

Ownership

We take responsibility for our learning and behavior
because our actions impact our future

Critical Thinking

We value having an open mind, curiosity, and utilizing
our resources to make informed decisions

Perseverance

We work to find a way when things get difficult

Empathy

We strive to find common ground with others because kindness matters



Bay Way Traits of Focus



TRAIT	TEACH	MODEL	RECOGNIZE
<p>COMMUNITY</p> <p>"We work together to improve our school and community."</p>	<ul style="list-style-type: none"> Keep our shared spaces clean Involve yourself in activities that support your school and our community Model and teach traits of focus Practice safe behavior 	<ul style="list-style-type: none"> Greet and welcome others Engage with your community of practice to support each other and our students Teach and model traits of focus 	<ul style="list-style-type: none"> Being kind, courteous and respectful to others Hold doors for others Greet others kindly Say "please" and "thank you"
<p>OWNERSHIP</p> <p>"We take responsibility for our learning and behavior because our actions impact our future."</p>	<ul style="list-style-type: none"> Engage in your learning Own your behavior, good or bad Ask for help 	<ul style="list-style-type: none"> Engage students in the traits of focus through the creation and maintenance of community agreements Be available to support students Maintain professional and honest dialogue with others 	<ul style="list-style-type: none"> Take action to correcting mistakes Take responsibility for choices, both good and bad
<p>PERSEVERANCE</p> <p>"We work to find a way when things get difficult."</p>	<ul style="list-style-type: none"> Ask multiple sources for help Set goals for yourself and monitor achievement Keep on trying when things get challenging Adopt the concept that "I can't do it... YET!" 	<ul style="list-style-type: none"> Strive to engage all students Find a way to support all students Stay focused on positives to help students reach goals 	<ul style="list-style-type: none"> Look for solutions to obstacles Push through hard stuff- struggling through adversity Make improvements in attendance, grades, attitudes, etc.
<p>EMPATHY</p> <p>"We strive to find common ground with others because kindness matters."</p>	<ul style="list-style-type: none"> Respectful listening of others point of view and experiences Accept and appreciate everyone Strive to find common ground 	<ul style="list-style-type: none"> Be mindful of others' point of view and experiences Embrace unique qualities and strengths Strive to find common ground 	<ul style="list-style-type: none"> Recognize other's strengths and accepting their differences De-escalate and/or resolve conflicts Accept and forgive others
<p>CRITICAL THINKING</p> <p>"We value having an open mind, curiosity, and utilizing our resources to make informed decisions."</p>	<ul style="list-style-type: none"> Have an open mind, consider multiple viewpoints Use your resources to find answers Be curious 	<ul style="list-style-type: none"> Reflect on data to inform your decisions Promote and value curiosity Have an open mind, consider multiple viewpoints 	<ul style="list-style-type: none"> Ask insightful questions Seek to understand the why as opposed to just know the who, what or where Test oneself truth – move beyond what you currently believe to be true



Bay Way Traits of Focus



Teach – Practices that staff agree to utilize that promote a healthy classroom

Model – Behaviors that staff agree to model for students to help them learn that which we are trying to teach

Recognize – The current behaviors students are displaying which we want to recognize and see more of

COMMUNITY	PERSEVERANCE	CRITICAL THINKING
<p>Teach:</p> <ul style="list-style-type: none"> Start class with overview/agenda Develop staff relationships – share how to do it at community circles (staff meetings) Using staff meetings for demos and sharing ideas Facilitate student to student relationship building Bay Way lessons <p>Model:</p> <ul style="list-style-type: none"> Life Long Connections/ Staff, Students Attending extra – curricular Being explicit about why we as teachers have chosen to work at Bay – What Bay is about? Why it is special? Why students should treat it as such Wearing Bay shirts <p>Recognize:</p> <ul style="list-style-type: none"> Identify students without mentorship early More ASB involvement and Upperclassmen involvement & Flight Crew Thank students/positive reinforcement Value individuals' differences 	<p>Teach:</p> <ul style="list-style-type: none"> Set up a climate of "I can" growth mindset Encourage relaxes Inspirational videos/quotes Scaffolding – differentiate all students to meet each student's need based on level <p>Model:</p> <ul style="list-style-type: none"> Use peers as resources to problem solve Use an example (nonspecific) to show peers persevere through tough times Don't give up on kids Being honest, Admit imperfections, Make improvements, Try again <p>Recognize:</p> <ul style="list-style-type: none"> Allowing late work Celebrate students Give Bay Way tickets for hard work 	<p>Teach:</p> <ul style="list-style-type: none"> Involve students in creation of performance tasks, assessments, rubric ect. Use problem based learning Instill critical thinking through student projects Use data for analysis <p>Model:</p> <ul style="list-style-type: none"> Ask higher level questions. Ask student to find the teacher's mistakes Comparing/contrasting different points of view Involve students in the decision making process <p>Recognize:</p> <ul style="list-style-type: none"> Students making connections of ideas Highlight when students ask quality questions
OWNERSHIP		EMPATHY
<p>Teach:</p> <ul style="list-style-type: none"> Classroom expectations/horms Encourage peer review, self-directed projects/jobs and self reflection Growth mindset Pride in accomplishments and ownership of work and behavior Breakdown success steps <p>Model:</p> <ul style="list-style-type: none"> Consistency in expectations Self-care and self-regulation Using mistakes and challenges as growth opportunities toward positive future outcomes Enthusiasm, effort, and other desired student behaviors <p>Recognize:</p> <ul style="list-style-type: none"> Student success, even small ones Ability to admit mistakes Responsibility in academics and extracurriculars Time management skills 	<p>Teach:</p> <ul style="list-style-type: none"> Class speakers – more than just a person in front of a class What IS empathy? Mode the behavior to the class Peer involvement <p>Model:</p> <ul style="list-style-type: none"> Be authentic. Actively listen to students/staff Conflict resolution - see both sides Learning how to cope with struggles <p>Recognize:</p> <ul style="list-style-type: none"> Celebrate/recognize specific growth Focus on strengths of students Be intentional with Bay Way tickets. WHY you got one for empathy 	

Table of Contents

<p>School District Welcome.....1</p> <p>Message from School Board1</p> <p>Vancouver School District Mission Statement1</p> <p>The “Bay Way”2-4</p> <p>Table of Contents 5</p> <p>Bell Schedule6</p> <p>Academics.....7</p> <p style="padding-left: 20px;">Tutorial</p> <p style="padding-left: 20px;">Grading, GPA</p> <p style="padding-left: 20px;">Progress Reports</p> <p style="padding-left: 20px;">Final Exams</p> <p style="padding-left: 20px;">Graduation Requirements</p> <p style="padding-left: 20px;">Class Withdrawals</p> <p style="padding-left: 20px;">Credit/No Credit Options</p> <p>Graduation Requirements.....8</p> <p>Peer Mentoring/ Transition.....8</p> <p>Athletics.....8-9</p> <p style="padding-left: 20px;">Clearance procedure</p> <p style="padding-left: 20px;">Seasons</p> <p style="padding-left: 20px;">Season Passes</p> <p>Attendance9</p> <p style="padding-left: 20px;">Absence Procedure</p> <p style="padding-left: 20px;">Excused/Unexcused Absences</p> <p style="padding-left: 20px;">Check-Out Procedure</p> <p style="padding-left: 20px;">Tardy Policy</p> <p style="padding-left: 20px;">Truancy</p> <p>General Information 11</p> <p>School Rules and Discipline11-15</p> <p style="padding-left: 20px;">Zero Tolerance</p> <p style="padding-left: 20px;">Synopsis of School Rules</p> <p style="padding-left: 20px;">Cooperate with staff</p> <p style="padding-left: 20px;">Respect private and school property</p> <p style="padding-left: 20px;">Attend all assemblies</p> <p style="padding-left: 20px;">Limit affection</p> <p style="padding-left: 20px;">Prohibited items</p> <p style="padding-left: 20px;">Designated eating areas</p> <p style="padding-left: 20px;">Harassment</p> <p style="padding-left: 20px;">Cheating and plagiarism</p> <p style="padding-left: 20px;">Profanity and vulgarity</p>	<p>Off-Campus privileges</p> <p>Appropriate use of technology</p> <p>Student valuables</p> <p>Flowers and/or balloon delivery</p> <p>Messages in class</p> <p>Altering School Records</p> <p>Classroom Discipline..... 13</p> <p>Confiscated Items13</p> <p>Dress Code.....14</p> <p>Other Information 14</p> <p>Student Driving & Parking.....14</p> <p>Other Information15-16</p> <p style="padding-left: 20px;">Video/Photo Class Restrictions</p> <p style="padding-left: 20px;">Business Office</p> <p style="padding-left: 20px;">Career Center</p> <p style="padding-left: 20px;">College Scholarships</p> <p style="padding-left: 20px;">Counseling Center</p> <p style="padding-left: 20px;">Field Trips</p> <p style="padding-left: 20px;">Financial Aid Information</p> <p style="padding-left: 20px;">Health Services</p> <p style="padding-left: 20px;">Library</p> <p style="padding-left: 20px;">Lost and Found</p> <p style="padding-left: 20px;">School Phones</p> <p>Emergency Procedures..... 17</p> <p>School Closure Information 17</p> <p>Special Education..... 16</p> <p>Student Government 17</p> <p style="padding-left: 20px;">ASB/ ID Cards</p> <p style="padding-left: 20px;">Student Body Officers</p> <p>Activities..... 18-19</p> <p style="padding-left: 20px;">Clubs and Organizations</p> <p style="padding-left: 20px;">Dances</p> <p>Miscellaneous.....19-20</p> <p style="padding-left: 20px;">Closed Campus</p> <p style="padding-left: 20px;">Out-of-Bounds area</p> <p style="padding-left: 20px;">Lunch Passes</p> <p>Visitors 20</p> <p>Voter Registration..... 20</p> <p>WA State Required Assessments & pathway...20-22</p> <p>Magnet Programs.....23</p> <p>Technology Use Agreement.....24-25</p>
--	--

Regular

SEL Monday

SEL Friday/AM Assembly

1st Period	8:45-9:40	1st Period	8:45-9:30	1st Period	8:45-9:35
2nd Period	9:45-10:40	Intervention**	9:35-10:00	Intervention**	9:40-10:10
3rd Period	10:45-11:40	2nd Period	10:00-10:45	2nd Period	10:10-11:00
Early Lunch	11:45-12:15	3rd Period	10:50-11:35	3rd Period	11:05-11:55
Late 4th Period	12:20-1:15	Early Lunch	11:40-12:10	Early Lunch	12:00-12:30
Early 4th Period	11:45-12:40	Late 4th Period	12:15-1:00	Late 4th Period	12:35-1:25
Late Lunch	12:45-1:15	Early 4th Period	11:40-12:25	Early 4th Period	12:00-12:50
5th Period	1:20-2:15	Late Lunch	12:30-1:00	Late Lunch	12:55-1:25
6th Period	2:20-3:15	5th Period	1:05-1:50	5th Period	1:30-2:20
		6th Period	1:55-2:35	6th Period	2:25-3:15



Hudson's Bay High School Bell Schedules



Passing times are 5 minutes, including passing time before and after each lunch.

6th period has an additional 5 minutes for announcements.

All busses leave 8 minutes after the last period of the day.

2-Hour Early Release

PM Assembly

2-Hour Late Arrival

1st Period	8:45-9:20	1st Period	8:45-9:38	1st Period	10:45-11:20
2nd Period	9:25-10:00	2nd Period	9:43-10:31	2nd Period	11:25-12:00
3rd Period	10:05-10:40	3rd Period	10:36-11:24	3rd Period	12:05-12:40
Early Lunch	10:45-11:15	Early Lunch	11:29-11:59	Early Lunch	12:45-1:15
Late 4th Period	11:20-11:55	Late 4th Period	12:04-12:54	Late 4th Period	1:20-1:55
Early 4th Period	10:45-11:20	Early 4th Period	11:29-12:19	Early 4th Period	12:45-1:20
Late Lunch	11:25-11:55	Late Lunch	12:24-12:54	Late Lunch	1:25-1:55
5th Period	12:00-12:35	5th Period	12:59-1:47	5th Period	2:00-2:35
6th Period	12:40-1:15	6th Period	1:52-2:40	6th Period	2:40-3:15
		Assembly	2:45-3:15		

Academics

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

Eagle Time Program

Eagle Time 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 Eagle Time 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 attempt state mandated exams and meet a State approved path way (p.22) in combination with 24 credits to graduate. Please refer to the curriculum guide for more details.

English	4.0 Credits
Social Studies	3.0 Credits
Math	3.0 Credits
Science	3.0 Credits
Occ. Ed.	1.0 Credit
Fitness/Wellness/PE	1.5 Credits
Health	0.5 Credit
Fine Arts	1.0 Credit
Fine Arts/PPR	1.0 Credit
World Language/PPR	2.0 Credits
Electives	4.0 Credits
Total Required	24.0 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.

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: RA Long, Mark Morris, Woodland, Hockinson, Ridgefield, Columbia River, Washougal and Fort Vancouver.

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 register in Final Forms each sports season played, with all forms signed by both parent/guardian, and student athlete.
 5. He/she must read and follow the Athletic Code. This form is to be signed by parent and/or guardian and student via Final Forms registration.
 6. He/she must purchase an ASB card for \$35 and pay the \$60 athletic fee each sports season.
 7. All forms are to be completed and returned to the Business Office, or online via Final Forms. The student will then receive an athletic clearance, which is visible to the coach within Final Forms, before participating in a practice.
- 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 (no spring passes).
 - Individual passes for all sports \$60 year/\$40 Fall/ \$30 Winter (no spring passes)
 - 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

Seasons/Opportunities

- **Fall (Aug. 21st – early Nov.)***
 - Cross Country
 - *Football-begins Aug. 16th
 - Girls' Slow-pitch Softball
 - Girls' Soccer
 - Girls' Swimming

- Boys' Tennis
- Boys' Golf
- Volleyball
- Cheerleading (Fall season-June tryout)
- **Winter (Nov. 13th – late Feb./March)***
 - Boys' Basketball
 - Boys' Swimming
 - *Girls' Bowling (Oct. 30th)
 - Girls' Basketball
 - Girls' Gymnastics
 - Boys'/Girls' Wrestling
 - Cheerleading (Oct. 30th)
 - Dance (tryouts in June and late Sept.)
- **Spring (Feb. 26th – Late May)**
 - Softball
 - Boys'/ Girls' Track
 - Girls' Tennis
 - Baseball
 - Girls' Golf
 - Boys' Soccer

Attendance

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

Excusing an Absence

Absences may be excused for the following reasons (P3122): Illness, a doctor's note is required if a student is ill for five (5) or more days in a month, unless the principal, for good cause, waives the requirement; Health care appointments; Emergencies, including but not limited to a death or illness in the family; Religious or cultural activities, including observance of a religious or cultural holiday or participation in religious or cultural instruction; Participation in a district or school approved activity or instructional program as approved by the principal; Deployment activities of an active duty military parent or guardian; Visitations for apprenticeships, technical school, post-secondary education, or scholarship interview; 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 bay.attendance@vansd.org
- Call the attendance line at 360-313-4440
- Enter the absence into Skyward Family Access
- Send a written note to the attendance office

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

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

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

Truancy

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

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

Not later than the student's fifth (5th) unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements.

At some point after the second (2nd) and before the fifth (5th) unexcused absence, the district will take data-informed steps to eliminate or reduce the student's absences. These steps will include application of the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment by the district's designated employee.

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

Tardy Policy

A student is tardy when they enter the classroom after the tardy bell and within the first fifteen (15) minutes of class time. It is considered an absence if the student is more than fifteen (15) late to class and will be marked with the code of "V" in the attendance. A student's accumulation of tardies is continually monitored by teacher and administration, and interventions will be assigned after a student has accumulated more than 5 period tardies in a grading period or class.

Departing Early

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

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

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

Attendance Codes:

U-Unexcused Absence

T-Tardy

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

D-Departed Early

O-Discipline related absence

I-In-school suspension

S-School excused absence

E-Excused Absence

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. The following discipline may be assigned: Campus Beautification; Thursday School; In-School, Short-Term, or Long-Term Suspension; and Expulsion. Definitions of these consequences are addressed in another section of this handbook.

Synopses of School Rules

Cooperate with staff

Students must obey the lawful instructions of school district personnel. Failure to comply will result in disciplinary action.

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. Assemblies may be during the day or at the end of the day, ASB and administration will decide on a case by case basis.

PDA: Public display of affection: 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	Choker Chains
Water balloons	Handcuffs
Pepper Spray	Laser Pointers
Stink Bombs	Stun Guns
Guns	Knives
Pointed Studs	Masks
Masks	Bandanas
Cigarette lighters	Skateboards
Rollerblades	Razor Scooters

Any item used in a way that is dangerous or disruptive (i.e. thrown at someone) is also prohibited. Any item that disrupts the educational process will be confiscated and parent pick-up may be required, this includes the use of skateboards during school hours. Locks are available upon request should a student want to lock their board up at a designated location during school hours.

Designated eating areas

It is the school’s preference that food be limited to 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. Students involved will confer with the teacher and will be subject to appropriate discipline and restorative measures by administration.

Profanity and Vulgarity

The use of vulgar and profane language or gestures by students on school property or at school-sponsored events is prohibited; Disciplinary action may occur.

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.**

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.

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. Please revisit the technology agreement for additional details/applicable rules.

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 devices 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 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 by providing interventions. 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 Action Plan

- 1st Offense: Warning and restorative conference around school policies and expectations
- 2nd Offense: Taken for the day
 - Restorative Conference with student
 - Parent notification
- Additional Offenses: Above plus
 - Parent retrieval of item
 - Assigned Thursday School* OR appropriate discipline as decided by administration.

If a student refuses to surrender personal items that are causing a disruption to the learning environment, they will be immediately referred to administration for restorative and/or disciplinary actions.

Possession of personal items or devices is a privilege. 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 staff member 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 students refuse to comply, a referral to administration will be made and discipline can be assigned and parents/guardians 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 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, immodest necklines (i.e. tube tops, halter, low-cut or strapless tops) or clothing with revealing cutouts is inappropriate. 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 restrooms and not in classrooms. Use of perfume or other fragrances should be used minimally so not 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, the speed limit is 10 miles per hour.
8. Any form of reckless driving on the school grounds i.e. hanging out windows or sunroofs, riding on tailgates or throwing things out of the vehicle could result in loss of driving privileges.
9. 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.
10. 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.
11. Students applying for and receiving parking permits fully understand their responsibility in following these rules.

12. 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 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 3:00 p.m. and Friday 7:00 a.m. to 2:30 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.

Field Trips

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

Career Center

Lorilee Huerena, College and Career Counselor, facilitates the college and career planning 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 are 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 Xello. Go to <http://bay.vansd.org>. From the list of Resources, click on "Career Center."

College Scholarships

Information about scholarships is available on Xello.

Counseling Center

There are five 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.

Financial Aid Information

Information about financial aid is available in the HBHS Career Center and on the career center 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, Rx or OTC, 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.

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/office phones at a staff's discretion.

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 for \$35. 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.

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. Some Activities and Clubs each have a \$40 fee. Participation is highly recommended but is optional. By electing to participate in these programs, the student agrees to:

1. Purchase an ASB Card (\$35).
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.

Activity Fees – Standard – Free/Reduced

Band \$40/\$20

Choir \$40/\$20

Orchestra \$40/\$20

Marketing/Deca \$40/\$20

Knowledge Bowl \$40/\$20

Video (skillsUSA) \$40/\$20

ASL (skillsUSA) \$40/\$20

Drama \$40/\$20

French Club \$40/\$20

FFA \$35/\$15

NHS \$15

Key Club \$15/\$15.50

ASB card fee \$35

Class Fee – Standard – Free/Reduced

Drawing \$17 per semester

Pottery \$20 per semester

Intro Visual Art \$20 per semester

Sports Fee – Standard – Free/Reduced

All Sports \$60/\$30

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
- National Honor Society
- Red Cross Club
- Role Playing Club

- Skills USA (formerly VICA)
- S.T.O.P. (Prevention/Healthy Choices)

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 or activities administrator.

Miscellaneous Information

Aquila (Yearbook)

Students may purchase yearbooks in the Business Office beginning in September for \$50. 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 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.

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 class.

Selective Service Registration

Male US citizens and male immigrants, who are 18 through 25, are required to register with Selective Service within 30 days of their 18th birthday. It's important to know that even though he is registered, a man will not automatically be inducted into the military. Male students who fail to register with Selective Service before turning 26 are ineligible for Federal student loan and grant programs. Visit www.sss.gov/register/ to register.

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). In the Spring, all 10th graders will be expected to take the ELA & Math test and 11th graders will take the Science test.

Juniors:

PSAT/NMSQT Preliminary Scholastic Aptitude Test/**National Merit Scholarship Qualifying**
The PSAT is designed to prepare students for the SAT, and is therefore offered at no cost to all VPS Sophomores in the Fall of their 10th grade year; 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. All VPS 10th graders will be registered for the PSAT and will be offered testing during the school day in October.

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 (TBD)

VPS offers a School Day SAT at no cost to all 11th graders in March of their Junior year. 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 test dates for each school year are listed at (www.collegeboard.com) 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:

September & April

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!

Pathways to Graduation

In addition to course credit requirements, students must meet the requirements for one of eight *PATHWAYS* below.

1

Statewide Assessment Scores in ELA & Math

Achieve the graduation cut score on the on-grade level Smarter Balanced Assessment for **ELA (2548)** and/or **Math (2595)**

The first and most common pathway to graduation is to meet the graduation cut score on Smarter Balanced ELA and Math. All students will take this test in 10th grade and have the option to retake it in spring of 11th and 12th grade. (Designated IEP students may use WA-AIM scores.)

2

College Admission Exam scores for ELA and/or Math (SAT/ACT)

Exam scores from the SAT, SAT with Essay, ACT, or ACT with Writing may be used, as applicable.

Minimum scores are:

	SAT with or without Essay	ACT with Writing
Math	430	16
ELA	410	14

3

Advanced Placement Exams

Score a 3 or higher on one of the following AP exams or a 4 or higher on one of the following IB exams:

English Language Arts: English Language and Composition, English Literature and Composition, Macroeconomics, Microeconomics, Psychology, US History, World History, US Government and Politics, or Comparative Government and Politics

Mathematics: Statistics, Computer Science, Computer Science Principles, or Calculus

4

Dual Credit Courses

For **AP/IB classes**, students must earn a C+ or higher and do not need to take or pass the AP exam.

College in the High School, CTE Dual Credit and Running Start classes that qualify are courses that earn high school graduation credit in English and math, and that allow students to earn college credit at the 100-level or higher.

For CTE dual credit courses to meet this pathway requirement, the course must have a state or local course equivalency to meet high school subject area graduation requirements in English or math.

5

Transition Courses

Pass a Bridge-to-College course in ELA and/or Math, earning at least 1.0 credits per subject throughout the duration of an entire school year.



6

Combination

Students can meet their graduation pathway requirement with any combination of at least one ELA and at least one math pathway from options 1-5.

7

Armed Services Vocational Aptitude Battery (ASVAB)

Students whose high school and beyond plan include enlisting in the military can meet pathway requirements by earning at least the minimum score on the Armed Forces Qualification Test (AFQT) portion of the ASVAB. The current score students must meet is 31.

8

Career Technical Education Course Sequence

Students can meet a pathway requirement by completing a designated CTE course sequence connected to the High School and Beyond Plan. A sequence is two or more high school credits of CTE courses that are technically intensive and rigorous.

Additional Options

IEP Options

(available through class of 2021)

- CIA-Cut score for SBA ELA/Math
- Off-Grade level tests in ELA/Math
- LDA in ELA/Math

Expedited Appeal

(available through class of 2020)

Admission to higher education institution or career preparation program is the most common reason.

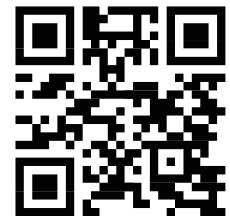
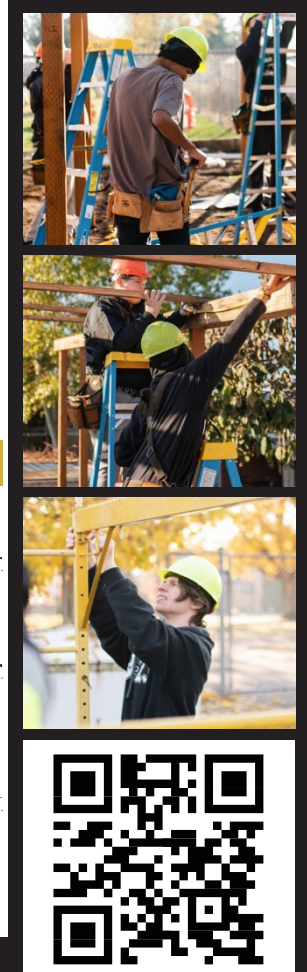
(Available for a limited time)



Bay Construction Trades

The Construction Trades Magnet program at Hudson's Bay High School is designed to equip students with skills in planning, designing, building, and operating along the architecture, construction, and engineering, career pathways. The Construction Trades offers coursework in framing, plumbing, foundations, basic electrical, and leads to capstone projects incorporating all these skills. This program is a State of Washington recognized Apprenticeship Preparation program and is aligned with local Apprenticeship training programs. Students will earn certificates of completions with the Pacific Northwest Carpenters Institute, CPR/First Aid, Osha 10, and some students will earn a Forklift Driving Certification in spring of their Senior year.

The knowledge gained from the Construction Trades Magnet program will allow students to enter the workforce directly or to continue their experience in a technical school, community college, or a four-year university.



Construction Trades Courses

Introduction to Construction Trades
Construction Trades-Core Plus I and Core Plus II

Magnet Requirements

Maintain at least a 2.5 GPA

Complete 3 Building Trades courses

Complete and submit record of 10 community service hours each school year

Present capstone project at the end of senior year

SAMPLE FOUR-YEAR PLAN

GRADE 9	GRADE 10	GRADE 11	GRADE 12
English 9	English 10	English 11	English 12
Intro to Construction Trades	Construction Trades - Core Plus I (two period block)	Construction Trades - Core Plus II (two period block)	Internship in industry (WBL) (two period block)
Math*			
PE (both semesters)	PE Health	Math	Elective or World Language
Art	World Themes	US History	CWP
Science	Science	Science	Elective

- Student may take part in various WBL activities including industry site tours, construction careers field day, working with an industry mentor, or taking part in an internship.
- Student earns equivalency credit in 3rd Year Math, Science, and English Language Arts Credit.
- At the end of the completed program, you earn a CORE PLUS Construction certificate. This certificate defines the skills you have developed in the program and provides you with an additional resource as you pursue employment or additional training and education.

VPS 1:1 TECHNOLOGY RESPONSIBLE USE AND SAFETY AGREEMENT



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

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

Student Expectations:

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

The following activities are prohibited:

1. Do not mark or deface your VPS issued 1:1 device or case. Defacing includes the use of stickers or tape.
2. Do not loan your VPS 1:1 device, charger, or cord to anyone; do not leave your device in a vehicle or unattended at any time, and do not eat or drink while using your device.
3. Do not attempt to change or bypass the internet filtering, security, network/wifi settings, or any other device settings, including the installation of games or other unauthorized software.
4. Do not attempt to access systems beyond your authorized access. This includes sharing your account password for any system with others, or using another person's account and/or password.
5. Do not attempt to locate, view, share, or store materials that are unacceptable in an academic setting. **This includes, but is not limited to, pornographic, obscene, racist, graphically violent, or vulgar images, sounds, music, language, video, or other materials.** The criteria for acceptability is demonstrated in the types of material made available to students in district provided learning materials & resources.
6. Do not take pictures or videos of other students or staff without their permission.

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

Student Safety:

1. **Students should not intentionally reveal or post identifying personal information, files, or communications to unknown persons through email or other means.**

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

Parental/Guardian Monitoring Responsibility:

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

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

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

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

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

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

Parent Name: _____ Signature: _____ Date: _____

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

Student Name: _____ Signature: _____ Date: _____