

Name: _____



16 6th Ave. SE
Quincy, WA 98848
(509) 787-4435

Principal: Mr. Scott Ramsey

Assistant Principal: Mr. Phillip Averill

School Colors: Green and Gold

Mascot: Jackrabbit

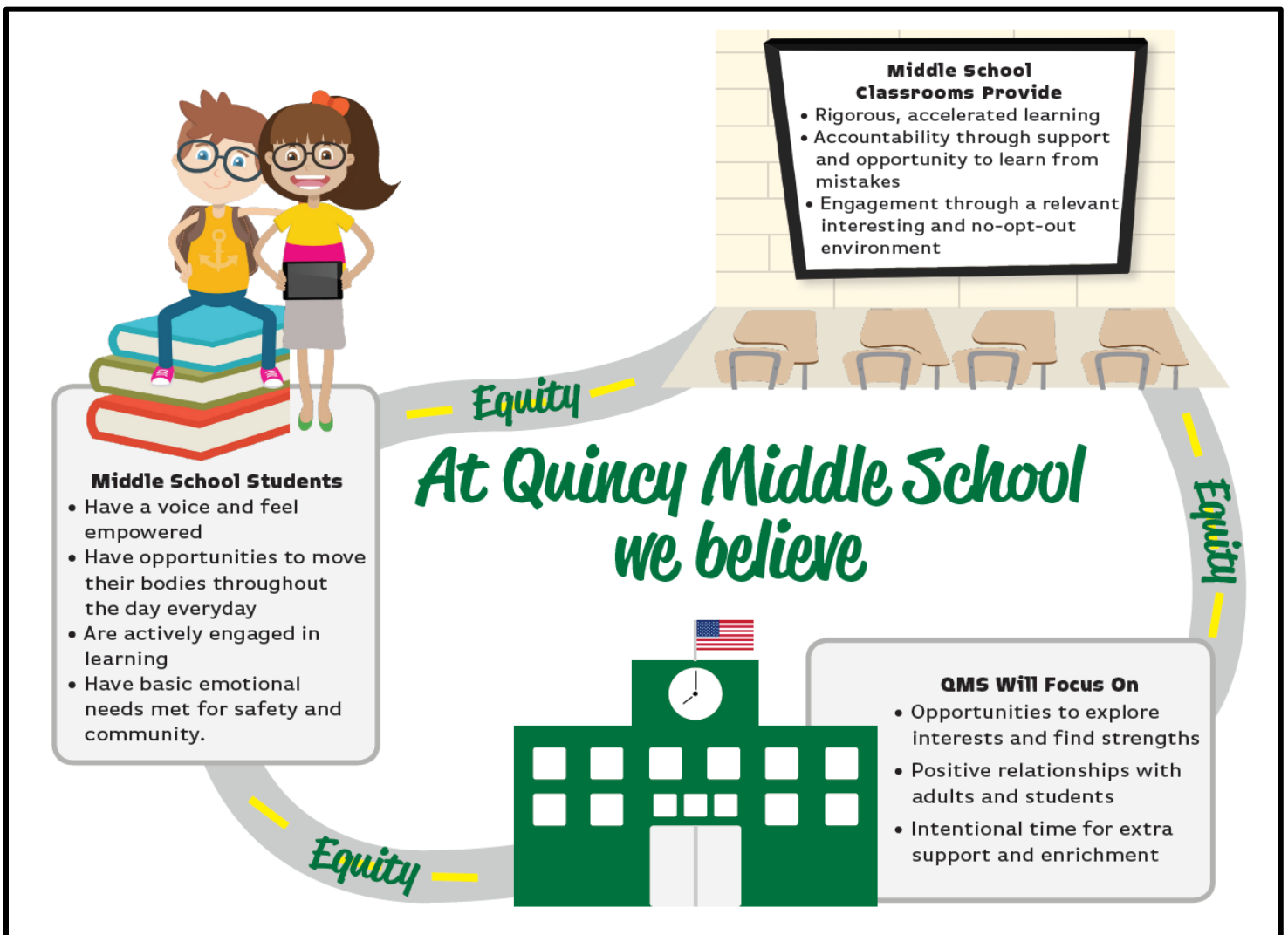
This handbook is designed to help me at QMS. Both my parents and I:

Este libro es para ayudarme en la escuela de QMS. Mis padres y yo:

1. Read through and understand the contents of this book.
Leímos y comprendimos el contenido de este libro.
2. Agree to purchase a new agenda if the one issued is lost or destroyed.
Compraremos una nueva agenda si se pierde o es destruida.
3. Understand that this agenda is to be kept in my notebook at all times.
Comprendo que esta agenda se mantendrá en mi cuaderno a todas horas.
4. Understand that all assignments are to be recorded and will be checked Periodically.
Comprendo que todas mis tareas se apuntaran y serán revisadas periódicamente

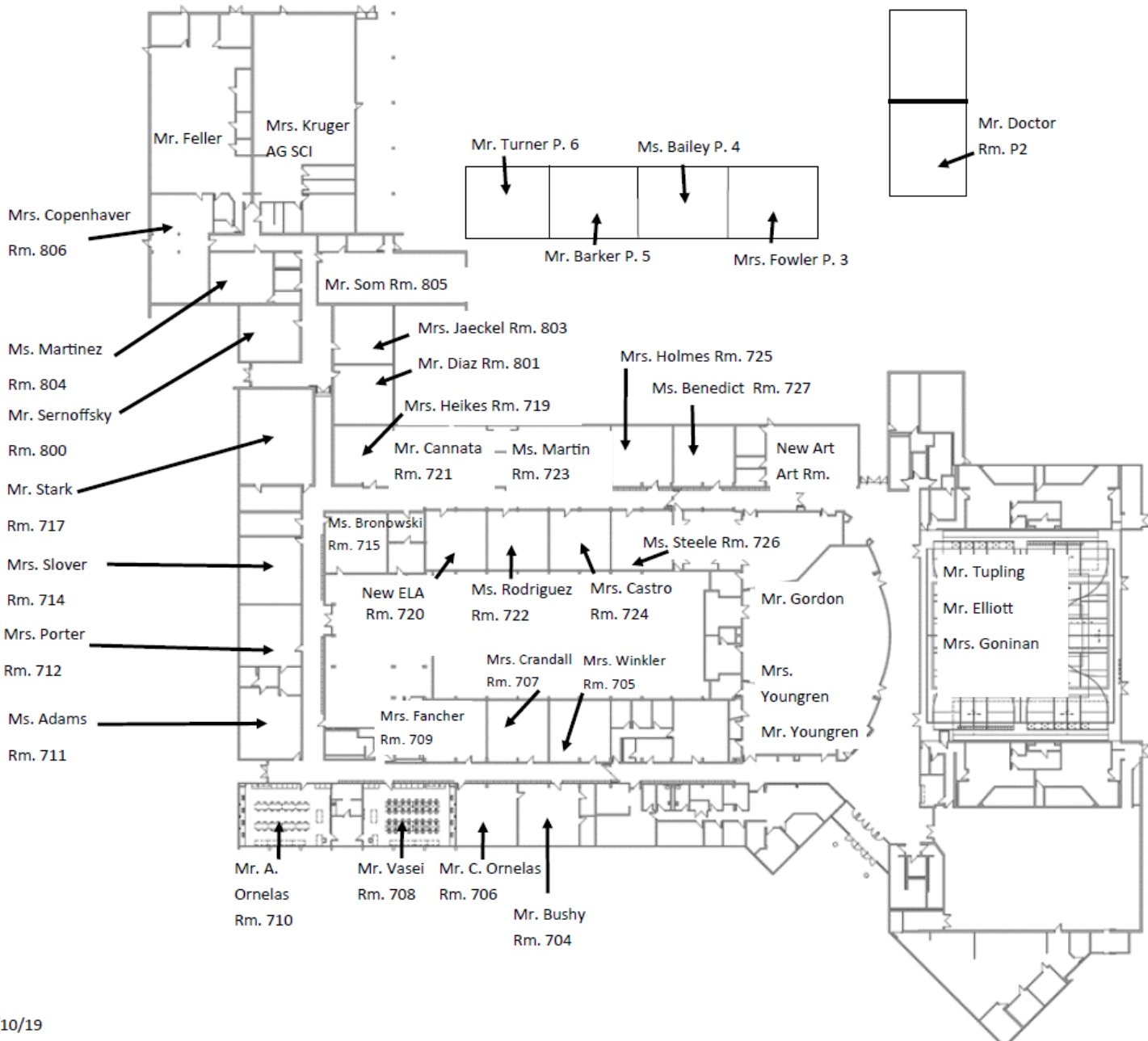
Welcome to Quincy Middle School!

We developed this handbook to describe important issues and practices at our school. Knowing our procedures and expectations will help you succeed at QMS. Please review the contents of this handbook as we believe them to be integral to your success while attending school. If you have any questions, please ask your teachers, counselor, or a principal. The rules and procedures contained in this student handbook are meant to exemplify student conduct at school, all school-sponsored activities, and other off-campus events that are extensions of the school learning climate. Some of these rules contain recommended penalties. The staff of Quincy Middle School believe that these rules will provide a safe and civil environment that is conducive to student learning.



QUINCY MIDDLE SCHOOL STAFF

ADMINISTRATION: Mr. Scott Ramsey – Principal Mr. Phillip Averill – Assistant Principal Mr. Greg Martinez – Dean of Students Mrs. Teresa Goninan – Athletic Director Mrs. Elizabeth Averill – CTE Assistant Director	ADMINISTRATIVE ASSISTANTS: Ms. Ruth Perez – Administrative Assistant Mrs. Veronica Valdez – Attendance Secretary – Parent Liaison
COUNSELING/STUDENT SUPPORT SERVICES: Mr. Matt Crawford – Last Names A - L Mrs. Elyse Goslin – Last Names M – Z Ms. Anji Thompson – Counseling/Discipline Secretary Mr. Arturo Guererro – Migrant Specialist Mrs. Mary Low – Nurse Mrs. Sherri Feller – Student Success Coach	CAREER & TECHNICAL EDUCATION: Mr. Rick Feller Mrs. Maria Kruger Mr. Ryan Som TRANSITIONAL/BILINGUAL INSTRUCTION: Ms. Sheryl Benedict Ms. Araceli Rodriguez
ENGLISH/LANGUAGE ARTS DEPARTMENT: Mrs. Vanessa Castro Ms. Michele Crandall (6th SS) Mr. Jacob Doctor Mrs. Michelle Fancher (6th SS) Mrs. Barbra Holmes Mrs. Kelly Slover (6th SS) Ms. Meghan Steele Ms. Kellen Williams (6th SS) Mrs. Debra Winkler (6th SS)	MATH DEPARTMENT: Mr. Mike Bushy Mrs. Jill Copenhaver Mr. Rodolfo Diaz Mrs. Meredith Heikes Mrs. Karli Jaeckel Ms. Maria Martinez Mr. Chris Ornelas Mr. Jerry Sernoffsky
PHYSICAL EDUCATION: Mr. Russ Elliott Mrs. Teresa Goninan	SCIENCE DEPARTMENT: Mr. Matt Cannata Mrs. Maria Kruger Mr. Andy Ornelas Ms. Patty Martin Mr. Chris Stark Mr. Ted Vasei
SOCIAL STUDIES DEPARTMENT: Mr. Jon Barker Ms. Maria Bailey Mr. Zach Turner Mrs. Liz Fowler	CLASSIFIED STAFF: Ms. Kalysta Alvarez Mr. Justin Blalock Ms. Courtney Boruff Ms. Perla Cerda Ms. Nanci Diaz Mrs. Brandi Garcia Mr. Arnold Garza Ms. Kaylen Hawkins Ms. Adriana Hernandez Ms. Marleny Montano Ms. Shilo Nellis Ms. Arely Nunez Ms. Jeanne Petersen Ms. Jennifer Safe Mr. Marcos Sanchez Ms. Alejandra Santiago Mr. Devin Silva Mrs. Jamie Westby Ms. Patricia Zamarron
SPECIAL EDUCATION: Ms. Courtney Bronowski Ms. Rachel Adams Mrs. Emily Porter Ms. Alexis Eddings	CUSTODIANS: Mr. Carson Henne Mr. Jack Trautman Ms. Yolanda Vasquez Ms. Teresa Villela
VISUAL AND PERFORMING ARTS: Mr. Patrick Gordon – Band Mrs. Kylie Youngren – Choir/General Music Mr. Rylie Youngren – General Music	Deb Gonzales Laura Hernandez Mary Mickelson Jonathan Van Dyke
KITCHEN SERVICES: Areli Ortiz – Head Cook DeDe Brown Aurora Castellanos	



ev. 6/10/19

6th Grade Tuesday – Friday			
1st	8:20 am	8:50 am	30 min.
2nd	8:54 am	9:48 am	54 min.
3rd	9:52 am	10:46 am	54 min.
Lunch	10:46 am	11:16 am	30 min.
4th	11:20 am	12:14 am	54 min.
5th	12:18 pm	1:11 pm	53 min.
6th	1:15 pm	2:08 pm	53 min.
7th	2:12 pm	3:05 pm	53 min.
7th Grade Tuesday – Friday			
1st	8:20 am	8:50 am	30 min.
2nd	8:54 am	9:48 am	54 min.
3rd	9:52 am	10:46 am	54 min.
4th	10:50 am	11:44 am	54 min.
Lunch	11:44 am	12:14 am	30 min.
5th	12:18 pm	1:11 pm	53 min.
6th	1:15 pm	2:08 pm	53 min.
7th	2:12 pm	3:05 pm	53 min.
8th Grade Tuesday – Friday			
1st	8:20 am	8:50 am	30 min.
2nd	8:54 am	9:48 am	54 min.
3rd	9:52 am	10:46 am	54 min.
4th	10:50 am	11:44 am	54 min.
5th	11:48 am	12:41 am	53 min.
Lunch	12:41 pm	1:11 pm	30 min.
6th	1:15 pm	2:08 pm	53 min.
7th	2:12 pm	3:05 pm	53 min.

2 HOUR LATE START					
1st	10:20 am	10:41 am			21 min.
2nd	10:45 am	11:20 am			35 min.
3 rd	11:24 am	11:59 am			35 min.
A Lunch	11:59 am	12:29 pm			30 min.
6th gr. 4 pd.			12:33 pm	1:08 pm	
6th gr. 5 pd.			1:12 pm	1:47 pm	
4th	12:03 pm	12:38 pm			35 min.
B lunch 5th	12:38 pm	1:08 pm	1:12 pm	1:47 pm	30 min.
C lunch 5th	12:42 pm	1:17 pm	1:17 pm	1:47 pm	35 min.
6th	1:51 pm	2:26 pm			35 min.
7th	2:30 pm	3:05 pm			35 min.

Early Release			
1st	8:20 am	8:46 am	26 min.
2nd	8:50 am	9:15 am	25 min.
3rd	9:19 am	9:44 am	25 min.
4th	9:48 am	10:13 am	25 min.
5th	10:17 am	10:42 am	25 min.
6th	10:46 am	11:11 am	25 min.
7th	11:15 am	11:40 am	25 min.
Lunch	11:40 am	12:05 pm	25 min.

MONDAY COLLABORATION All Grades					
1st (Advisory)	9:35 AM	9:50 AM			15 min.
2nd	9:54 AM	10:37 AM			43 min.
3rd	10:41 AM	11:24 AM			43 min.
A lunch	11:24 AM	11:54 AM			30 min.
6th gr. 4th pd.			11:58 AM	12:41 PM	43 min.
6th gr. 5th pd.			12:45 PM	1:29 PM	44 min.
4th	11:28 AM	12:11 PM			43 min.
B lunch 5th	12:11 PM	12:41 PM	12:45 PM	1:29 PM	30 min.
C lunch 5th	12:15 PM	12:59 PM	12:59 PM	1:29 PM	44 min.
6th	1:33 PM	2:17 PM			44 min.
7th	2:21 PM	3:05 PM			44 min.

Set Yourself Up for Success!!

Be on time and ready to learn to all your classes! Students will not be allowed into classrooms without being **d**ressed appropriately, having a **p**lanner in a 3 ringed binder, and all necessary **s**upplies and materials (DPS). Students are expected to use the restroom either before school, during lunch, afterschool or during passing times in order to keep classroom disruptions to a minimum and keep students in class.

TAKE CONTROL OF YOUR LEARNING!!

General School & Student Information

*School begins at 8:20 AM and ends at 3:05 PM. Students are to come into the building as soon as they arrive on campus in the morning. Then they go to the cafeteria to eat and then either go outside, the cafeteria, the library or work with a teacher. As soon as school is out, students are to go directly to their after school program (i.e. sports, tutoring, bus stop, or home). There is to be no loitering in the hallways or on school grounds.

*If students need to leave school during school hours, parents or legal guardian on the office records must pick them up and sign out in the office for them.

*Physical Education is a required class. All students are required to dress down in PE uniforms.

Attendance/Tardy Policy

Students must bring notes from a parent or legal guardian to verify their absences. The absence will be marked excused or unexcused based upon school policy. When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone, email or written note and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail or written note within 48 hours of the student's return to school. Excuses submitted after the 48-hour time frame will be considered by the school principal but may not result in the absence being excused. All absences from school or class in which the school has not been notified by the parent, within 2 days of the return, will be dealt with as truancy/unexcused absence. When parents are to be away, they are to contact the school office and provide the name and phone number of an alternative person to contact in the event of an emergency. If a student is more than 10 minutes late to class, it will be considered an absence. Upon return to school students need to come to the office to excuse their absence **BEFORE** school starts.

According to statute, all students are required to be in school every day unless excused by the principal. When students have excused absences they are able to make up missing work for full credit. Students are generally given two days to make up assignments for every day absent, however, please check the teachers' syllabus for specific guidelines.

A. There are five types of excused absences:

1. Illness or emergencies where advance notice is not possible.
2. Routine doctor and dental appointments. Students may be required to prearrange the absence with the school office. Please note: students are expected to be in school before/after the appointment on that day.
3. Other absences arranged in advance with the school authorities and **contingent upon their approval**.
4. School related absences such as sports, band, field trips.
5. Suspensions.

B. Absences not falling under the above will be classified as **unexcused**. Examples of unexcused absences include:

1. Shopping

2. Hair Appointments
3. Vehicle emergencies
4. Sleeping late
5. Staying home to finish homework

Consequences of unexcused absences typically will be as follows:

1 st & 2 nd offense	Warning
3 rd offense	Administrator meets w/student
4 th offense	Administrator meets with parent(s) and student
5 th offense	Attendance Agreement
8 th offense	Referral to Community Truancy Board

C. Truancy is defined as an absence from class or school without the knowledge of the parent/guardian or the school and will be subject to the Positive Interaction and Intervention Protocol.

Excessive “Excused” Absences Regular attendance affects student learning and achievement. Participation in class activities and student/teacher interactions are very important for the student to meet the course objectives. The instructional objectives and goals of each course may include student participation. Therefore, each teacher may include student’s participation as a basis for grading and/or granting credit for their particular course. Whereas excessive absences impair both learner and teacher, a student’s attendance in class is the responsibility of the student and his or her parent(s) guardian(s).

Prearranged absences through the office (WAC 180-40-030) excuses the pupil’s absence.

Procedure:

1. Students turn in a note signed by their parent or guardian to the office and obtain a prearranged absence form.
2. Students then take the form to each teacher for initials, comments, homework, etc.
3. Students with advanced excuses are to be marked absent by their teachers.

Other prearranged excuses will be handled by school administrators on an individual basis depending upon the student’s attendance, discipline and academic history.

Tardiness: A tardy is an unexcused late arrival (10 minutes or less) to a class or class activity. If you are more than 10 minutes late to class it is an absence. Tardies are cumulative by semester. Consequences for 3 or more tardies will be subject to the Positive Interaction and Intervention Protocol.

Closed Campus

This is a closed campus. **Students are not to leave the school without** being approved, cleared, and signed out in the office. Once a student arrives on campus in the morning they are not to leave school grounds for any reason. After school they are not to leave campus and then return to catch a bus or participate in an after-school program. **Students are not to leave any classroom without a pass from the teacher or office.** If there is need to see a student, we ask parents to check into the office first. Office staff will make arrangements for the student to come to the office. All notes that relate to a student’s leaving campus must be signed by a parent or legal guardian. We also ask that parents personally sign their students out in the office.

Classroom Management Program

The classroom teacher becomes immediately involved when a student chooses to behave in a manner which does not meet the classroom expectations or affects that student's learning and/or the learning of others. The intervention may be as simple as a verbal warning. Other interventions could include, but are not limited to: a change of seating, temporary removal from class, office referral, or a restorative conference. The intent of this intervention is to have the student accept responsibility for the behavior, understand the inappropriateness of the behavior, and have the opportunity to practice acceptable behavior. Students and parents should expect a call from the teacher or office regarding this behavior.

Hallways

Each student may receive up to three passes per class per semester at each teacher's discretion. Students are to use their planners as the official school hall pass. Only one person at a time is allowed to use a pass. Teachers will monitor time the student leaves and returns to class in the planner. Students are expected to go only to the location listed in the planner. Students will use the restroom nearest the classroom that they have been excused from and go directly to and from the restroom.

Student Discipline

The Quincy School District is committed to maintaining a safe school learning environment for students, personnel and patrons. This standardized discipline policy has been developed with input from parents, staff, and students and ensuring that all students are provided with the opportunity to learn free from fear and distraction. Copies of the policies can be obtained from any district school (QSD Policy #3241).

When considering the level of discipline to be meted out to a student, school authorities shall consider several factors including, but not limited to, the student's attitude, the severity of the conduct, the student's intent, the effect on other student's and/or staff, the safety of the student, and other students and/or staff, mitigating circumstances, and the student's discipline history. Depending upon these factors, a more appropriate or alternate consequence may be imposed.

The following chart shows the range of sanctions in consequencing students. The range of sanctions so noted is progressive. Repeated offenses in any one category or combination of categories is cumulative and shall be considered when sanctions are applied.

"EXCEPTIONAL MISCONDUCT," designated by an (*) has been judged by the school district to be serious in nature as to warrant immediate suspension or expulsion.

* Due process procedures are available to parents and students aggrieved by the imposition of these disciplinary measures.

* Students with disabilities shall be disciplined in a nondiscriminatory manner on a case by-case basis.

TIER 1 – Classroom Managed Behaviors - Always try a TIER 1 intervention

Tier 1 behaviors are addressed in the classroom by the classroom teacher. Students should not be sent to an administrator. It is expected that a combination of classroom interventions (including family contact) take place prior to the behavior(s) being considered as TIER 2.

- Unexcused tardies
- Actions or comments delivered rudely
- Violating personal space of others
- Sleeping in class
- Prohibited electronics use
- Minor property damage
- Public displays of affection
- Dress code violation during first period
- Behaviors that otherwise interfere with the learning of others

Try these Classroom-Based Interventions:

- Private check in or reminder
- Revisit norms/Reteach expectations
- 1 on 1 problem solving conference with student (admin covers class while you chat in hall)
- Call/email home
- Individual work space/Seat Change
- Cool off time or errand/processing
- Lunchtime or afterschool conference with teacher
- Classroom consequence focused on repairing harm
- All interventions should be followed by a reflective conversation with the student.
- Conflict mediation
- Reviewed IEP/504

TIER 2 – Behaviors Potentially Requiring Administrator Support

Tier 2 behaviors are managed in the classroom with administrator support or a restorative conference. Teachers or students write a referral or make a request for a restorative conference. Family contact is coordinated between the teacher and the administrator.

Is this a repeated behavior or is there a concern about the relationship?

- Non-compliant behaviors interfering with learning despite multiple teacher redirections.
- When a student-teacher relationship is strained and both parties need to repair it.
- Potentially unsafe choices requiring regular reminders.
- Dress code violations after first period or unable to correct in class.

TIER 2 Restorative Interventions may include:

- Teacher or student-initiated request for a restorative conference
- Administrative team initiated mandatory mediation between students
- Restoration time assigned by an administrator (during lunch or after school)
- Teacher-initiated referral to a student support team (CARE Team)
- Behavior contract or daily point sheet
- Written reflective process
- Solutions (Detention)

TIER 3 – Behaviors Requiring IMMEDIATE Administrator Support

For Tier 3 behaviors requiring immediate administrator support, call the main office to determine if an administration escort is needed. Whenever possible, please send classwork with the student. Anytime a student has been asked to leave a class or has chosen to leave a class in the course of a discipline issue, family contact is coordinated between the teacher and the administrator (ideally before the end of the school day).

Does the situation require immediate attention?

- All forms of HARRASSMENT, INTIMIDATION, OR BULLYING
- Fighting, assault, aggressive contact (this includes actively supporting, promoting, encouraging or filming fights)
- Suspected drug/alcohol use and/or possession
- Abusive language, derogatory and/or sexual comments directed at an individual or group
- Refusal to give up electronics or other prohibited items harming the learning environment
- Refusal to respond to interventions
- Gang conduct
- Theft, property damage/destruction, or arson
- Behavior posing an immediate hazard to the safety of others

TIER 3 Administrator-Managed Protocols Might Include:

- Parent contact (required)
- Out of school suspension
- In-school suspension
- Restorative conference
- Drug/alcohol assessment
- Threat assessment and/or implementation of a behavior plan
- Family conference
- Mediation / Restitution

- Cell phones or any electronic devices confiscated by staff must be retrieved by parents/guardian from office.
- Suspended students may not be on any school property or participate in any school activity or sporting event during the time (day or evening) of the suspension.
- A more detailed version of the district's discipline guidelines is kept in the office.

QUINCY MIDDLE SCHOOL DRESS CODE GUIDELINES:

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the school district and staff. Quincy Middle School students are expected to come to school in attire that demonstrates that they are **READY, RESPONSIBLE, and RESPECTFUL.**

RESPONSIBILITIES:

Parents have responsibility for seeing that their students are appropriately dressed for school. As such, student choices in matters of dress should be made in consultation with their parents and be consistent with Quincy Middle School expectations. School personnel have the responsibility for maintaining and enforcing an appropriate dress code that is conducive to learning. School administration is the final authority in determining the appropriateness of dress.

EXPECTATIONS:

BE READY FOR SCHOOL

- Wear clothing that is suitable for all scheduled classroom activities, including physical education, science labs, wood shop, and other activities where unique hazards exist
- Sleepwear and strapless clothing are prohibited
- Wear appropriate footwear at all times

BE RESPECTFUL TO SELF & OTHERS

- Wear clothing that, both sitting or standing, does not expose undergarments, spanx (or spanx-like clothing), chest, stomach, and/or private areas
- Skirts and shorts that come down to the fingertips when standing are generally acceptable; holes in jeans need to be past fingertips
- Hats/head-coverings are only allowed to be worn on pre-approved days (except for religious head-coverings cleared through administration)

BE RESPONSIBLE IN SCHOOL

- Wear clothing and accessories that are completely free from advertising, displays or suggestions of drugs, alcohol, sex, profanity, discrimination, or violence
- Wear clothing that is free of gang associations and/or tag names
 - No jerseys with numbers 13, 14, or 18
 - No displaying or wearing of bandanas

CONSEQUENCES:

If students wear attire that is in violation of the dress code, they will first be given the opportunity to correct the issue in class during first period. If unable to correct the violation, the student will be required to change or to call home to have appropriate clothing brought to them. If a student chooses not to wear replacement clothing from the office, students may be asked to remain in the office until the parent is able to deliver appropriate clothing to school.

Gang Policy

Quincy Middle School believes the presence of gangs or gang related activity threatens the education and safety of students and will not be tolerated. The way students wear their clothes, how they act, and what they say may lead others to suspect they are affiliated with a gang and/or endanger their fellow students and school staff. Quincy Middle School defines gang related activity or behavior as:

1. Wearing, possessing, using, distributing, or selling any clothing, jewelry, emblems, badges, bandanas, symbols, signs, graffiti, tattoos, or any other items that are evidence of membership in/or association with a gang. Examples of this can include jerseys that contain numbers or insignias that represent known gang affiliation.
2. Committing any act, either verbal or nonverbal (gestures, handshakes, writing, etc.) showing membership in or an association with a gang, and/or to further the interest of any gang or gang related activity.
3. **Gang-style writing on or in notebooks, assignments, and or any other item or person at school or school sponsored event will be considered a violation of this policy.**

Electronic Devices

*Due to problems with electronics (walkie talkies, cell phones, I-Pods, MP-3 players, cameras, etc.) being stolen and inappropriately used, we **strongly** suggest that students not bring them to school. Cameras are **only** to be used when used for a class or school sponsored activity. Other electronics may be used with a teacher approved educational activity. All phones are to be silenced between 8:15 – 3:05 p.m. **QJH will not be responsible for any lost or stolen items.** Electronics being used outside of approved times/locations will be confiscated and returned to parents. Confiscated items may be subject to school search. When a cell phone or other device is used to video tape a fight or other illegal activity it will result in disciplinary action. Repeat offenders will be referred to the Positive Interaction and Intervention Protocol and may receive additional consequences.

Emergency Information

When there is a question about school being closed due to inclement weather (snow, ice, rain, wind, etc.) listen to the local radio or tv news station for information.

Grading

During the first few weeks of school each teacher will give students a copy of their specific grade procedures and class syllabus. Students are to read these so that they know what will be expected of them. Parents can gain access to their child's grades, missing assignments, attendance and discipline record on-line by getting their password and directions from the counselor for the Skyward Grade Book program. This is an excellent way to monitor your child's progress on a regular basis.

Harassment, Intimidation, and Bullying

The Quincy School District holds a zero tolerance policy with regard to harassment, intimidation, and bullying. Any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or

- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Any activity that might fall under the definition of harassment, intimidation and bullying should be immediately reported to the principal, assistant principal, and/or Dean of Students. Parents or guardians who believe their child has been or is a victim of harassment, intimidation, and/or bullying on the bus or at the Bus Hub should contact the bus driver, Hub Supervisor AND building principal as soon as possible. Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, and/or bullying also constitute violations of this policy.

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

How do I report sexual harassment?

All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.

The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.

Complaints may be submitted by mail, fax, e-mail or hand-delivery to the district Title IX Coordinator, Mr. John Boyd/Superintendent at 119 J Street SW, Quincy, WA 98848. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

NONDISCRIMINATION STATEMENT

The Quincy School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: 504 Coordinator – Victoria Hodge, Title IX John Boyd, Civil Right Coordinator – John Boyd

To file a Complaint:

Anyone can file a formal complaint about discrimination in a Washington K-12 public school, including parents, students, teachers, administrators, and advocates. *Please see the instructions below.*

This complaint procedure applies only to allegations of discrimination based on sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, honorably discharged veteran or military status, or the use of a trained dog guide or service animal. If you have a complaint about special education, a federal program, or unprofessional conduct by a certificated teacher or educator, please see the other complaint options in the box to the right.

- Step 1: Complaint to Superintendent or Charter School Administrator
- Step 2: Appeal to School District or Charter School
- Step 3. Complaint to OSPI

Parent/Teacher Conferences

Parent/teacher conferences are scheduled two times a year. All students and parents are expected to attend the student-led conferences. If you wish to meet with teachers at any other times during the year, please call the teacher or the office to set up a meeting.

Health-Medicine

Administering Medicines to Students: Medications are rarely necessary for pupils during the school day. They are justified only in chronic health conditions or short-term acute health conditions. If under exceptional circumstances a student is required to take any medication during school hours and the parent cannot be at school to administer medications, only the school nurse or the nurse's designee will administer the medication in compliance with the following regulations:

1. Written order (the required form is available in all school offices) from the student's physician must be on file in the school stating: **a.** Student's name **b.** Name of drug **c.** Dosage **d.** Purpose of the medication **e.** Time of day medication is to be given **f.** Anticipated number of days it needs to be given at school **g.** Possible side effects.
2. The medication must be brought to school by the parent in a container appropriately labeled by the pharmacy or physician.
3. An individual record will be kept of such prescription medication administered by school personnel.
4. Medication will be stored in a clean, locked cabinet or container. Any exceptions (asthma inhalers, etc.) to this provision must be specifically stated by the physician on the written form.

Unless these requirements can be met, medications will not be administered at school. The school will not administer Tylenol to any student unless it is in a prescription container and follows the same rules that would apply to other prescription medications. Please do not ask the school to give your child Tylenol, as we are not allowed to do so, by law. Thank you in advance.

Too Sick For School?

Quincy School District works with and takes the following direction from the Grant County Health Department in order to help protect children and the adults working in the schools from spreading communicable diseases. Requiring children to stay home or go home when they are too sick for school protects other students and staff from potential illness. If a child has any of the following symptoms, keep him/her home from school. It will be necessary to pick the student up from school as soon as possible if he/she shows any of the following symptoms after arriving at school:

- **Fever:** temperature of 100 degrees or higher. Child must not have a fever for 24 hours before returning to school, without use of fever reducer medicines. If he/she is sent home one day with fever, he/she should not return the following day.
- **Vomiting or Diarrhea:** should not return to school for 24 hours following the last episode.
- **Lice, scabies:** Children may not return to school until they have been treated and no lice are present. After treatment, daily head checks will be performed in the office. If condition worsens, the student may be excluded from school. Children with scabies can be admitted after treatment.

Visitors

All visitors, parents and patrons to the campus are asked to report directly to the office upon their arrival on campus. Check in with the secretary, sign in and receive a badge.

***Quincy Middle School School does not, as a practice, allow students from other schools, to visit during the school day. Students desiring to host visitors to the campus must check with the building administrators well in advance of any anticipated visit. Parents are encouraged to make an appointment and visit their student's classroom.**

Student Expectations

Settings	READY	RESPECTFUL	RESPONSIBLE
Cafeteria	Go to the appropriate line or find a table	Hands to yourself.	Eat your lunch
	Welcome others	Use inside voices	Clean up your area/ Dispose of trash
			Report all spills to staff
Hallways	Walk on the right side	Hands/Feet to yourself.	Get to class on time.
	Allow others to pass	Watch where you're going.	Honor personal space.
	Get what you need and move on	Quiet voices and appropriate language	Keep locker combinations private
PAC/ Formal Assemblies	Walk with your class to the designated area	Eyes on speaker	Feet on floor
	Sit quietly with your class	Pay attention to presenter	Follow directions of staff
	Leave food or drink outside	Respond or applaud appropriately	
On Campus Before School	Wear appropriate attire	Using appropriate voice level and language	Use equipment appropriately as attended
	Come directly into the building and remain on campus	Be kind to others	Follow directions of staff
	Move straight to appropriate areas		Keep belongings on you or place in intended locations
On Campus After School	Bus Riders: Remain in the bus loading area	Using appropriate voice level and language	Keep parking lot clear
	Athletes : Go directly to locker room and then to your practice area	Be kind to others	Use crosswalks and sidewalks
	Walkers : Go directly to your destination		Follow directions of staff
Computer Use	Sign-in at your station	Use devices for intended purposes	Use time efficiently to complete assignment
	Sit when using technology	Treat devices with care	Teacher approved/appropriate sites
			Follow directions of staff
Athletic Events/ Pep Assemblies	Sit in assigned area	Cheer and applaud appropriately	Follow directions of staff
	Participate with enthusiasm	Treat participants with good sportsmanship	
Office/ Counseling Center	Enter quietly	Enter only when needed	Wait your turn.
		Respect privacy of others	Follow directions of staff
Locker Room	Go directly to locker	Hands/feet/eyes to yourself	Use for intended purpose
	Change clothes promptly	Use appropriate voice level and language	Leave belongings of others alone
	Use locker appropriately	Keep area clean	Keep locker combinations private
Outdoor Common Area	Enter games appropriately	Using appropriate voice level and language	Use equipment/area for intended purpose
	Use at appropriate times	Be kind to others	Put away equipment after use
	Enjoy the fresh air	Invite others to play	Follow directions of staff/ move inside quickly and orderly
Personal Devices	Use devices during appropriate times: before school, after school, and lunch	Only take pictures/videos with permission of others	Use device for positive and appropriate interactions
	Store device in an appropriate place when not in use	Only share pictures/videos with permission of others	Keep track of your devices and accessories
			Leave belongings of others alone
Classroom/Library	Be on time and prepared to learn	Hands/Feet to yourself	Practice SLANT
	Have necessary materials ready	Personal devices stored	Demonstrate academic honesty
	Complete necessary assignments prior to class	Honor each others differences/opinions	Do your best work and get help when needed
Bathroom	Have your planner filled out and signed	Respect school property	Use for intended purpose and leave when you are finished
	Use the bathroom and wash your hands	Honor personal space	Dispose of trash and leave no trace
			Report any issues to staff