

Monument Elementary School Student Handbook



2017 – 2018

Monument Elementary Mission

We inspire and equip every student for success in their endeavors by partnering with students, families, schools and community.

Monument Elementary Website

<http://www.qsd.wednet.edu/index.php/monument-elementary-school>

Welcome to Monument Elementary School!

Dear Monument Elementary Families,

Welcome to Monument Elementary! We are very excited to have you as part of the Monument Elementary Family! You will find Monument Elementary to be a safe and nurturing learning environment. At Monument Elementary your student's safety, well-being, and academic success is our top priority. Monument Elementary believes that all students can learn and achieve at high levels.

We have an outstanding staff teaching and inspiring your child to be their absolute best on a daily basis. You will be amazed at the amount of growing and learning you will see in your child's education. The foundation of our school's success is respect for every unique individual in our school family. We live each day promoting our three personal standards: **Show respect, make good decisions and be a problem solver.**

Our school mascot, the eagle, is a beautiful and strong creature and a fine representative of our school. Our Monument Eagles exhibit strength and determination every day as they work to become the best they can be. One of our favorite mottos is "Eagles, ready... Take Flight"

We encourage our parents to be very involved in their student's academic success. We hope to partner with you to support your child as a successful learner. An important part of our partnership is communication. We are always working towards communicating with families through monthly Monument Newsletters and individual classroom newsletters.

We care about our Monument Families! Thank you for your trust. It is a true privilege to have the opportunity to educate and live each day in the presence of your children. Please contact us whenever you have a question or concern. If I can be of any assistance, or if you have any questions, please do not hesitate to contact me at 509-787-9826. You can also stop by the office any time before 4:00pm. Our caring office staff will be happy to assist you in any way possible.

Thank you for sharing your child with us!

Warm Regards,

Lisa P Uvila, Principal

Student Hours

Monday: 9:25 am –
2:55pm

Tuesday – Friday:
8:10am – 2:55pm

Office Hours

7:30am – 4:00pm

Telephone Numbers

Office: (509) 787-9826

Dial 1 for English

Dial 2 for Spanish

Telephone Numbers

Office: (509) 787-9826

Dial 1 for English

Dial 2 for Spanish

School Colors

Navy Blue

Dark Green

Burgundy Red



Monument Elementary Staff

Lisa Navarro-Uvila, Principal

Sue Konshuk, Vice Principal

Maxine Marshall, Administrative Assistant
Olga Gonzales, Parent Liaison

Anjie Thompson, Attendance Secretary
Dianne Stewart, Counselor

4th Grade

Merry Baker-McCauley	24
Jordyn Etue	28
Karen Faust	27
David Itterley	26
Colton Loomis	25
Maddie Loomis	17
Jean Luebber	22
Shirley McLaughlin	23

6th Grade

Sheryl Benedict	10
Mike Bushy	13
Maria Darling	Pt 8
Lizabeth Fowler	Pt 6
Meredith Heikes	10
Heather Lutz	12
Dauhpnie Marotto	Pt 7
Andy Ornelas	Pt 3
Kelly Slover	Pt 4
Ted Vasei	Pt 5

5th Grade

Heather Brown	6
Bettina Demory	8
Cully Donovan	5
Bradley Jones	7
AnnDee Mendenhall	11

SPECIALISTS

Amadio, Christine	2
Pauline Baughman	Stage
Kim Bunch	1
Debra Chamberlin	135
Carol Cooke	Pt 2
Vickie Edwards	16
Danielle Fortner	4
Lisa Martinez	2
Claudia McBride	15
Rasmussen, Alan	140
Mike Silk (band)	Pt 1
Sorto, Berta	4
Tevez, Andrea	3

Para Educators

Ixamar Aguilar
Marianne Asay
Guadalupe Castillo
Nora Durfee
Brandie Garcia
Pam Marquis
Rosie Martinez
Jeanne Petersen
Jennifer Ramirez
Enrique Rivera
Jennifer Safe
Jennifer Sandoval
Alejandra Santiago
Yesenia Serrano
Shaynie Veenendaal
Terri Wilson



Monday Schedule

5th Grade Times	5th Grade Schedule	4th Grade Times	4th Grade Schedule	6th Grade Times	6th Grade Schedule
9:30-9:35	Attendance	9:30-9:35	Attendance	9:30-9:35	Attendance
9:35-10:15	1st Period	9:35-10:15	1st Period	9:35-10:15	1st Period
10:15-10:55	2nd Period	10:15-10:55	2nd Period	10:15-10:55	2nd Period
10:55-11:35	3rd Period	10:55-11:35	3rd Period	10:55-11:35	3rd Period
11:15-11:35	Core Flex	11:35-12:15	4th Period	11:35-12:15	4th Period
11:35-11:55	Lunch	11:50-12:10	Core Flex	11:50-12:10	Core Flex
11:55-12:10	Recess	12:15-12:30	Lunch	12:15-12:30	Recess
12:10-12:50	4th Period	12:30-12:50	Recess	12:30-12:50	Lunch
12:50-1:30	5th Period	12:50-1:30	5th Period	12:50-1:30	5th Period
1:30-2:10	6th Period	1:30-2:10	6th Period	1:30-2:10	6th Period
2:10-2:50	7th Period	2:10-2:50	7th Period	2:10-2:50	7th Period
2:30-2:50	Core Flex	2:30-2:50	Core Flex	2:30-2:50	Core Flex
2:50-2:55	Ready to Go	2:50-2:55	Ready to Go	2:50-2:55	Ready to Go

Tues-Fri Schedule

5th Grade Times	5th Grade Schedule	4th Grade Times	4th Grade Schedule	6th Grade Times	6th Grade Schedule
8:10-8:15	Attendance	8:10-8:15	Attendance	8:10-8:15	Attendance
8:15-9:00	1st Period	8:15-9:00	1st Period	8:15-9:00	1st Period
9:00-9:45	2nd Period	9:00-9:45	2nd Period	9:00-9:45	2nd Period
9:45-10:30	3rd Period	9:45-10:30	3rd Period	9:45-10:30	3rd Period
10:30-10:50	Core Flex	10:30-11:15	4th Period	10:30-11:15	4th Period
10:50-11:10	Lunch Period	11:15-11:35	Core Flex	11:15-11:35	Core Flex
11:10-11:30	Recess	11:35-11:55	Lunch Period	11:35-11:55	Recess
11:30-12:15	4th Period	11:55-12:15	Recess	11:55-12:15	Lunch
12:15-1:00	5th Period	12:15-1:00	5th Period	12:15-1:00	5th Period
1:00-1:45	6th Period	1:00-1:45	6th Period	1:00-1:45	6th Period
1:45-2:30	7th Period	1:45-2:30	7th Period	1:45-2:30	7th Period
2:30-2:50	Core Flex	2:30-2:50	Core Flex	2:30-2:50	Core Flex
2:50-2:55	Ready to Go	2:50-2:55	Ready to Go	2:50-2:55	Ready to Go

A

ACCIDENTS

In the event of an emergency at school, the principal, nurse, secretary or other adult competent in first aid will give treatment. Parents will be notified of injuries beyond minor bumps, scratches and bruises. If the family is not available, the emergency number listed on school records will be called. Please notify the school office if there are changes in this information. **Emergency contacts/contact #'s and Treatment Authorization form must always be up to date!** In the event of illness at school, parents or delegated contact person will be notified prior to a student being taken or sent home.

ASSEMBLIES

A student recognition assembly is held each month. This is an opportunity to celebrate the successes of individual students and may include classroom or group presentations. Additional assemblies are held throughout the year as an extension of classroom curriculum and to celebrate holidays.

ATTENDANCE and BECCA BILL

Regular school attendance is vital to a student's success.

Washington State Compulsory Attendance RCW 28A.225.010 requires that children be in regular full-time attendance during the school year. Quincy School District works hard to promote student achievement, however, it will not benefit an absent student. Please recognize the importance of attendance and make the most of your student's opportunity for success.

Excused Absences:

When a student is absent they need a written excuse or a contact from their parent or guardian when they return to school.

Unexcused Absences: If a student misses school and does not bring a written excuse from the parent or guardian the absence will remain unexcused. Unexcused tardiness of more than an hour or early departure of more than an hour will be recorded as an unexcused ½ day absence.

Planned Absences: Parents can prearrange absences for their children by written note prior to leaving school. If done 2 days in advance, schoolwork can be sent with the student. Planned absences of more than one week must be pre-approved by the Principal. The office will have pre-approval forms.

Excessive Absences & Truancy: Your child's teacher will bring any classroom attendance problems to the attention of the building principal. Absences may or may not be excused. If attendance problems continue, the case will be reported to the courts. Avoid excessive absences whenever possible, make dental and medical appointments on non-school days or after the regular school day ends. Unexcused tardiness of more than an hour or early departure of more than an hour will be recorded as an unexcused ½ day absence. If your child is under a doctor's care, please notify the school as soon as possible.

Tardiness: Students who are tardy miss instruction and disrupt class. Being on time is important to student success in school. If your child is late coming to school, the child must have a note stating the reason for the tardiness, the date, and your signature or sign them in.

BECCA BILL: Copies of the Becca Bill brochure are in each school office. Every student should have in their permanent file a slip signed by the parent that says they have read and understand Washington State Law on truancy. Any new student will receive a Becca Bill upon enrollment.

Prearranged Absences: Allows for students to be excused through the office. (WAC 180-40-030)
Procedure:

1. Parents or Guardian are to stop by the office and obtain a prearranged absence form.
2. Students with advanced excuses are to be marked absent by their teachers.
3. Other prearranged excuses will be decided by school administrators on an individual basis depending upon the student's attendance, discipline and academic history.

Tardiness: Students who are tardy disrupt class. Being on time is important to student success in school. If your child is late coming to school, the child must have a note stating the reason for the tardiness, the date, and your signature or you sign them in at the office. Tuesday through Friday school begins promptly at 8:10 with the tardy bell ringing at 8:15.
On Monday class begins at 9:30 due to collaboration late start.

B

BREAKFAST PROGRAM

Quincy School District is proud to participate in the National School Breakfast and Lunch program. Our meals are nutritionally planned to meet the current USDA requirements and are available in the Offer VS Serve format. This allows our students more choices of the meals they want with less waste. Quincy School District tracks student meals and sales with a POS (point of sale) system. This allows staff to examine and print purchases for accuracy for the current school year. Using this system, students may also deposit monies on their account which will be immediately credited and available for use. It is our policy to not allow students to charge, (Go into a negative balance). Students and families will be notified when balances are low. Students may also qualify for Free and reduced meals. **Every school year** a new application must be filled out to determine eligibility. Applications are available at the district office, school office and on the district web-site.

BUS RIDING/RULES

Riding a school bus is a privilege extended to students by the school district. Most of our students ride buses and we want the ride to be safe and pleasant. For the safety of all students, each rider must observe proper bus behavior. Failure to comply with bus rules may result in discipline up to and including removal from the bus for a limited or permanent period of time.

- All school rules apply while riding the bus, in addition to any others requested by the transportation department. Bus drivers and teachers will go over safety rules and will practice emergency exit procedures with your children.
- **For safety reasons, glass items and pets, balloons, eating and drinking are not allowed on the bus.**
- Children should be extremely careful at bus stops and when crossing streets.
- They should stay off private property.
- Children should understand that bus stops become dangerous when pushing and shoving

occur, please contact a Transportation Hub Supervisor immediately if you see this. Many bus stop problems occur because children arrive at the bus stop way before necessary, please be aware of Quincy School District Bus Schedules.

- If you want your child to ride a different bus than his/her usual one, you will need to **send a note requesting this, signed and dated by a parent or guardian**. These notes are documented through the office, and then given to the bus driver. To notify a bus driver directly, please contact **Quincy School Bus Garage at 787-2915**, we are unable to contact buses from the school. Students will not be released to parents or guardians off the bus until they have been cleared to do so with the school office.

C

CHANGE OF ADDRESS, PHONE, and EMERGENCY CONTACT:

When CHANGES OCCUR, the school needs to know IMMEDIATELY so that you may be reached in case of emergencies. Please send a note or call the school. Inform the school as soon as possible if you are moving.

CITIZENSHIP

We believe that citizenship and discipline are part of the training that each student should receive at school. The purpose of this plan is to assist children to understand their responsibility to the community in which they live, and help them learn to make good choices with regard to behavior and basic citizenship. Every person has the right to learn, to be safe and to be treated with respect.

CIVIL RIGHTS

Quincy School District provides equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, sex, sexual orientation or nonprogram –related physical, sensory or mental disabilities. (Board Policy 3210)

CLOSED CAMPUS

All schools operate a closed campus and children are not allowed off campus at any time, unless the appropriate adult or guardian has checked them out at the school office.

COMPUTER USE

Students and parents must sign a Usage Contract (will be placed in each student's permanent file) before the student will be allowed to use district computers.

D

DELIVERIES

No latex balloons are allowed in Quincy School District buildings or buses. If you have balloons or flowers delivered to the school, please be aware we do not deliver them until the end of the day. Please remember that balloons and flowers are not allowed on the bus. No latex balloons.

DISCIPLINE POLICY

Effective discipline has three parts. They include: 1) Children owning responsibility for their action/choices, 2) Restitution (making things right or fixing the problem), and often 3) An appropriate consequence (disciplinary action that helps the children learn to make better choices in the future with regard to their behavior). Expectations regarding student behavior are the same throughout the school building and grounds. In addition to the expectations throughout our school community, some staff members may have other rules that will apply to their specific instructional space. **Violent or disrespectful behavior towards people or property will not be tolerated. Anyone who violates this zero tolerance policy will be subject to disciplinary action up to, and including, expulsion.**

Consequences for making poor choices: Every effort will be made to contact parents on the same day of any serious or documented misconduct. A consequence will be generated for every situation following three guiding principles. The consequence must be related to the behavior. The consequence must be delivered respectfully, and the consequences must be reasonable. A partial list of possible consequences includes:

- ◆ Verbal Reprimand
- ◆ Conference with Staff and Student
- ◆ Conference with Principal and Student
- ◆ Conference with Parent, Principal and Student
- ◆ Mediation
- ◆ Suspension/Expulsion

Office Referrals: Should a child's poor choice/action need documentation, a referral form will be filled out. A copy of the referral will be sent home with the child or mailed. **This form should be signed and returned to school the following day.**

Some severe behaviors are in violation of state law and include: vandalism, harassment, fighting, bullying and bringing weapons to school. When a student demonstrates any of these behaviors, involvement of the principal, parent(s)/guardian(s), and possibly legal authorities will be required. Suspension (in or out of school) or expulsion may result. Firearms/weapons are not allowed in school, at school-sponsored activities, on school grounds, facilities, or school provided transportation. **If a student brings a firearm to school it will result in an immediate expulsion for no less than one calendar year, including notification of parent and law enforcement.** The expulsion may be modified by the school district on a case-by-case basis.

DRESS CODE

Parents and staff at Quincy School District believe that academic competency alone is not sufficient to insure success in getting or holding a desirable job. Knowledge regarding dress, which is appropriate in business and in social situations, is important. The following guidelines apply to all students.

Policy: A student may not attend classes or school sponsored activities in a manner which:

- Creates a health or safety hazard
- Promotes drugs, alcohol or tobacco
- Causes a disruption of the educational process
- Otherwise violates the building standards

Guidelines:

The following are not permitted on campus:

- Hats, caps, beanies or other types of head covering (hats may be allowed at after school events such as athletics)
- Dresses and shorts, which are shorter than mid-thigh – appropriate shorts or skirts must be no shorter than 3 inches above the top of the knee. This can be measured by the width of a dollar bill.
- Spaghetti straps which show the undergarment (straps over the shoulders must be at least the width of a dollar bill)
- Low cut or revealing shirts or tops –undergarments cannot be visible
- Alcohol, tobacco, or drug advertising of any sort, including on team jerseys
- Clothing or accessories, which identify a student with gang, or prison culture by name insignia or color.

The following are specific examples: Los Angeles, New York or other articles of clothing that displays writing that is in gang or block style writing, Raiders, Ben Davis, creased oversized white t-shirts, and baggy shorts with high socks.

- Jerseys or shirts containing the numbers 13, 14, or 18, 8-ball, Players 69, G-Unit.
- Bandanas
- Hanging overall straps, hanging suspenders.
- Sagging or oversized (by 2 sizes) baggy pants – wide-legged pants should allow no more than 4 inches of legroom; pants with oversized pockets are not allowed.
- Hanging belts – belts must be worn in the belt loops
- Length of pants must not be long enough to be dragging on the ground; pants cannot be tacked or nailed to shoes
- Clothing that is lewd, contains profanity or vulgarity or promotes violence or discrimination
- Clothing or accessories which are sexually provocative
- Bare midriffs
- Spandex or clothing that is excessively tight.
- Attire with holes above the knee which exposes the body or undergarments
- Transparent blouses unless worn over another blouse
- Trench coats or blanket/full cut ponchos
- Sleepwear such as pajamas or slippers (*except during Spirit Week*)
- Goth-related clothing – examples include a predominance of black clothing, chains and/or straps, heavy dark make-up, dark excessive eye-shadow, dark lipstick and black fingernail polish.

Responsibilities: Parents have the responsibility for seeing that students are dressed properly for school. School personnel have the responsibility for maintaining and enforcing an appropriate dress code conducive to learning.

Violations: Violators of the dress code will result in consequences ranging from changing clothes to a temporary suspension pending parent conference to short term suspension.

DRILLS

Drills will be conducted periodically throughout the school year, as required by law. Individual building evacuations will be made available to all parents and staff at the beginning of each school year. Parents would be notified as soon as possible in the event of an emergency evacuation and alerted at that time as to procedures to be taken in order to pick-up their child or when to expect their child to be bussed home. At least four lockdown drill will be conducted annually. Please discuss these safety procedures with your child.

DRUGS, ALCOHOL AND TOBACCO

Quincy School District must comply with Federal regulations relating to the Drug Free Workplace Act and the Drug Free Schools and Communities Act. This means there are **no drugs, alcohol or tobacco allowed on school district premises or events by anyone**. Student violations will result in suspension.

E

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. If they are brought to school they are to remain off at all times. The school will not be responsible for any lost or stolen items. Electronics being used or seen at school 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 considered insubordinate and may receive additional consequences

EMERGENCY CLOSURE

During the winter months it may become necessary to begin the school day later, or close school if road conditions prevent the safe transportation of our children. You will receive a telephone call if your contact information is up to date. We ask that you tune in to local radio stations for the information, please do not call the schools.

LISTEN TO KWWW 96.7 FM, KWNC 1340 AM, OR KULE 730 AM. Moses Lake stations also carry school closure information. For the most current information please consult the Quincy School District Website at www.qsd.wednet.edu.

ESEA REQUIREMENTS

The Quincy School District, in accordance with the Elementary Secondary Education Act requirements, is required to annually notify parents of their right to request information on the professional qualifications of their child's teacher(s):

- Licensing and certification for grade level and subject
- Emergency or other provisional status
- BA major and graduate degrees
- Paraprofessionals and qualifications (if serving the child)

We are also required to notify parents if students have a teacher for "four weeks or more who is not highly qualified.

EDUCATION OF STUDENTS WITH DISABILITIES UNDER SECTION 504

It is the policy of the Quincy School District to provide a free and appropriate public education to each student with a disability in its jurisdiction, regardless of the nature or severity of the student's disability. It is the intent of the District to ensure that students who are disabled under Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services, and that the parents or guardians of such students are provided notice of their procedural due process rights.

F

FERPA AND PICTURE/STUDENT INFORMATION RELEASE

The Family Educational Rights & Privacy Act is posted in each school office for your review. The Family Educational Rights and Privacy Act grant a parent the right to restrict the release of student information. If a written request is placed in a student's record, information will not be released except in an extreme emergency to protect the student's health and safety. The student's name will not appear in directories, school programs, yearbook, newspaper, or other public news media. Those families who have unlisted telephone numbers may request that those numbers not be released without prior consent. Student information is used for state reporting and funding, contacting families in emergency situations and mailing of correspondence. If you should have any concerns about this issue please contact the building principal where your child attends school.

FIELD TRIPS

Students must have a signed Field Trip Permission Slip in order to attend any field trip and Treatment Authorization Form. Students are not permitted to leave the school grounds once they arrive at school, without written parental/guardian permission.

If a student has a potentially life-threatening health condition e.g. asthma, allergies with anaphylaxis, seizures, diabetes, etc., treatment and rescue medications along with doctor orders must be supplied to school staff in order for the student to attend the field trip. Any changes in a child's health status which arise during the year and therefore were not reported on the yearly health form or already reported to the school, should be reported on the field trip permission slip.

G

GANG POLICY

Quincy School district believes the presence of gangs or gang related activity threatens the education and safety of students and must 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.

QSD defines gang-related activity or behaviors. Students at any of the QSD Schools will not:

- Wear or possess any clothing, jewelry, emblems, badges, symbols, mark, graffiti, and tattoos etc. that are evidence of gang representation.
- Any writing, comments, gestures, etc. known to have association with gangs is not allowed.

GUM

Gum chewing is not allowed at Quincy Elementary Schools, please do not bring it or send it to school for awards or parties.

H

HEAD LICE

Our school district has a NO LIVE LICE POLICY. Children who are discovered with live lice will be sent home for treatment obtained either over the counter, or prescribed by his/her physician. Children who have nits (lice eggs laid on hair shafts) will be allowed to remain in school as long as the live lice are currently being treated, and there is evidence that parents are working to remove nits on a regular basis at home. If the parent cannot be reached or is unable to pick up their child with live lice, he/she will be allowed to stay in school, with precautions, for that day; however he/she must receive treatment before returning the next day. We ask that when possible, girls wear their hair tightly in a pony-tail while at school, and that boys wear their hair short and neatly trimmed as long as nits are present. Children should be taught to never share combs, hats or caps, hooded shirts or jackets, or hair accessories with other students. Parents will be expected to follow procedures for nit removal along with the live lice treatment. The school nurse has prepared a packet of information to assist you. Before your child can return to the classroom following treatment of live lice, you must bring your child to the office and remain there while he/she is checked for live lice. Your child will also return to the office for a re-check 8-10 days after treatment. Excessive absences due to head lice which have not been treated may be cause for a report to the Health Department and/or CPS (Child Protective Services); and may count as truancy (unexcused absences). The school nurse will work with individual cases and circumstances in order to assist with treatment options for the parents and students, and decision making on the part of the school. The student's privacy will be maintained at all times, and only staff who need to know for prevention of transmission will be notified of the lice. Close contacts will be screened in a private manner and In the case of a classroom outbreak, the school may send home a general notification to parents.

HEALTH INFORMATION, ALLERGIES & MEDICATION AT SCHOOL:
AN UPDATED HEALTH FORM MUST BE ON FILE AT THE BEGINNING OF EACH SCHOOL YEAR.

The Quincy School District requires that parents provide annual Health information. These forms will prepare the health specialist and staff for potential health problems at school. **Alert office staff about any special health problems, concerns or conditions.**

Any child with a health problem that may require emergency medication should have this stated on the health form so that the school nurse can be notified and a plan can be in place before the student attends school (as per SHB 2834).

Please complete a new Health Form if any problems arise during the school year. We also recommend:

- Physical exam by child's physician.
- Hearing & Visual Testing (The vision and hearing testing done is only a screening to detect possible problems and is not a diagnostic test)

ALLERGIES:

Due to severe reaction to peanut butter products NO ITEMS containing peanuts or peanut by products will be allowed as snacks or party treats.

MEDICATION: We cannot administer medications of any kind (including Tylenol and other non-prescription over-the-counter drugs) at school, unless we have:

1. *"AUTHORIZATON FOR ADMINISTRATION OF ORAL MEDICATION AT SCHOOL"* complete and signed by both the doctor and the parent. The form is available in the school office and also with your child's doctor. This is a state law (RCW 28A.210.260 & 270); all medical and school personnel must comply. See sample form at the end of this handbook.
2. Medication must be brought in the original container with the student's name, the dosage, and instructions – delivered to school by a parent.

HOMEWORK:

Homework is considered an important part of the instructional program at Quincy School District. Parents are encouraged to set aside a regular time each evening to allow for homework and discuss with their child what they did in school that day. Please check their backpack for other important papers that may need parent signatures or to be read.

L

LOST AND FOUND

Items turned in or found at school are kept for a short time. Please feel free to come if you have lost an item. Parents are requested to place suitable identification inside clothing, lunch boxes, backpacks, etc., in order that we may return such articles to the owner. Any item not claimed is given to a local charity.

LUNCH PROGRAM

Quincy School District participates in the National School Lunch Program. A nutritional lunch is planned and served each day that met the USDA Recommended Daily Allowances for your student. Our meals are served “Offer-Vs-Serve” allowing students’ food choices. Upon application a student may qualify for a Free or Reduced price lunch. All students receive the same lunch ticket regardless of their paying status. We use a Point-of-Service (POS) computer system to track student’s lunch choices and their cash. Students prepay for their meals, usually on a weekly or monthly basis, and the account is credited. When the student purchases a lunch, their card is scanned and the amount is deducted from their account. No identification is made of the student’s status. This system does not allow lunch charges and when student accounts are low, a “low balance” notice that will be sent home with the student. Money for meal tickets or milk is safer when it is placed in an envelope with the student's first and last name on it and should be given to the appropriate staff (food service, secretary or teacher) upon arrival at school.

M

MONEY

Children should bring money to school only for specific reasons. Money can be easily lost, misplaced or stolen. Students are encouraged to give money to the appropriate staff (food service, teacher, PVC, etc.) upon arrival at school.

N

NEWSLETTER

Each elementary school building publishes a monthly newsletter; please look for it to come home with your child at the beginning of each month. It usually contains pertinent information for families. The newsletter is available on the school’s website.

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 IV - John Boyd

Civil Right Coordinator - John Boyd

P

PERSONAL STANDARDS

- Show Respect
- Make Good Decisions
- Be a Problem Solver

PROHIBITION OF 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:

- 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. Parents or guardians who believe their child has been or is a victim of harassment, intimidation or bullying at school, 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 the climate 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 or bullying also constitute violations of this policy.

R

REPORT CARDS

We formally report student progress four times per year at the end of each quarter. Please contact us whenever you have any questions or concerns about your child's progress.

S

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? You can report sexual harassment to any school staff member or to the district's Title IX Officer: John Boyd, 509- 787-4571.

For a copy of your district's Sexual Harassment policy and procedure, contact your school or district office.

STUDENT SIGN-IN/OUT

We ask that you check with the office prior to taking a child from school for any reason. Students who need to be released for doctor or dental appointments must check out in the office and are expected to check in if they return prior to the end of the day. In order to afford maximum protection for your child, a note to the teacher/school is required if you wish to allow your child to leave school with someone other than mom, dad, or guardian. In situations where there are custodial issues, the school must have a copy of child custody papers issued by the court; otherwise, we must release a child to his/her natural parent upon their request.

STUDENT RESPONSIBILITIES

- Accept the consequences of behavior and actions.
- Attend school daily; be on time, and to participate fully in all classes.
- Students will behave respectfully toward staff and other students.
- They will respect the rights of all students to learn and teacher to teach.
- They will respect the person and property of others
- To work to the best of their ability, students will assume their responsibilities as learners.
- Students will obey the rules of the classroom, school and school buses.
- Students will work together to care for each other and for school property.
- For safety reasons, weapons (toy or otherwise), hard balls and bats are not allowed at school.
- Accept the consequences of behavior and actions.

If students do not honor these responsibilities, they will lose a privilege, which is a logical consequence of the misbehavior. Parents are contacted on severe or repeated misbehaviors. Violations that include weapons and/or one that is deemed serious in nature may/will result in either suspension/expulsion in accordance with school policy, district policy and state federal law.

STUDENT RIGHTS

Students have the right to be treated fairly, within the range of information available to us, and respectfully, even when receiving disciplinary consequences for misbehavior. Students have access to a wide range of resources within our school, which may assist their academic, emotional or physical development. A student may be referred for special programs/opportunities by staff, parents, or self-referred. Our staff will determine if he/she meets the criteria for special assistance.

- Students have the right to physical safety in the school setting.
- Students have the right to be informed of school and classroom expectations for behavior and about the consequences of misbehavior.

SUSPECTED CHILD ABUSE

Please know that we have a legal and moral responsibility to report any suspected child abuse Child Protective Services (CPS) within 48 hours. If a staff person at School suspects some form of child abuse is happening to one of our students they must inform the principal, counselor or nurse of their concerns. If none of those people are available the teacher will report directly to CPS. If at any time a police officer or CPS worker wants to interview one of our students they must and will be accompanied by one of the following people: principal, teacher, counselor, or nurse. A brief written report of this meeting will be provided to the counselor and principal as soon after the meeting as possible.

T

TOO SICK FOR SCHOOL

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. A child must not have a fever for 24 hours before returning to school, without use of fever medicines. If he/she is sent home one day with a fever, he/she should not return the following day.

- Vomiting: child should not return to school for 24 hours following the last episode of vomiting
- Diarrhea: more than one watery stool in a 24 hour period, especially if the child acts or looks ill, and the diarrhea is accompanied by fever.
- Lice, scabies: Children may not return to school until they have been treated and no live lice are present. Children with scabies can be admitted after treatment.
- Cough and/or runny nose: new onset and/or continual coughing and greenish nose discharge. Conditions may be contagious and may require treatment from a health care provider.

- Sore throat: especially with fever or swollen glands in the neck
- Rash: body rash, especially with fever or itching
- Ear infection with fever: (without ear pain/fever can attend school)
- Eye infection: pink eye or thick mucus or pus draining from eye.

TOYS

Toys need to be kept at home. The school is not responsible for lost, stolen or broken items. Toys that are brought to school and found to be disruptive will be taken away and held by the teacher until a parent contacts the school and makes arrangements to take them home.

U

UNSAFE SITUATIONS

If you ever see any unsafe situations at any of the Quincy School District buildings, (i.e. someone with a gun, a knife, etc.) it is **YOUR RESPONSIBILITY TO REPORT THE SITUATION IMMEDIATELY** to the building principal.

USE OF DISTRICT FACILITIES

If you are going to have a group of people use a School District Building or playground during non-school hours, you must fill out a Facilities/Equipment Use Agreement and get it approved by the building principal. It is sent on to the superintendent for a signature. Please allow adequate time for this process. The District Office will determine any fees.

V

VISITORS

Any visitors to the building must report to the office upon arrival. After checking in at the office, wear the identification badge issued. Our doors are always open to parents. If you wish to speak with a teacher or the principal, you will need to make an appointment. We invite your questions, concerns and support. Only students who are currently enrolled in Quincy School District are allowed to attend school, we do not allow any student visitors to attend school with students.

VOLUNTEERS

If you would like to volunteer in your child's classroom please fill out a Quincy School District Volunteer Application, which is available in the office. Make arrangements ahead of time with your child's teacher. We discourage siblings accompanying parent volunteers during regular classroom instruction.

W

WEAPONS (see Revised Code of Washington -RCW 9.41.280 for complete explanation)

Firearms/weapons are not allowed in school, at school-sponsored activities, on school grounds, facilities, or school provided transportation. It is unlawful for an elementary or secondary school student to enter or carry onto public or private elementary or secondary school premises:

- Any firearm (guns); or
- Any dangerous weapon as defined in RCW 9.41.250; or
- Any device such as "nun-chu-ka sticks"; or "throwing stars"; or "air guns"; or knives of any kind. If a student brings a firearm to school, it will result in an immediate expulsion for no less than one calendar year, including notification of parent and law enforcement. The expulsion may be modified by the school district on a case-by-case basis.

Eagles... Take Flight!

