

Discovery Middle School

Empower Students to Create a Better World

Student Handbook

2020-21



Student Name: _____ Grade: _____

1st Period Teacher: _____

2nd Period Teacher: _____

Discovery Middle School
800 East 40th Street Vancouver, WA 98663
Main office: (360) 313-3300
Attendance line: (360) 313-3320
<http://disco.vansd.org>

Building Administrators:
Principal: April Whipple
Associate Principals: Jennifer Holm & Katie Ronning

Message from the Vancouver School Board

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

Mission of the Vancouver School District

Excellence in Education

In partnership with home and community, Vancouver Public Schools provide innovative learning environments that engage and empower each student to develop the knowledge and essential skills to become a competent, responsible, and compassionate citizen.

Notice of Nondiscriminatory Policy

Vancouver Public Schools is an equal opportunity district in education programs, activities, services, and employment. The district does not discriminate on the basis of race, creed, color, religion, sex, national origin, marital status, sexual orientation, including gender expression or identity, age, families with children, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal. The district provides equal access to the Boy Scouts of America and other designated youth groups. The district complies with Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Older Worker Protection Act, and all other state, federal, and local equal opportunity laws. You may also contact any of the following people by writing to them at Vancouver School District, PO Box 8937, Vancouver, Washington 98668-8937 or by calling [360-313-1000](tel:360-313-1000): ADA–Kathy Everidge; Title VII, 504–Daniel Bettis; IDEA–Daniel Bettis; Affirmative Action–Kathy Everidge; Title IX Elementary–Debra Hale; Title IX Secondary–Chris Olsen (Middle Schools) or Jim Gray (High Schools); Athletic Equity–Jim Gray. This notification can be provided in the appropriate language for communities of national origin and minority persons with limited English language skills by contacting [360-313-1250](tel:360-313-1250).

Empower Students to Create a Better World



HOME OF THE WILDCATS!

Empower Students to Create a Better World



DISCOVERY MIDDLE SCHOOL MISSION STATEMENT

In the Discovery Middle Years Programme community, we will use all available resources to **Engage** students in their learning, **Empower** all students to reach their highest levels of learning and **Encourage** the development of positive relationships within a learning community that fosters international understanding, compassion and respect.

Introduction

In this handbook you will find general guidelines of what is expected of you at Discovery, what to do in certain situations, and other important information about our school. If you have a question that you are unable to find the answer to within, please ask one of the staff members. We hope that your school year at Discovery will be a time of growth, learning, and fun. Remember, every adult is here to help you!

Our school day starts at 9:00 am and ends at 3:30 pm. Students have 3 minutes between classes. Our building is open to students for breakfast at 8:30. Breakfast and lunch served daily.

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Parent Access Online

Parents can view their students' grades, attendance, and lunch balance at all times. *Complete the Family Access Account Request form available in the office.* No internet access? There is a computer available in the Family Community Resource Center for use during school hours.

Visit <http://disco.vansd.org/> Family Access on the lower left of your device's screen."

Welcome to Discovery Middle School

Important Information

Principal: April Whipple
Associate Principal (8, 7 A-M): Jennifer Holm
Associate Principal (6, 7 N-Z): Katie Ronning
Dean of Students: AJ Brown
Counselor (8th Grade): Steve Dutelle
Counselor (7th Grade): Jeff Causey
Counselor (6th Grade): Megan Bledsoe
Psychologist: Kate Henry
Prevention/Intervention: Logan Morrow
FCRC: Amalia Franco
Nurse: Tracey Knotts

Secretary: Roya Davis
Discipline Clerk: Debbie Ramsey
Attendance: Mary Ann Hoeft
Registrar: Cedar Songbird
Business Office: Jennifer Burleson
District Resource Officer: Jesse Sawyer
Building Operator: Brian Thomas
Night Lead Custodian: Mike Kaplan
Cafeteria Manager: Terri Adams

School Phone: 360-313-3300
Address: 800 E 40th ST.
Vancouver, WA 98663

FAX: 360-313-3301
Attendance Line: 360-313-3320

School Hours: 9:00 – 3:30
Staff Hours: 8:30 – 4:00
Office Hours: 7:30 – 4:00

Fall Sports: Girls Volleyball, Tackle Football,
Flag Football, Cross Country

Early Winter Sports: Girls Basketball, Wrestling

Late Winter Sports: Boys Basketball, Girls Bowling,
Unified Basketball

Spring Sports: Track, Unified Soccer

How to Contact your Teachers by email

LegalFirstname.lastname@vansd.org

For example: *Johnathan Smith* goes by John his email would be
Johnathan.Smith@vansd.org

Another example: goes by Katie her email would be Katherine.Jones@vansd.org

<p>Be Responsible</p>	<ul style="list-style-type: none"> • Be on time, seated and prepared to learn • Allow others to learn & teachers to teach • Actively participate in your learning 	<ul style="list-style-type: none"> • Always travel with a pass • Be where you're supposed to be 	<ul style="list-style-type: none"> • Use closest available bathroom • Return promptly to class • Use only if needed
<p>Be Respectful</p>	<ul style="list-style-type: none"> • Work cooperatively with others • Accept redirection and feedback • Patiently wait your turn 	<ul style="list-style-type: none"> • Be aware of other classes around you • Respond politely to others • Be thoughtful of others traveling; keep hallways open 	<ul style="list-style-type: none"> • Dispose of items in appropriate areas • Give others privacy • Flush
<p>Be Safe</p>	<ul style="list-style-type: none"> • Leave room only with permission from an adult • Use all materials as they are intended • Follow entrance and exit procedures 	<ul style="list-style-type: none"> • Always Walk • Stay to the right • Keep your feet on the floor 	<ul style="list-style-type: none"> • Report issues when found • Wash your hands • Keep water in the sink

Keep hands and feet to self	GIVENS	Help maintain a clean campus
Use appropriate language and voice level	Follow adult directions the first time they are given	Respect personal space and property of others

Cafeteria/Commons	Toolbox/Library	Outside Areas
<ul style="list-style-type: none"> • Follow dismissal procedures • Put trays, silverware and containers in proper places • 10 people to a table 	<ul style="list-style-type: none"> • Return materials in good condition and in a timely manner • Come with a pass • Use furniture for its intended purposes 	<ul style="list-style-type: none"> • Use equipment appropriately and return when done • When bell rings, promptly clean up and head to class
<ul style="list-style-type: none"> • Handle your food appropriately • Welcome other students to your table 	<ul style="list-style-type: none"> • Be kind • Follow directions • Treat others as you would want to be treated 	<ul style="list-style-type: none"> • Respect Discovery's landscaping • Be mindful of others when playing games
<ul style="list-style-type: none"> • Line up single file for lunch line • Be neat and clean; work with staff to clean up messes • Stay seated until dismissal unless dumping tray or going to the restroom 	<ul style="list-style-type: none"> • Respect personal space • Always walk • Take care of our community space and the things in it 	<ul style="list-style-type: none"> • Report any unsafe behavior to an adult • Stay within the boundaries • Be mindful of traffic

WITH EMPATHY
THE ABILITY TO UNDERSTAND
WHAT SOMEONE ELSE MAY BE THINKING OR FEELING

Bell Schedules

All passing times are the equivalent of 3 minutes, including the passing times before and after lunch. All buses leave 8 minutes after the last period of the day.

40 minute early release Grey Day																
8:55 Warning Bell																
9:00			to	9:37			Period 1									
9:40			to	10:17			Period 2									
1st Lunch				2nd Lunch				3rd Lunch								
10:20	to	10:50	1st Lunch			10:20	to	10:57	Period 3			10:20	to	10:57	Period 3	
10:53	to	11:30	Period 3			11:00	to	11:30	2nd Lunch			11:00	to	11:37	Period 4	
11:33	to	12:10	Period 4			11:33	to	12:10	Period 4			11:40	to	12:10	3rd Lunch	
12:13			to	12:50			Period 5									
12:53			to	1:30			Period 6									
1:33			to	2:10			Period 7									
2:13			to	2:50			Period 8									

White/Blue Schedule with 33 minutes for Tutorial															
8:55 Warning Bell															
9:00			to	10:18			Period 1/2								
10:21			to	10:54			Tutorial								
1st Lunch				2nd Lunch				3rd Lunch							
10:57	to	11:27	1st Lunch			10:57	to	11:35	Period 3/4	10:57	to	12:15	Period 3/4		
11:30	to	12:48	Period 3/4			11:38	to	12:08		2nd Lunch		12:18	to	12:48	3rd Lunch
12:11			to	12:48											
12:51			to	2:09			Period 5/6								
2:12			to	3:30			Period 7/8								

Grey Day Periods 1-8															
8:55 Warning Bell															
9:00			to	9:42			Period 1								
9:45			to	10:27			Period 2								
1st Lunch				2nd Lunch				3rd Lunch							
10:30	to	11:00	1st Lunch			10:30	to	11:12	Period 3		10:30	to	11:12	Period 3	
11:03	to	11:45	Period 3			11:15	to	11:45	2nd Lunch		11:15	to	11:57	Period 4	
11:48	to	12:30	Period 4			11:48	to	12:30	Period 4		12:00	to	12:30	3rd Lunch	
12:33			to	1:15			Period 5								
1:18			to	2:00			Period 6								
2:03			to	2:45			Period 7								
2:48			to	3:30			Period 8								

International Baccalaureate Middle Years Programme

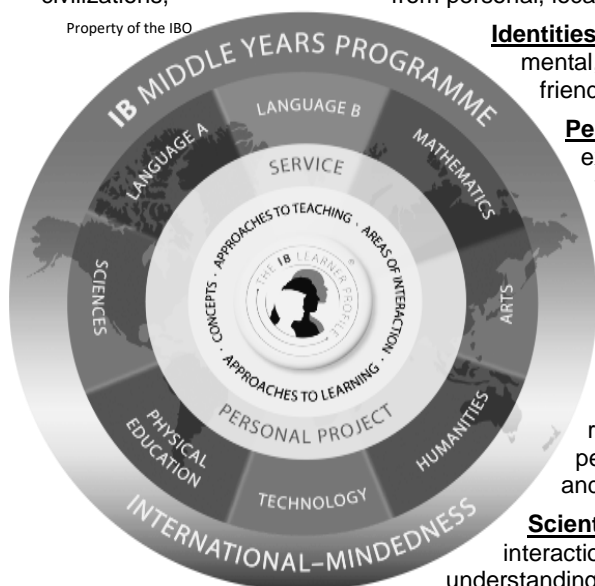
The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Discovery Middle School is an official Middle Years Programme (MYP) school. MYP is part of the International Baccalaureate Organization (IBO) and aims to develop three fundamental concepts in our students: intercultural awareness, holistic learning and communication.

MYP Teaching Through Global Context (Lens)

Orientation in Space & Time: Personal histories; homes and journeys; turning points in humankind discoveries; explorations and migrations of humankind; the relationships between, and the interconnectedness of, individuals and civilizations, from personal, local and global perspectives.

Property of the IBO



Identities & Relationships: Identify; beliefs and values; personal, physical, mental, social and spiritual health; human relationships including families, friends, communities and cultures; what it means to be human.

Personal & Cultural Expression: The way in which we discover and express ideas, feelings, nature, culture, beliefs and values; the ways in which we reflect on, extend and enjoy our creativity; our appreciation of the aesthetic.

Globalization & Sustainability: The interconnectedness of human-made systems and communities; the relationships between local and global processes; how local experiences mediate the global; reflect on the opportunities and tensions provided by world-interconnectedness; the impact of decision-making on humankind and the environment.

Fairness & Development: Rights and responsibilities; the relationship between communities; sharing finite resources with other people and with other living things; access to equal opportunities; peace and conflict resolution.

Scientific & Technical Innovation: The natural world and its laws; the interaction between people and the natural world; how humans use their understanding of scientific principles; the impact of scientific and technological communities and environments; the impact of environments on human activity; how

advances on
humans adapt environments to their needs.

IB Learner Profile

(Property of the IBO)

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, will help to create a better and more peaceful world. IB learners strive to be:

September: Learners who are **Open-Minded** understand and appreciate their own cultures and personal histories. They are open to the perspectives, values, and traditions of others.

October: **Caring** learners show empathy, compassion and respect towards the needs and feelings of others. They act to make a positive difference to the lives of others.

November: **Thinkers** use both critical and creative thinking to approach complex problems. They understand that sometimes there are no "simple" answers.

December: **Communicators** are able to express ideas and information confidently, often in more than one language. They work well with others.

January: Learners who are **Principled** act with integrity and honesty and with a strong sense of fairness. They take responsibility for their actions.

February: **Inquirers** are naturally curious and enjoy researching to learn new things.

March: **Risk-Takers** approach unfamiliar situations and uncertainty with courage and forethought.

April: Learners who are **Knowledgeable** are interested in local and global issues.

May: Learners who are **Balanced** understand the importance of maintaining a balance between the intellectual, physical, and emotional elements of their lives.

June: **Reflective** learners give thoughtful consideration to their own learning and experience. They know their own strengths and limitations.

Discovery MYP Policy Abstracts

Assessment

The MYP assessment model asks for multiple assessments for each criterion within a collection of evidence to award a holistic evaluation. This can look differently from student to student, which addresses the need for equity through diversity. Because this assessment model is used to measure student growth, learners can meet and exceed proficiencies at their own pace. MYP assessments are graded on an eight point rubric and will be reported to families at various points during the academic year.

Academic Honesty

It is Discovery Middle School's expectation that all students strive to become *principled* learners. Principled students act "with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere." Only through original student work can understanding and mastery of academic content be truly measured. Plagiarism, or the copying and use of someone else's work without proper acknowledgement, is not permitted, nor is it permissible for any student to allow another student to copy their work. Plagiarism occurs when someone takes the ideas or writings of others and presents them as if they were his or her own.

Language Policy

All teachers at Discovery Middle School are language teachers as the study of language is the foundation for all learning. Language allows students to become learners through communicating, listening, comprehending, and sharing information. The study of a second language provides students the opportunity to develop international understanding, compassion, and respect. Parents can assist their students as language learners in many ways. Encouraging children to read and write as much as possible will help the development of language. Reading books, newspapers or magazines and writing letters, shopping lists or to do lists are a great way for students to see the day-to-day importance of language.

Inclusion

Discovery has many student and family supports and resources to ensure an inclusive learning environment for all of our students. These include the Family Community Resource Center (FCRC) and social-emotional support through various programs and staff members. Each month the school focuses on one MYP Learner Profile characteristic. At the end of the month, teachers nominate students to be recognized for demonstrating this characteristic. Students are honored with a certificate and a phone call home to inform their parents of the learner profile their child is exhibiting and which staff member nominated them.

MYP Community Service & 8th Grade Community Service Project

Community Service & Service Learning are opportunities available to students in all grades during the school day and outside of school hours. Students in grades 6 are encouraged to complete 4 hours, while students in grade 7 are encouraged to complete 8 hours. Students may submit their hours on the Discovery website (MYP section) or complete and submit a form in the office. All 8th grade students will complete a Community Service Project totaling 15+hours.

<u>Counselors</u>	Megan Bledsoe (6 th Grade)	Megan.Bledsoe@vansd.org	313-3324
	Jeff Causey (7 th Grade)	Jeff.Causey@vansd.org	313-3321
	Steve Dutelle (8 th Grade)	Steve.Dutelle@vansd.org	313-3323

- Do you have concerns about yourself or others?
- Anger-management/Self-control?
- Depression?
- Drugs and alcohol?
- Do you just want to talk?
- Conflict with others/mediation needed?
- Family concerns?
- Self-esteem/Depressed feelings?
- Schedule issue?

That's what we are here for! To see a counselor, fill out a counselor appointment request form available outside the counselor's office. The counselor will call you out of class whenever they are available to talk.

Mediation: If you have a conflict with another student and want help solving the problem, you can sign up for mediation.

Student Ambassadors: Ambassadors are students who show new students around the school, help them with their schedule, and answer questions. Contact your counselor if you would like to apply to be an ambassador.

Project Success /Intervention Prevention Specialist

Logan Morrow 313-3314 or Logan.Morrow@vansd.org

Provides education, groups, and one on one services for students that may need support to obtain optimal academic progress. The focus is on development of social skills and self-confidence in order to make healthy, positive, life decisions.

Family Community Resource Center

Amalia Franco 313-3322 or Amalia.Franco@vansd.org

We have a Family Community Resource Center (FCRC) to help support students and families in our Discovery community. My job is to help families eliminate barriers to their students being successful at Discovery. Some of the ways I can help families and students include: backpacks, school supplies, food bags, food boxes, clothes and jackets, connections to lots of community and social service agencies, etc. There are many fun and exciting activities for students and families through the FCRC as well; some of them include lunch groups, game groups, prevention clubs, parent coffees, etc. We also have two computers set up in the FCRC for families to have computer and internet access. Through the FCRC there are many volunteer opportunities for parents as well as opportunities to donate gently used clothing for our clothes closet. Please stop in and introduce yourself. I look forward to meeting you all!

School Nurse

Tracey Knotts 313-3308 FAX 360 313 3301 or Tracey.Knotts@vansd.org

School Nurses help students and their families manage all kinds of health issues at school every day:

- Students with ongoing problems including asthma, diabetes, migraines, scoliosis, ADHD, allergies, seizures or other chronic illnesses that may require medication or special instructions
- Students and parents with questions about a new symptom, injury, diagnosis or treatment;
- Students returning to school with instructions from the Emergency Room or their health provider that need extra support;
- Students and families needing referrals for vision, dental care, insurance and other health needs

Together with our Registrar, I ensure students meet WA immunization requirements. In early spring, I'll arrange vision and hearing screening for our 7th graders. Our health room is also open every day for first aid and medications. It is staffed by our attendance clerk and supported by other office staff. Please request a Medication Authorization form if your student needs to take any kind of medicine at school. **Please keep your Emergency Contact phone numbers up to date so we can reach you quickly when necessary.**

Attendance & Procedures

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; please provide note from the doctor.
- Emergencies, including but not limited to a death or illness in the family;
- Participation in a district or school approved activity or instructional program. Such absences shall be approved by the principal or designee;
- Religious or cultural activities, including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Deployment activities of an active duty military parent or guardian;
- Prearranged absences that the principal (or designee) and parent agree upon on approved activity. The school cannot excuse absences for trips taken by students unless these trips involve direct supervision by the school or the family.

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

- Call the attendance line at 360-313-1450; or 360-313-3320
- Send an e-mail to discovery.attendance@vansd.org; or
- Enter the absence into Skyward Family Access (Attendance Tab); or
- Send a written note to the attendance office

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

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

Truancy

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

After three (3) unexcused absences, 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 he/she enters the classroom after the tardy bell and within the first fifteen (15) minutes of class time. It is considered an unexcused absence if the student is more than fifteen (15) minutes late to class and will be marked with the code of "V" in the attendance. Teachers will address the first four tardies before referring to administration for disciplinary action.

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 will not be released during the last hour of school unless prearranged and approved by the principal.

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

Closed Campus

Discovery Middle School is a closed campus; this means once a student arrives on campus, he/she may not leave without written parental permission given to the attendance office. *This includes leaving campus after being dropped off by buses or parents in the AM.* Parents/Guardians are asked to sign students out when they leave and in again when they return during the school day.

Breakfast/Lunch

Our building is open to students for breakfast at 8:30. Breakfast and lunch served daily. Current meal prices and the school menu are available on our district webpage.

Students have a 30 minute lunch period. During that time, we ask students to stay in the designated areas (inside seated or outside within the boundaries). All food and beverage are to remain in the cafeteria. Students remain seated until they are excused. Once excused, they push in or stack their chair, clean up after themselves, then dump/recycle their remaining unwanted items. **Please avoid bringing glass containers.**

Open House and Conferences

Curriculum Night: Thursday, September 24, 6:00-7:30 PM.

Fall Conferences: Parent/Student/Teacher conferences will be held October 15 & 16 (Arena/Open Style).

Spring Conferences: Spring conferences are held April 16 (Arena/Open Style).

Other Conferences

Conferences with teachers throughout the year may be scheduled before and after school by contacting the classroom teacher, the counselor or our Registrar, Cedar Songbird.

Grading Periods

Progress and Final grades are recorded and posted each trimester.

Trimester 1 (9/1-11/20): progress reports home October 13, report card home December 8

Trimester 2 (11/23-3/15): progress reports home February 11, report card home March 26

Trimester 3 (3/16-6/16): progress reports home May 17, report card mailed home June 23 pending fines

Student Recognition

Our students deserve recognition when doing well. This recognition may take the form of a positive comment, an MYP Learner Profile Award, or one of several special awards given throughout the year. Below is a partial list of those awards:

Honor Roll & Principal's Honor Roll: Those students who earn and maintain a 3.0 or better grade point average for 1st and 2nd trimester will be invited to celebrate with family for a special recognition event.

MYP Learner Profile Awards: Each month the school focuses on one Learner Profile characteristic. At the end of the month, teachers nominate students to be recognized for demonstrating this characteristic. Students are honored during the day and a note is mailed home.

Colonel Terry Nelson Award: The Colonel Terry Nelson Award recognizes an exceptional 8th grade student who represents the Middle Years Programme Learner Profile. Nominees are recognized for their community service, academic achievement, and overall citizenship and leadership; this presentation is made the last day of school during the final assembly.

CATS, Athletic Core Covenant Awards for Commitment, Attitude, Teamwork & Sportsmanship each season, each sport.

Wildcat Pride tickets are given out by staff to students meeting our common expectations: Be Responsible, Be Respectful and Be Safe, with Empathy.

Athletics & Activities

Katie Ronning Katie.Ronning@vansd.org or 313-3300 Athletic/Activities Director

Jennifer Burlison Jennifer.Burlison@vansd.org or 313-3304 ASB/Business Office

Extracurricular activities are an important part of life at Discovery. **We encourage all students to participate, helping them to become better citizens and meet new people.** *Some Clubs and Activities (Band, Orchestra, Choir, Math Club, Theater, Leadership) may have a \$20 fee each. *See fee schedule. Among the opportunities are:

Student Leadership/Associated Student Body (ASB) this is a class offered during the school day for 6th, 7th and 8th grade students who have successfully completed an application process. These students work to plan school activities and events. They represent the entire Associated Student Body of Discovery (ASB).

Intramurals offer academic enrichment opportunities after school from 3:30-4:10, two sessions a year (fall and spring) no cost to families. Transportation is provided for those normally on a school bus; parents and students must register to attend (watch for signups).

Athletics: In order to be eligible to compete in athletic contests, student athletes must maintain sufficient academic progress and meet attendance & behavioral expectations. The Middle School Philosophy is "no cut, equal playing time for all". Specific details are included in the athletic registration packet on line or in the business office. Parents are asked to pick their students up from athletic events or arrange for rides. One-way busing will be used whenever possible. All athletic fines must be paid in order to be cleared to compete in athletic competitions. Students must have a valid physical to be cleared to start practice. Each sport requires a valid ASB Card (a one time, \$10 purchase each calendar year) and the sport specific fee of \$20.00. There is a \$3 replacement fee for lost ASB cards. These funds are used to help defray the cost of equipment, cleaning/repair/replacement of uniforms, transportation, officials, and other related expenses.

FALL SEASON (practice starts late August (tackle), (flag, volleyball and XC), season ends mid-October

6th & 7th Grade Flag Football

8th Grade Tackle Football

7th & 8th Grade Girls Volleyball

6th, 7th & 8th Grade Cross Country

EARLY WINTER SEASON (practice starts late October, season ends mid-December)

7th & 8th Grade Girls Basketball

6th, 7th & 8th Grade Wrestling

LATE WINTER SEASON

7th & 8th Grade Boys Basketball (practice starts early January, season ends early March)

7th & 8th Grade Girls Bowling (practice starts early February, season ends late March)

Unified Basketball (for athletes and partners- dates TBD)

SPRING SEASON (practice starts early April, season ends end of May)

6th, 7th, & 8th Grade Track

Unified Soccer (for athletes & partners- dates TBD)

Common Expectations - The Discovery community has developed Common Expectations for the purpose of creating a positive culture focused on **SAFETY, RESPONSIBILITY, and RESPECT with EMPATHY**, that allows and facilitates high levels of learning. Staff members will be intentional in teaching, modeling and periodically reviewing the common expectations throughout the year. We ask that every student follow the Common Expectations & the **Discovery Givens** which are:

- Keep your hands and feet to yourself
- Follow the First 10/Last 10 – not leaving the classroom during the first or last 10 minutes of the period
- Use appropriate language and voice level
- Follow adult directions the first time given
- Help Maintain a clean campus
- Respect personal space & property of others

Common Academic Standards In addition to the MYP foundation of challenging academic programs and rigorous common assessments, our Discovery Community shares Common Academic Standards:

1. Identify “Triangle of Learning” within each classroom (Learning Targets, Inquiry Questions & Global Contexts)- Know “what” you’re learning, -Know “why” you’re learning it
2. Use Learning Guide in each class--If Learning Guide is lost, use available Learning Guide papers, purchase a replacement in the business office or use your iPad calendar/organization features.
3. Participate in class routines & instruction within each classroom.
4. Follow all Common Expectations, “Learning Guide expectations”, School, District and State Policies/Regulations

Personal Safety

- Health Dept. guidelines prohibit students from sharing food/beverages with others
- Students are prohibited from giving or receiving any medications, vitamins, pills or drugs of any type
- When walking to/from school travel with a friend
- Report any unusual situations to the school, your parents/guardians or call 911 immediately
- Always stick to the safe/usual route
- Use the cross walks and sidewalks when available. Follow all safety and traffic rules
- Use the appropriate cross walk in the bus zone
- Wear a helmet & walk your bike on campus
- Valuables, large sums of money, etc. should be left at home; the school is not responsible for lost or stolen items
- Never share your personal passwords or locker combinations
- Lock and secure your items while in PE, and don’t leave your personal items unattended
- Students are prohibited from buying/selling unauthorized items at school
- Change of bus requests can be approved in the main office in the AM
- Bus Notes required to ride with friends
- Changes in bus routes/stops must be approved

Safety/ Evacuation Drills

We conduct monthly safety and evacuation drills. Students are asked to stay calm, follow the directions of staff, and remain quiet for instructions. Evacuation maps are posted in each classroom. Should an emergency or disaster ever arise in our area while school is in session, the building staff at Discovery has made preparations to respond effectively. Students will be cared for until we are able to safely release them to authorized emergency release contacts (with picture ID). On site student release location is the commons/cafeteria. **Please make sure your phone numbers and emergency contacts are up to date! Your cooperation is necessary in any emergency.**

Student Dress

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Board of Directors of Vancouver Public Schools.

Students' choices in matters of dress should be made in consultation with their parents.

Student dress will only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A. A health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate groups;
- B. Damage to school property will result from the student's dress; or
- C. A material and substantial disruption of the educational process will result from the students' dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited apparel includes the display of lewd, sexual, drug, tobacco or alcohol-related messages, or gang-related attire.

Discipline at Discovery Our primary goal is to teach and effect change over time, to promote positive citizenship and healthy behavioral choices. We believe in teaching students how to be respectful and appropriate in school; living the core values of the learner profile. Should there be a need to use corrective measures, our first approach (when appropriate) will center around "restoring the relationships and making things right" or Restorative Justice practices; teaching students their choices have effects on others and how to fix the damage done...hopefully creating a lasting change.

Range of Disciplinary Action

Depending on the situation, a student may receive the following behavior consequences:

- Classroom redirection/warning/seat change
- Minor Infraction documentation
- Buddy room (removed temporarily from setting to decompress/reflect & return)
- Phone call home
- Restorative Practices
- Lunch, before or after school detention
- Referral to administration
- Tuesday School (3:30-4:30)
- In-school suspension
- Short term or long term suspension
- Expulsion

The following behaviors will result in consequences:

- Fighting or assault

- Encouraging or watching a fight or assault. If a student is asked by a staff member to leave while a fight or assault is in progress, he or she must do so immediately. The consequences are the same for an observer as they are for a participant ("Inciting").
- Threatening, harassing, sexually harassing, or intimidating another student
- Continued classroom disruption or insubordination in the classroom even after the teacher has used appropriate classroom steps
- Defiance toward a staff member
- Continued lack of cooperation
- Vandalism or theft
- Any public display of affection beyond hand holding and/or a brief hug

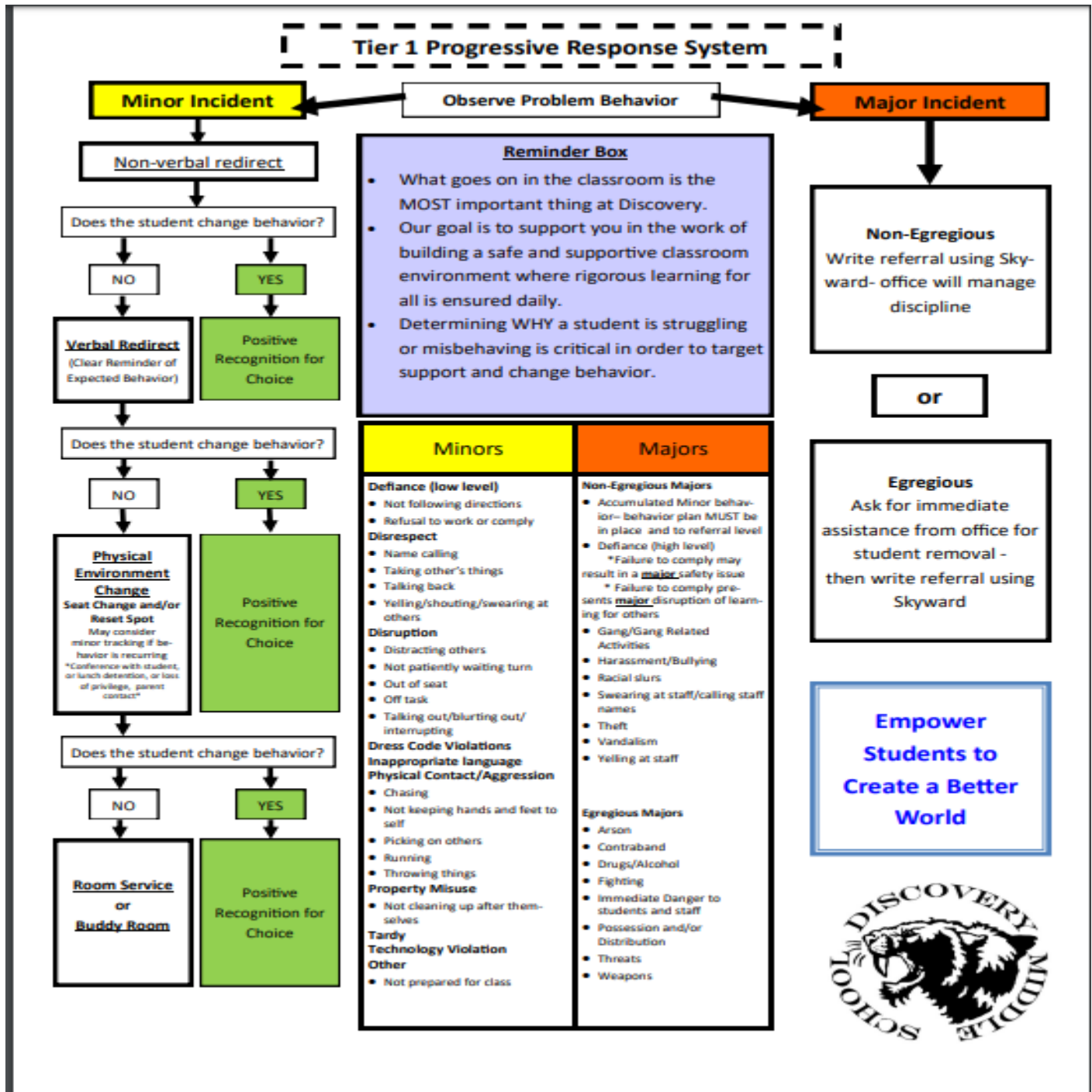
Items NOT Allowed at School

- Illegal substances (drugs, alcohol, tobacco, vapes, and drug/alcohol paraphernalia)
- Valuables/large amounts of money/expensive jewelry
- Scooters/skates/skateboards/Heelys
- Laser pens/pointers
- Lighters/matches/fireworks, live ammunition/shell casings
- Safety pins and other potentially dangerous items
- Permanent markers/paint pens
- Energy drinks, sun flower seeds
- Glass items / containers
- Toy guns, knives of any kind, baseball bats, throwing stars or any "look-alikes". If brought, could result in suspension, emergency expulsion, expulsion and/or arrest.
- Perfume/cologne body sprays (lotions /deodorants)
- Cell phones to remain silenced or off (or could be confiscated to be returned at the end of the day or picked up by a parent)
- Blankets/pillows/stuffed animals
- Balloons, Water Balloons
- Deliveries of flowers, gifts, balloons or Birthday food.
- Deliveries of fast food from any outside vendor; such as Uber Eats, DoorDash, Grubhub, BringMeThat, etc.

If You Have a Concern or You Want to Appeal a Decision

- If the situation involves a staff member, please contact the staff member first to discuss
- If the situation is one where a counselor might be of assistance, contact one of them directly
- The next in line for an appeal is the Associate Principal
- If the student or parent has still not reached a satisfactory resolution, contact the principal
- The next step for appeal/due process would be the Chief of Secondary Education. In the event of an appeal of a suspension or expulsion, the Office of Student Welfare and Attendance should be contacted

Schedule Change Requests: If you have a concern, or your student is struggling with a class, the first step is to talk to your student's teacher about the concerns and develop a plan for support and progress. If your child continues to struggle, talk with your student's school counselor.



<u>EMERGENCY PHONE NUMBERS</u>	
Police, Fire, Medical911* Police NON-Emergency311* General Information & Referral Clark County Information and Referral 211 Vancouver/Clark County Crisis Line .696-9560* Alcohol/Drug Service Information and Referral Al-Anon/Alateen.....693-5781 Alcoholics Anonymous694-3870 Community Alcohol and Drug Center.....397-2130* Child Abuse - Includes sexual abuse and neglect Child Protective Services.....1-888-713-6115 Counseling Children's Center699-2244 Children's Home Society397-8440 Columbia River Mental Health.....993-3040 Domestic Violence YWCA Safe Choice695-0501*	Emergency Shelter/Food/Clothing/Housing Resources Council for Homelessness 993-9561 Clark County Information & Referral... 211 Medical Services Social & Health Services Department....800-562-3022 YWCA/Teen Mothers 696-0167 Poison Control Center 1-800-732-6985* Runaway/Family Conflict Reporting a Runaway 911 National Runaway Switchboard 800-621-4000 Sexual Assault Crisis Line 696-9560* YWCA 696-0167 YWCA Hotline 695-0501* Suicide and Personal Crisis Clark County Crisis Line 696-9560* (* = 24 hour number) or 1-800-626-8137 Teen Talk.....397-2428

Discovery Middle School

Academic Honesty Policy

It is Discovery Middle School's policy that plagiarism and cheating by students in any form is not permitted. Only through actual student work can the student's understanding and mastery of academic content be truly measured.

Plagiarism, or the copying and use of someone else's work without proper acknowledgement, is not permitted, **nor is it permissible for any student to allow another student to copy their work.**

Plagiarism occurs when someone takes the ideas or writings of others and presents them as if they were his or her own. This definition includes all print and electronic sources as well as computer programs and artwork.

Plagiarism and cheating include but are not limited to:

1. Copying another's work, whether from a book, article or website without giving credit.
2. Copying another student's assignment.
3. Submitting another student's work as your own.
4. Paraphrasing (rewording) of another's work without giving credit to the author.
5. Cutting and pasting sections of several pieces of others' work into a new whole without giving credit.
6. Recycling previously submitted work.

Consequences of plagiarism/cheating: Assignments found to be plagiarized will earn a grade of zero. Students are allowed one chance in their middle school career to rewrite a plagiarized assignment. Any further instances of plagiarism may result in appropriate sanctions as needed.

iPad Guidelines for Use

Discovery Middle School

During class:

- iPad use depends on teacher's expectations. The iPad is to be used with teacher permission only.
- If a device is being used without permission:
 - Progressive discipline will be used starting with:
 - 1. Teacher gives verbal warning and will maintain disciplinary records.
 - 2. Student keeps iPad in backpack for the period.
 - 3. Parent is contacted about appropriate use.
 - 4. iPad infraction documentation/ Office assigns progressive discipline each trimester.

Before and after school:

- iPad use is allowed.
- To avoid theft and/or damage, students should know where their iPads are at all times. iPads should never be left unattended.

When traveling in the hallways:

- iPads should be closed, strapped and put away.

During lunch:

- To avoid damage from food and beverages, iPads are to be safely stored off the tables for the first 15 minutes of lunch.
- iPad use is allowed after the release to recess as long as there is no food nor drink at the table. Students should know where their iPads are at all times. iPads should never be left unattended. (Students need to report a lost or stolen iPad immediately.)

Personal Electronic Device Guidelines for Use

Discovery Middle School

*Personal electronic devices need to be powered down from 9:00 am-3:30pm and stored away; the exception being lunch.

During lunch:

- Use of personal electronic devices is okay (unless there is explicit content and/or inappropriate use.)
- It's okay to listen to music while you are seated at your table. Take ear buds out when speaking or listening to others (no speakers allowed).
- Taking pictures/video of other students is not permitted.

During class:

*Staff may give students permission to use their personal electronic device in class, but are to be used under teacher direction only.

- Device use depends on teacher's expectations. Personal electronic devices are to be used with teacher permission only. This includes listening to music on earbuds.
- If a personal electronic device is being used without permission, progressive discipline will be imposed as follows:
 - 1. A verbal warning from the teacher
 - 2. Parent contact
 - 3. Personal electronic device locked in the office and picked up by the student at the end of the day (The **second** time a device is taken, it needs to be picked up by a **parent** at the end of the day.)
 - 4. Other office discipline as appropriate

Before and after school:

- Use of personal electronic devices is okay (unless there is explicit content and/or inappropriate use.)

When traveling in the hallways:

- No personal electronic use is permitted (ear buds should be put away and not visible.)

Student Name: _____

Student ID#: _____

VPS 1:1 TECHNOLOGY RESPONSIBLE USE AND SAFETY AGREEMENT



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

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

Student Expectations:

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

The following activities are prohibited:

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

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

Student Safety:

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

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

Parental/Guardian Monitoring Responsibility:

Despite the filtering measures detailed above, parents and/or guardians assume responsibility for monitoring their student’s activity on district-issued devices and accounts during non-school hours and on non-student attendance days. Users are responsible for the appropriate use of the device and all accounts, applications, and services. If information is collected that indicates activity outside of the acceptable use, that information will be reviewed with the student and/or parent/guardian during normal school business hours.

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

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

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

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

Parent Name: _____ Signature: _____ Date: _____

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

Student Name: _____ Signature: _____ Date: _____

BUSINESS OFFICE FEE & FINE SCHEDULE:

PE UNIFORMS:

Complete Set: \$15 (XXL \$17)

Shirt Only: \$6 (XXL \$7)

Shorts Only: \$10 (XXL \$11)

Purchasing a PE Uniform through the Business office is optional. Please see the student handbook for guidelines on appropriate attire. PE Uniforms are available for purchase online or in the Business Office. Sizes run from Youth Large to Adult XL.

MUSIC:

Band Instrument Book: \$9 (Percussion only - \$13)

The Sound Innovations books 1 (Beginning) and 2 (Intermediate and Concert) are available for purchase during a pre-sale at the beginning of each school year. These books are a required purchase for Band. They may be purchased at the Business office or at your local music store. If you are unable to purchase a book due to financial hardship, you may reach out to our Family Resource Center for assistance.

Orchestra Instrument Book: \$10

The Essential Elements Orchestra book 1 is available for purchase during a pre-sale at the beginning of each school year. These books are a required purchase for Beginning Orchestra only. They may be purchased at the Business office or at your local music store. If you are unable to purchase a book due to financial hardship, you may reach out to our Family Resource Center for assistance.

Reeds: \$3-\$5 each

Clarinet (\$3), Alto Saxophone (\$4) and Tenor Saxophone (\$5) reeds are available for purchase in your Business Office. Students are required to purchase their own reeds for Band. They may also be purchased at your local music store.

Rosin: \$4-\$10 each

Double bass (\$10), Violin (\$4), Viola (\$4), and Cello (\$4) rosin are available for purchase in your Business Office. Students are required to purchase their own rosin for Orchestra. They may also be purchased at your local music store.

Damaged or Lost Instruments: \$ Varies

ASB:

ASB Card: \$10

ASB Cards would need to be purchased if your student is participating in any Extra-Curricular Activities. For example, Athletics, certain Band, Choir, Orchestra or Theatre events, Math Club and Leadership are all activities that require an ASB card. You only need to purchase one card for the entire school year. ASB Cards are available for purchase online and at the Business office.

ASB Card Replacement: \$3

Yearbook: \$25

Yearbooks are sold via Pre-Sales only with the exception of students that enroll after the end of Pre-Sales. Yearbooks are available for purchase online and at the Business office before the end of Pre-Sales. They will be available to purchase at the Business office on a first come/first serve basis if there are any remaining books at the end of the year.

Sports Fee: \$20

Each sport requires the payment of a Sports Fee. These funds are used to help defray the cost of equipment, cleaning/repair/ replacement of uniforms, transportation, officials and other related expenses. You may pay the fee online or in the Business Office.

Sports Fee Free or Reduced Lunch: \$10

Consent to verify Free or Reduced Lunch status is required. This fee may only be paid at the Business Office.

Activity Fee: \$20

Each Extra-Curricular Activity requires the payment of an Activity Fee. Extra-curricular activities include certain Band, Choir, Orchestra, Theatre, Math Club and Leadership Events. These funds help defray the cost of equipment, transportation, Custodians and other related expenses. You may pay the fee online or in the Business Office.

Activity Fee Free or Reduced Lunch: \$10

Consent to verify Free or Reduced Lunch status is required. This fee may only be paid at the Business Office.

Mouth Guard: \$1

Mouthpieces are required equipment for Tackle and Flag Football. They are highly encouraged for all other sports. You may purchase at your local sports store or at your Discovery Business Office.

Athletic Uniforms NOT RETURNED: \$ Varies

iPAD AND iPAD ACCESSORIES:

iPad Brick: \$13

iPad Cord: \$13

iPad Case: \$22

Earbuds: \$1

iPad NOT RETURNED: \$350

iPad Cracked Screen Repair: \$40 after the 2nd cracked screen

iPad LOST, STOLEN (with filed Police Report) or DAMAGED BEYOND REPAIR: \$99

WiFi Hot Spot Device, LOST, STOLEN OR NOT RETURNED: \$75-\$145 (depending on device)

iPad Repair due to Negligence: \$40 - \$350

MISC:

Student Planner Replacement \$2

Library or Text Books lost or damaged: \$ Varies

Pencils (machine outside of Business office): \$0.25

PE Lock Replacement: \$6

Please note that fines will be assessed for all fees that are not paid, when applicable. The fines listed above are only the most common types of fines; your student may be fined for other items that are lost, stolen or destroyed. The item(s) will need to be returned, or fines paid before a student can receive his/her Diploma/Transcripts (RCW 28A.225.330, Vancouver School District Policy). Fines can be viewed from the Discovery Middle School webpage: <http://disco.vansd.org/> or at <http://fines.vansd.org/>. **Athletes will be ineligible until all Sports/Activity related fines are cleared.** Please contact Fawn McKay in the Business Office with any questions. My direct phone number is 360-313-3304 and my email is fawn.mckay@vansd.org