



16 Sixth Avenue SE  
Quincy, Washington 98848  
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STUDENT HANDBOOK  
2016-2017

NAME: \_\_\_\_\_ GR \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

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## WELCOME

Dear Students and Families,

On behalf of the entire staff, welcome to Quincy High School, "Home of the Jacks!" Our commitment and mission are to create a school where all students achieve high academic standards and are prepared for post-secondary life, learning and careers. It doesn't matter what you want to do after high school, it matters that you are prepared to do something. It matters that you develop a plan, working with your parents, counselors, and teachers to assist you in achieving your goals.

Each year we hear students say they can't afford to go to college. Our answer is always the same; you can't afford NOT to go to college. When we say college, we also include job training, technical schools, trade schools, apprenticeships, some kind of post-secondary (after high school) training. Not every student goes to a four-year university and that is OK. Find out what your passion is and then pursue whatever training will allow you to get there. You can't do it alone. We are here to assist you in achieving your future.

As administrators, we no longer teach in the classroom, our jobs are to build programs and systems that support our students. We work for you! If you fail, then we fail and that is simply not something any of us likes to do. If you struggle in a class, ask for help, that is why we are all here. Employers today are looking for employees that work hard, communicate well (in writing and speaking), and work well with others. Those skills are built by daily practice in school. QHS has many education pathways. Preparing to take advantage of these pathways is done by passing the entry level classes in 9<sup>th</sup> and 10<sup>th</sup> grade so you can be successful in 11<sup>th</sup> and 12<sup>th</sup> grade. If you want to do running start and go to Big Bend or Wenatchee Valley College in 11<sup>th</sup> and 12<sup>th</sup> grade you need to pass entry level classes in 9<sup>th</sup> and 10<sup>th</sup>. Being successful in school opens doors. Your hard work will open them.

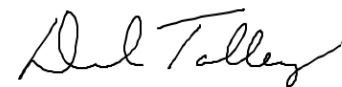
Business classes? We have those. Agriculture classes? Got that covered. Interested in high tech? Robotics? Been there, have those! We also will be adding our second AVID (Advancement Via Individual Determination) class here at QHS. A second group of 9<sup>th</sup> grade students will be joining our 10<sup>th</sup>, 11<sup>th</sup> and our 12<sup>th</sup> grade AVID students which will prepare them to take higher level college preparedness courses. Freshman Experience will develop the AVID skills in all 9<sup>th</sup> grade students through Writing, Inquiry, Collaboration, Organization and Reading.

The AVID tools benefit all students and help them reach their goals. The organizational binder used by our students is part of this system. The Cornell notes that we teach all students how to use is another tool. Using a calendar to organize your life, learning how to "annotate" text while reading is yet another skill to help students become more successful. Please know that all of these skills we are teaching are the best available and we use them to help you be successful.

Your teachers have worked hard to make Quincy an excellent school. Your support of that effort makes us partners in the greatest project in the world... Your education.

We look forward to working with each and every one of you, Welcome to the "Home of the Jacks!"

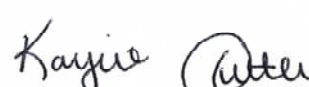
Sincerely,



David Talley  
Principal



Mike Carlson  
Assistant Principal



Kaycie Tuttle  
Assistant Principal/Athletic Director



## Quincy High School Fight Song

We're loyal to you Quincy High,

We're loyal to you Quincy High.

We'll ask you to stand,

You're the best in the land,

For we know you will win

Quincy High, Rah Rah!



So bring out the ball Quincy High.

And roll up the score to the sky.

For we are your fame protectors,

So Jacks, do we expect a

Victory from you Quincy High, Rah Rah!

Q-U-I-N-C-Y

So bring out the ball Quincy High.

And roll up the score to the sky.

For we are your fame protectors,

So Jacks, do we expect a

Victory from you Quincy High, Rah Rah!



## Quincy High School Mission Statement

Joining together for  
Academic achievement in a  
Caring environment, while  
Keeping a focus on lifelong learning for  
Success

### Quincy High School List of Beliefs

- Students learn in different ways and should be provided with a variety of instructional approaches.
- Challenging expectations increase student performance.
- Students learn best when they are actually involved in the learning process and are able to apply their learning in meaningful contexts.
- Because each student is a valued individual with unique physical, social, emotional and intellectual needs, special services and resources may be required.
- Assessment activities should provide students with varied opportunities to demonstrate their mastery of essential learning.
- Positive relationships and mutual respect among students and staff strengthen the learning community.
- A safe and physically comfortable environment promotes learning.
- Schools must stress the importance of integrity, responsibly, accountability and quality in both the classroom and the world of work.
- Schools must be committed to continuous improvement in order to stay current with advances in technology, developments in curriculum and research on learning.
- Schools should develop self-directed, lifelong learners.
- Schools should develop students who are able to think critically, problem-solve, adapt to change and effectively access and utilize information.
- Students, teachers, administrators, parents, and community members share the responsibility for advancing the school's mission.



# Quincy School District 2016-2017

August/SEPTEMBER 22				
M	T	W	TH	F
22	23	24	25	26
29	30	31	1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER 20				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER 19				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER 12				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY 19				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY 18				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH 23				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL 15				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY & JUNE 32				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31	1	2
5	6	7	8	9
12	13	14	15	16

August 29 Required District Staff Day  
 August 31 First Day of School  
 September 5 Labor Day – **NO SCHOOL**  
 October 21 Prof. Day – **NO SCHOOL**  
 November 4 End of 1<sup>st</sup> Quarter  
 November 11 Veterans Day-**NO SCHOOL**  
 November 15-18 ½ day-Parent Conferences  
 November 23 ½ Day - Early Release  
 Nov. 24,25 Thanksgiving Holiday  
 Dec19-Jan. 2 Winter Break  
 January 3 School Reconvenes  
 January 16 MLK Day – **NO SCHOOL**

January 26  
 January 27  
 February 17  
 February 20  
 March 24  
 March 28-31  
 April 3-7  
 May 26  
 May 29  
 June 9  
 June 12  
 June 14  
 June 15

End of 1st Semester  
 Records Day – **NO SCHOOL**  
 Winter Break  
 Presidents' Day – **NO SCHOOL**  
 End of 3<sup>rd</sup> Quarter  
 ½ Days – Parent Conferences  
 Spring Break – **NO SCHOOL**  
 ½ Day - Early Release  
 Memorial Day – **NO SCHOOL**  
 Graduation - QHS  
 Graduation - HTH  
 Last Day – ½ day Early Release  
 Records Day

**Late start on Monday of each week.**

In the event of school closure due to inclement weather or for other reasons, the calendar will be adjusted accordingly.

## QHS Bell Schedules 2016-17

Monday Collaboration		
Period	Begins	Ends
1	9:30	10:09
2	10:13	10:54
Lunch A	10:54	11:25
3A	10:58	11:36
Lunch B	11:36	12:07
3B	11:29	12:07
4	12:11	12:49
5	12:53	1:31
6	1:35	2:13
7	2:17	2:55

Tuesday - Friday		
Period	Begins	Ends
1	8:05	8:52
HSAB	8:56	9:16
2	9:20	10:10
3	10:14	11:01
Lunch A	11:01	11:32
4A	11:05	11:52
Lunch B	11:52	12:23
4 B	11:36	12:23
5	12:27	1:14
6	1:18	2:05
7	2:09	2:55

### Early Release

Period	Begins	Ends
1	8:05	8:31
2	8:35	9:01
3	9:05	9:31
4	9:35	10:01
5	10:05	10:31
6	10:35	11:01
7	11:05	11:30
Lunch	11:30	12:00

### 2 Hour Late Start

Period	Begins	Ends
1	10:05	10:40
2	10:44	11:19
Lunch A	11:19	11:49
3 A	11:23	11:58
Lunch B	11:58	12:28
3 B	11:53	12:28
4	12:32	1:05
5	1:09	1:42
6	1:46	2:19
7	2:23	2:55

### 2 Hour Late Start

Period	Begins	Ends
1	8:05	8:48
HSAB	8:52	9:12
2	9:16	9:59
3	10:03	10:46
Lunch A	10:46	11:17
4 A	10:50	11:33
Lunch B	11:33	12:04
4 B	11:21	12:04
5	12:08	12:51
6	12:55	1:38
7	1:42	2:25
Assembly	2:25	2:55



# Quincy High School Staff

## Administration

David Talley ..... Principal  
Mike Carlson ..... Assistant Principal  
Kaycie Tuttle ..... Assistant Principal

Yaneth Lopez ..... Secretary  
Carol Sanchez ..... Secretary  
Deborah See ..... Secretary-CTE

## Counseling Staff

Eve Heine-Arp ..... Last Names A - Ga  
Orion Royster ..... Last Names Gb - P  
Chris Trevino ..... Last Names Q - Z  
Alicia Infante ..... Secretary  
Kelli McKay ..... Secretary  
Alicia Sanchez ..... Migrant Specialist

Arturo Guerro ..... Migrant Specialist  
Olga ..... GEAR UP  
Ulysses ..... GEAR UP  
Juan ..... GEAR UP

## Certificated Staff

### **English**

Mrs. Murray  
Mr. Engle  
Mrs. Hardiman  
Mr. Ramos  
Mrs. Higgins  
Mrs. Plourde  
Mrs. Rose  
Mrs. Medrano

### **Math**

Mr. Petersen  
Mr. Benedict  
Mr. Lisewych  
Mrs. Dreher  
Mrs. Webley  
Mrs. Cushman

### **Physical Education**

Mrs. Wallace  
Mr. Stoddard  
Bill "Alex" Alexander

### **Arts/Music/Spanish**

Ms. Marchbank  
Mr. Sherman  
Mr. Purcell

### **Career & Technical Education**

Ms. Monroe  
Mrs. Averill  
Mr. Clifton  
Ms. Doncaster  
Mrs. Graaff  
Mr. Hyer  
Mr. Kondo  
Mrs. Reynolds  
Ms. Sawyer  
Mrs. Talley  
Mr. Wallace  
Mr. Wood

### **Nurse**

Mrs. Low

### **AVID**

Mrs. Rasmussen  
Mrs. Rose  
Mr. Ramos

### **Special Education**

Mrs. McKee  
Mrs. Navarro  
Mr. See

### **Science**

Mr. Heikes  
Mrs. Rediger  
Mr. Martinez  
Mr. Stag

### **Social Studies**

Mr. Blalock  
Mr. McGuire  
Mr. Mills  
Mr. Treutle

## Classified Staff

Mrs. Albrecht ..... Instructional Aide  
Mrs. Beckemeier .... Library Technician  
Mrs. Berndt ..... Computer Lab  
Officer Bushy ..... School Resource Officer  
Mr. Castro ..... Custodian  
Mr. Chittim ..... Custodian  
Mrs. Esparza ..... Instructional Aide  
Mrs. Foglesong ..... Instructional Aide  
Mr. Garcia ..... Head Custodian  
Mrs. Gates ..... Instructional Aide  
Mrs. Gregg ..... Instructional Aide  
Mrs. Jones ..... Instructional Aide

Mrs. Kooistra ..... Instructional Aide/CTE  
Ms. Lybbert ..... Instructional Aide/ISS  
Mrs. Miller ..... Instructional Aide  
Mrs. Martinez ..... Instructional Aide  
Mrs. Mireles ..... Instructional Aide  
Mrs. Ornelas ..... Instructional Aide  
Mrs. Torgeson ..... Instructional Aide  
Mr. Trautman ..... Custodian  
Mr. Valle ..... In-School Suspension  
Ms. Ybarra ..... Parent Liaison  
Mr. Ybarra ..... Instructional Aide





# Quincy High School Associated Student Body (ASB)

**ASB Council:**

<b>President</b> – Carla Beltran	<b>Vice President</b> – Mariana Ramirez	<b>Secretary</b> – Anyssa Ayala
<b>Treasurer</b> – Natalie Thomsen	<b>Co-Treasurer</b> – Sebastian Gomez	<b>Social/Publicity Manager</b> – Kelsey Ramsey
<b>Social/Publicity</b> – Martin Cuali	<b>ASB Advisor</b> – A Murray	<b>Principal</b> – D Talley

**Senior Class:**

<b>President</b> – Christina Ramirez	<b>Vice President</b> – Natalie Thomsen	<b>Secretary</b> – Martin Cuali
<b>Treasurer</b> – Annalee Sanchez	<b>Social/Publicity</b> – Daniel Chavez	<b>Advisors</b> – S Rose, A Murray, M Ramos

**Junior Class:**

<b>President</b> – Roberto Ramirez	<b>Vice President</b> – Josselinne Gonzalez	<b>Secretary</b> – Erin Brisbane
<b>Treasurer</b> –	<b>Publicity</b> – Aurelia Guerrero	<b>Advisors</b> – R Stagg, C Trevino, J Rasmussen

**Sophomore Class:**

<b>President</b> – Daniel Castillo	<b>Vice President</b> – Caleb Nungaray	<b>Secretary</b> – Jaquelin Guerrero
<b>Treasurer</b> – Daisy Ramirez	<b>Publicity</b> – Paige Lubach	<b>Advisors</b> – Engle, Blalock, Cushman

**Freshman Class:**

<b>President</b> – Taylor Thomsen	<b>Vice President</b> – Daisy Buenrostro	<b>Secretary</b> – Nora Medina
<b>Treasurer</b> – Chris Landazuri	<b>Publicity</b> – David Cozar	<b>Advisors</b> – T Heikes, G Martinez

## Activities and Organizations

Quincy High School offers a variety of activities and organizations in which to participate during your high school career. Get involved!

Athletics:

Cross Country	Basketball	Softball
Football	Wrestling	Track
Volleyball	Tennis	Baseball
Soccer	Golf	Cheerleading



Clubs & Organizations:

American Sign	Drama Club	Science Club	FFA	Quincy Youth Action
Knowledge Bowl	MECHA	Bible Club	FCCLA	Robotics
Dance & Drill	Yearbook	Cheer	DECA	Drone Club
Gay Straight Alliance	Chess Club	Debate	FBLA	Envirothon
National Honor Society	Card Club	Link Crew	TSA	Imagine Tomorrow
Skills USA				

## Fee Schedule

ASB Cards..... \$35	PE Shirt..... \$5 - \$10
Replacement Card..... \$5	School Accident Insurance ..... See Office
Yearbook ..... \$35, \$45, \$50	

## Bulletin Boards/Posters/Flyers

Bulletin boards for student use are in various locations on campus, however, all flyers and posters are to be **approved and signed by an administrator** before they are placed on any bulletin board or wall. Posters and flyers are to be removed after the event.



## Checks

Public schools, by State law, are not allowed to cash checks. Please insure that checks are cashed before coming to school. Checks are accepted when school fees are to be paid, such as for a yearbook, student body card, etc. They should be made out to "Quincy High School" for the amount of the fee only.

**A \$12.00 fine will be charged for "insufficient funds" checks by the Grant County Treasurer.**

## ASB Cards

To be a member of the Associated Student Body of Quincy High School, you must purchase a \$35.00 ASB card. Your ASB card entitles you to the following benefits:

- Free admission to home games (except tournaments) = **\$52.00 value**;
- Discounts at away games = minimum **\$50.00 value**.
- Discount admission to dances, Homecoming and Prom = **Over \$50.00 in savings**.
- Be eligible to hold ASB office, membership in school clubs, participate in athletics, and be a cheerleader = priceless.
- Besides the financial benefits, it should be understood that ASB equipment is purchased with these funds and are used to serve the student body.

## ASB Telephone

The telephone has been provided by the Associated Students Body. Monthly charges, damages, etc., must be paid by the ASB. Please do not abuse this service. Office phones are reserved for school business calls ONLY. **The student phone is there for your convenience to be used outside class time.**



## School ID

All students are strongly encouraged to carry their school ID card on them at all times. ID cards are needed to check out library books as well as to gain access to extracurricular school events.

## Conduct at Off-Campus School Sponsored Events

Students must observe all standard school rules at off-campus school sponsored events. Violations of these rules will result in the student being asked to leave the event. Incidents will be reviewed for possible school discipline.

## Student Insurance

The school DOES NOT insure any student or offer coverage. Insurance is the responsibility of each student or family. Personal items ARE NOT COVERED by any kind of insurance. The District does NOT insure student athletes while participating in practices or contests. The parent/guardian and/or student athletes must assume financial obligations due to injury or accident resulting from athletic participation.

## Locker & Lock Information

Students are assigned lockers as part of the process of yearly registration. Students are responsible for all items in their lockers, so it is in their best interest to keep lockers secure by locking and by keeping combinations confidential. **Student lockers remain the property of the school district and school officials and staff has the right, authority and responsibility to inspect lockers and inappropriate posters.** Posters in poor taste and/or causing paint damage inside or outside the locker will be removed. Individual lockers may be searched any time there is good reason to believe they should be searched in the best interest of the district and the student body.



## Visitors and Student Guests

Due to potential disruption of the educational process we do not allow student visitors to attend our classes. Visitors to campus must check in at the office and be issued a visitor's sticker that is to be worn while on campus.

### Dances

Dances, class activities and student body functions are sanctioned, supported and financed by the Quincy Associated Students. All dances except semi-formal and formal are limited to QHS students. Semi-formal and formal dances (Homecoming and Junior/Senior Prom) are limited to QHS students and their guests. Students bringing guests to an ASB dance must submit a "Request for Guest Admission to a Dance" form 2 (two) days prior to the dance. Guests are subject to all rules and regulations of Quincy High School students while on campus. It is the responsibility of the host to inform the guest of this. For such events, students are limited to one guest for each event. Any guest must be a student in good standing of another high school, a local home school student, or a graduate of Quincy High School from a previous school year. **Guests over the age of 20 will NOT be admitted.** Only students with approved guests will be allowed to purchase tickets for the dance. Permission is not necessary for public performances, athletic contests, or similar events.



1. **Police officers will be hired for the mixer by the group putting on the dance.** The activity director will contact the police.
2. The dance will be closed (**LOCKED**) 30 minutes after the dance starts. **NO ONE** is admitted after this.
3. If you are bringing a guest, you are responsible for that person. **You will be required to show your student identification card or driver's license at the door.** Your guest will leave his or her driver's license/picture activity card at the door. If the guest or the student from Quincy High School is removed from the dance, the other party also will be removed. (**NO** guest more than 20 years old).
4. Chaperones are required. There must be a minimum of six; two of which must be club or class advisors and four parents from the members of the club or activity conducting the mixer. Activity approval forms must be submitted at least one week in advance and scheduled on the calendar.
5. **JUNIOR HIGH STUDENTS** are **NOT** to attend any high school dances.

## Attendance and Closed Campus

When students are not in class on time, it interrupts the teaching/learning process. When students are late, the class is disturbed and teachers stop to correct their records. Tardiness and poor attendance is a major barrier to success. Punctuality teaches students organization and responsibility. It also gives a perception of caring, order on campus and dramatically reduces disciplinary referrals. When all students are in class on time, everyone benefits.

### 1. Policy:

It is the law in Washington State, that students regularly attend school (RCW 28A.225.010). When attendance or participation in class is related to the instructional standards of a particular course, teachers shall communicate to students and parents in writing (course syllabus or Standard Operating Procedures-SOP's), how attendance or participation will be used in course grades.

To include parents and guardians in resolving attendance problems, Quincy High School has established procedures for tardiness, absenteeism, and truancy of students; including Community Truancy Board and petitions to Truancy Court.



## 2. Types of Absences:

**A. Excused Absences** - Absences excused by the school with parental/guardian permission. Teachers will give students the opportunity to complete and receive credit for all work. Students are responsible to make arrangements with teachers for the completion of all make-up work.

The following are valid excuses for absence and tardiness:

- Participation in school related activities
- Significant illness or emergencies
- Doctor and dental appointments should be prearranged with the office. Students are expected to attend school before/after the appointment on that day (when accompanied by a note from medical office)
- Court appearances (when accompanied by a note from the court)

**B. Truancy** - Truancy is not being where you are supposed to be, when you are supposed to be. This may be identified as “U” - unexcused absence, “W” - web absence, “T” - tardy, “L” - late.

The following are examples of unexcused absences:

- Sleeping late
- Staying home to finish homework
- Shopping or errands
- Hair Appointments
- Vehicle issues

## 3. Procedures:

**A. Reporting Absences - When a student is absent, parent/guardian should phone 787-3501** or send a note to verify the cause of the absence. When parents do not make contact with the school, the attendance computer will call home. When parent/guardian communication has not been received within 48 hours of the absence, the absence shall be declared truancy. Any student who presents false evidence in order to qualify for an excused absence shall be declared truant and will receive disciplinary action.

**B. Making up Work** - If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits. Make up work shall be completed on a date no later than the number of school days missed plus one; however, long-term assignments requiring a number of days to complete will be due on the date specified, especially since students will have had ample awareness of that due date. Special arrangements for any make up work may be made by teachers. If an assignment is such that it cannot be made up, the teacher may substitute another assignment and an equal amount of credit given.

**C. Prearranged Absences - (Absences of five or more school days)** Prior arrangements for absences require a parent/guardian/counselor conference. Such prearranged requests must be made **NO LESS THAN 5 DAYS PRIOR TO ABSENCE**. Students will take prearranged absence forms to teachers for their consideration and signatures. Final approval is up to administration and based upon:

- Current passing grades
- Attendance

Parents or guardians will be notified by the school when a prearranged absence is not approved. In instances where absence would harm a student's academic achievement, the parent or guardian shall bear the primary responsibility if such absences are still taken. The student will complete school assignments and submit them to teachers within a reasonable time upon return.

### **D. Discipline for Truancy**

Truant students (including those who leave campus) expose themselves to disciplinary action.

- First Offense: Detention
- Second Offense: In School Suspension
- Third Offense: Follows progressive discipline procedures
- Truancy petition procedures are used to correct truant behaviors



### **E. Tardiness**

A tardy is an unexcused late arrival to class. Unexcused late arrivals more than 10 minutes shall be considered truancy. On the third unexcused tardy, the student will be assigned thirty minutes of detention. On the fourth unexcused tardy, students will be referred to the office and assigned a 60-minute detention. On the fifth tardy, the student will follow progressive discipline procedures.

### **4. Building Entrance**

Arrival to the building during the school day should be through the main doors. Letting others in through locked doors or propping doors open reduces safety for everyone.

### **5. Closed Campus:**

Quincy School Board Policy 3242 states, **“Students shall remain on school grounds from the time of arrival until the close of school unless officially excused.”** Examples of ‘officially excused’ absences are described in the Excused Absence section of this handbook.

- Students are to arrive to school with all necessary supplies and school work. Family members may bring missing items to the office to be delivered to students.
- Students are not to be excused to get food or do errands.
- The parking lot is off limits during the school day. Leaving campus without being excused will be considered a form of truancy

## **Student Rights and Responsibilities**

Students in Quincy Public Schools have rights as well as responsibilities that are outlined in the general policy of the district regarding student conduct. The Quincy School District has passed specific rules and regulations which describe these rights and responsibilities (QSD Policy 3200).

The rules and regulations describe the disciplinary actions which may be imposed by the district if the student should violate district policy of specific rules and regulations. Disciplinary action may include suspension, expulsion or emergency action. The due process rights of students regarding notice of intended discipline and hearing procedures are found in QSD Board Policy 3241; Procedure 3241P.

Complete policies and related documents are available in the high school administrative office as well as the Quincy School District Office at 119 J Street. You may also view them on the Quincy School District webpage; [www.qsd.wednet.edu](http://www.qsd.wednet.edu) under quick links, school board policies, series 3000.

### **Student Responsibilities:**

1. Student will review the Student Handbook each year and receive instruction and guidance in school rules and regulations, code of conduct and their rights and responsibilities.
2. Be on time to classes and prepared to work.
3. Student will remain in classrooms for the duration of the period unless under the teacher’s direction. Teachers will formally dismiss class each period. Under no circumstances are students to leave class without permission.
4. Student is to report to class and get a hall pass from the teacher before going to a counselor, nurse, etc.
5. Student will be expected to be orderly and display good social manners in school and at all school functions.
6. Student will understand that disciplinary action will be taken for those students involved in fighting on campus, physical hazing, intimidating other students, using foul language, inappropriate displays of physical affection and general rule violations.
7. Students who trespass private property to litter, loiter and/or disturb school neighbors on the way to school or on the way home from school, will be subject to discipline
9. When assemblies are scheduled during the school day, all students are expected to report to attend.
10. Treat teachers and fellow students with respect.
11. Acquire and make up work missed during any absence from school. (See also: Making up Work).

### **Electronic Devices:**

Electronic devices can only be used during class at the teacher’s direction and for school related purposes. Electronic devices used improperly will be turned in to the office and be picked up by a parent.



**Hall Pass:**

When a student is in the hallway and not accompanied by a staff member, the student must have a Quincy High School approved hall pass or Office Pass.

**Academic Honesty:**

Students can expect no credit for work that is not their own. Students who cheat on a test, or help others cheat, will face consequences which may include failure on the test as well as additional disciplinary action. Plagiarism, the use of material produced by someone else without acknowledging its source, is a serious academic violation. This includes copying and purchasing materials and papers off the Internet. Students who submit plagiarized work will receive no credit for the plagiarized submission and may have to repeat the assignment. Students will be assigned to Saturday School.

**Academic Expectations:**

When a student fails a class at Quincy High School, they are at risk of not being on track to graduate. When a student is in danger of failing a class, a teacher will contact the family. If the student continues to struggle, a meeting will be held to determine the best course of action. Interventions may include:

- Participate in after-school-tutoring
- Weekly progress monitoring
- Credit Retrieval
- Alternative placement

**Student Discipline Procedures**

The Quincy School District is committed to maintaining a safe school and learning environment. When considering discipline, school authorities consider many factors including, but not limited to, student attitude, severity of conduct, student intent, affect on students and staff, school safety, aggravating or mitigating circumstances and a student’s discipline history. Using these factors, a more severe or alternate discipline may be imposed.

The following chart shows a range of discipline sanctions. The sanctions are progressive. Repeated offenses in any category or combination of categories shall result in more severe sanctions. \*See Quincy School District Administrative Procedure #3240P.

<b>OFFENSE:</b> The following list does not exclude the consideration of aggravating and mitigating circumstances that may influence disciplinary decisions.	School Based Discipline	Short-Term Suspension (1-10)	Long-Term Suspension (11-90)	Expulsion/ Emergency Expulsion	Notify Law Enforcement
<b>DEFIANCE OF SCHOOL AUTHORITY:</b> Refusal to obey reasonable requests, instructions, and directives of any school personnel.	<b>X</b>				
<b>GANG CONDUCT:</b> <i>For school discipline purposes includes:</i> <ul style="list-style-type: none"> <li>• the creation, display, or communication of gestures, language, imagery, or symbols commonly associated with gang culture</li> <li>• promotion of gang culture and/or gang violence</li> <li>• the solicitation or recruitment of gang members</li> </ul> <i>Gang imagery and symbols include, but are not limited to:</i> <ul style="list-style-type: none"> <li>• apparel (including shoelaces, bandanas, belts, or hats) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation</li> <li>• displays of gang affiliation on personal belongings including clothing, school assignments, notebooks, body, etc.</li> </ul>	<b>X</b>				
<b>LEWD, OBSCENE, OR PROFANE LANGUAGE, GESTURES OR MATERIALS:</b> For school discipline, this includes, but is not limited to, lewd, obscene or profane language, gestures or materials unrelated to authorized school curriculum. Prohibited “materials” include text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities. Any conduct under this section that involves the use of district resources or equipment may result in the loss or restriction of a student’s use of district systems, resources, or equipment.	<b>X</b>				<b>When a criminal act is found, Yes</b>



<b>TOBACCO/NICOTINE PRODUCTS:</b> Students may not participate in smoking, use or possess products containing tobacco or nicotine on the school premises or at school-sponsored functions. This includes devices such as: electronic smoking/vapor devices, vapor pens, non-prescribed inhalers, and nicotine delivery devices.	X			
<b>THEFT/STEALING:</b> Possession of another person's or district property, regardless of value, without the person's permission, with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required.		2 Days		
<b>DEFACING OR DESTRUCTION OF PROPERTY:</b> Unauthorized, intentional damage to district property or the property of others (other than arson, above).	Restitution	3 Days		
<b>HARASSMENT, INTIMIDATION OR BULLYING:</b> <ul style="list-style-type: none"> <li>• intentional hurtful, threatening, or intimidating verbal or physical conduct, harassment, Intimidation or bullying</li> <li>• unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, religious, racial or ethnic nature, or based on disability</li> <li>• threat to cause bodily injury, property damage, or cause physical confinement or restraint of a person, or any act causing substantial harm to the physical or mental health of the person threatened</li> </ul>		3 Days		
<b>ARSON:</b> Any intentional or reckless setting of a fire or other burning of personal or public property.		5 Days		
<b>ASSAULT:</b> Actual or attempted hitting, striking or other wrongful physical contact either directly or with an object.		5 Days		
<b>FIGHTING OR FIGHT INVOLVEMENT:</b> Includes instigating, filming, promoting (including presence as a spectator), and escalating a fight, as well as the failure to disperse at the scene of a fight.		5 Days		
<b>ALCOHOL AND OTHER DRUGS AND PROHIBITED CHEMICAL SUBSTANCES:</b> The possession, consumption, use, storage, or distribution of drugs, alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited.		10 Day (use)	20 Day (distribution)	Yes
<b>WEAPONS:</b> Possession or use of weapons including firearm, knife, dangerous weapon, and other items. This includes when a student acts with malice and displays a device that appears to be a firearm.			11 Days	Firearm, Yes

## Student Vehicle Rules

The Quincy School District provides a parking lot as a convenience to students who drive. The District is not responsible for damage or theft to personal property.

All cars in the parking lot must be within marked spaces. NO reckless driving will be allowed. Speed on campus is 10 mph. The parking lot is not to be visited during the school day except for doctor and dentist appointments, work experience or permission from the office. **The parking lot is off-limits to students during the school day** to protect student vehicles from possible theft or vandalism. **Quincy High School is a closed campus.**

### Consequences:

Improperly parked vehicles may be towed at the owner's risk and expense. Students are not to park behind the school buildings (North and East). These restricted parking areas are to be free for emergency vehicles, buses and staff parking during school hours and athletic activities. All other student vehicle violations will receive the following consequences:

*First Offense:* Verbal warning

*Second Offense:* Parents notified (letter or phone call) and logical consequence as appropriate. Possible denial of parking and driving on school property for the remainder of school term.

*Third Offense:* Students face possible suspension and/or loss of parking and driving privileges.



## School Based Discipline

### Group A

- Disruptive Conduct – Any conduct that substantially disrupts or threatens to disrupt a school function, classroom or activity
- Entering or letting others in to school through locked doors
- Public displays of affection such as kissing or sitting on laps
- Dress Code
- Profane, obscene or abusive language or materials

### Consequences:

*1st Offense:* Warning - Staff will correct student behavior. Offenders may be isolated from other students and dealt with as soon as possible. These efforts should include (but not be limited to) a discussion of the behavior and its effects, explanation of alternatives, and a plan for future action. Document on Skyward. Parents may be contacted.

*2nd Offense:* Student removed from class. Parents will be contacted.

*3rd Offense:* Temporary suspension from the class until a parent conference is held with the teacher.

*Alternative Discipline:* May be assigned as deemed appropriate. This may include, but is not limited to, writing assignment, custodial duties, study logs, behavior plan, withdrawal of privileges, Saturday School or others.

*Further Offenses:* Progressive discipline will be followed.

### Group B

- Defiance of school staff
- Profane, obscene or abusive language toward staff
- Gang conduct
- Use or possession of tobacco or nicotine products on school grounds or at a school-sponsored activity
- Refusal to identify oneself to school staff or giving false identification/information when on school grounds or at a school-sponsored activity
- Being in an unauthorized area
- Leaving campus without permission
- Forgery

### Consequences:

*1st Offense:* One to three-day suspension, writing assignment with parent conference/notification.

*2nd Offense:* three to five-day suspension, parent conference to return.

*3rd Offense:* Five to ten-day suspension, Saturday School, parent conference to return.

*Alternative Discipline:* May be assigned alternative discipline as deemed appropriate. This may include, but is not limited to, custodial duties, study logs, behavior plan, withdrawal of privileges, Saturday School or others.

*Further Offenses:* Progressive discipline will be followed. Flagrant offenses, or special offenses after being warned, may result in a student beginning at the 3rd offense consequence.

### Restitution

Restitution will be required for intentional or negligent damage through defacing or destruction of property

## Progressive Discipline

Progressive discipline is based in the belief that students are capable of managing their behavior and that discipline should be handled on the lowest level necessary to achieve appropriate behaviors. When negative behavior continues or is a combination of offenses, more severe sanctions shall be imposed.

## Saturday School

Students assigned to Saturday School are expected to be present from 8 AM – Noon and families are to provide their own transportation. Late arrivals will not be admitted. Students who do not bring school work will be given other work to complete. Students whose behavior violates school rules will not receive credit for attending Saturday School. Students who do not complete Saturday School will be subjected to further discipline.





## Gang-Related Behavior

In an effort to "enhance a safe, secure learning environment and to help foster an attitude of respect for the rights of others," Quincy High will not tolerate gangs or gang related behavior. Gangs and gang activities cause a substantial disruption of the educational process. Therefore, the policy prohibits gang membership and any gang-related involvement or activities on any school district property, during school-related functions or in any way connected to school.

QHS has identified gang activity and/or involvement as:

1. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang. Examples include jerseys with known gang insignia or numbers.
2. Committing any act or using any speech, either verbal or nonverbal (gestures, handshakes, whistle, etc.), showing membership in or affiliation with a gang.
3. Using speech or actions that further the interest of any gang or gang activity, including but not limited to:
  - Inciting other students to act with physical violence upon any other person
  - Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others
  - Soliciting and/or initiating others for membership in any gang
  - Requesting any person to pay for protection or otherwise intimidating or threatening any person
  - Committing any illegal act or violation of school district policy
  - Organized sale or distribution of alcohol or other drugs

## Dress Code

Parents and staff at Quincy School District believe that academic ability alone is not sufficient to build success in holding a desirable job. Knowledge regarding dress, which is appropriate in business and in social situations, is important. Students are expected to be neat and clean at all times. Expensive, sexually explicit or extreme clothing is not necessary and is discouraged as school wear. School climate is very important and clearly related to productivity in the classroom. The following guidelines apply to all students:

### Policy

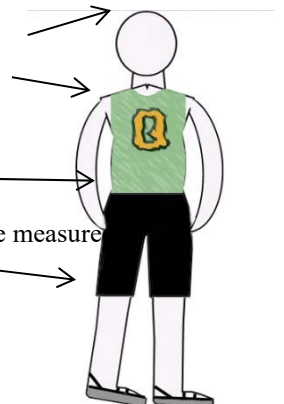
A student may not attend classes or school sponsored activities in a manner which:

- 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, beanies or other head/face coverings (hats are allowed in after school athletic events)
- Shoulder straps showing undergarments (straps are to be at least the width of a dollar bill)
- Low cut or revealing shirts or tops – undergarments should not be visible
- Transparent blouses that show undergarment
- Bare midriffs or clothes that show the stomach
- Clothes with holes more than 3 inches above the knee which shows the body or underwear
- Dresses and shorts, which are no shorter than 3 inches above the top of the knee. (This can be measured the width of a dollar bill)
- Hanging belts – belts must be worn in the belt loops
- Oversized pants (by 2 sizes)
- Sagging pants or shorts that show the undergarments
- Length of pants must not drag on the ground; pants cannot be tacked or nailed to shoes
- Clothing that is excessively tight
- Sleepwear such as pajamas or slippers



- Clothing that is lewd, contains profanity or vulgarity or promotes violence or discrimination.
- Clothing or accessories which are sexually provocative
- Alcohol, tobacco, or drug advertising of any sort
- Clothing or accessories which identify a student with gangs or prison culture by name, insignia or color.  
The following are some examples: Compton, Los Angeles, Raiders, New York or clothing with calligraphy style writing, Ben Davis, oversized white t-shirts, baggy shorts with high socks.
- Bandanas
- Jerseys (except Quincy Jack attire)
- Hanging overall straps, hanging suspenders, chains
- Trench coats or blanket/full cut ponchos

**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 that is conducive to learning.

**Consequences:**

Violators of the dress code will result in consequences ranging from changing clothes and turning the clothes into the office, to a temporary suspension pending parent conference, to short term suspension.

**Report Cards and Grading**

Report cards are issued 5 to 7 days after the end of each semester. Grades become part of the permanent record of each student. The following grading procedure will be followed:

A	Superior	100 – 92.5	4.00	
A-		92.4 – 89.5	3.70	90%
B+		89.4 – 86.5	3.30	
B	Above Average	86.4 – 82.5	3.00	
B-		82.4 – 79.5	2.70	80%
C+		79.4 – 76.5	2.30	
C	Average	76.4 – 72.5	2.00	
C-		72.4 – 69.5	1.70	70%
D+		69.4 – 66.5	1.30	
D	Below Average	66.4 – 59.5	1.00	60%
F	Failing (no credit)	0.00		
P	Passing	1.00		
S	Satisfactory	1.00		
U	Unsatisfactory	0.00		
I	Incomplete	(grade becomes an “F” when work is not completed within ten days).		
NC	No Credit			

A **Grade Check** can be done on students anytime through Skyward.

**Employability Skills**

Reflecting quality employee expectations, skills such as attendance, punctuality, team work, leadership and conduct will be assessed in CTE (Career and Technical Education) courses.

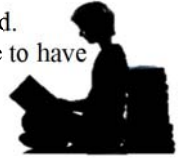
**Student Education Records**

This is notification to parents/guardians that the Quincy School District, upon legitimate request, will transfer to the requesting school, educational institution, or educational agency those records identified as student education records. Parents/guardians may inspect their child's records and challenge information contained in the record they believe is inaccurate, misleading or in violation of the privacy or other rights of the student. A request to review a student's records and/or the District records policy is to be made by the parent/guardian to the student's building principal. If requested, translators will be made available for non-English speaking parents.



## Directory Information

Directory Information about students may be released. This information is not generally considered harmful or an invasion of privacy. The following categories are designated as Directory Information: Student's name; date and place of birth; participation in officially recognized sports and activities; weight and height of athletic team members; dates of attendance; degrees and awards received; most recent previous school or program attended. Directory information also includes a student's address, telephone number or photograph. Parents may refuse to have directory information released by writing a dated letter stating such to the student's school principal.



## Parent and Student Skyward Access

Skyward enables parents and students to access school records through the internet. These student records are confidential and your unique username and password will allow only you to access your student records. <http://www.qsd.wednet.edu/> will lead you to the district website. You then need to go to the "Parents and Students" menu and then "Skyward Access", to log-in for the grading system. Student username and passwords are available from their advisory teacher.



Parent username and passwords are available from the counseling office. When you log on, you will be able to see your student's attendance, grades and access class assignments. If you ever have questions or concerns, please feel free to contact the student's teacher.

## Course Registration

Registration takes place in the spring of each school year. Registration is conducted by the counseling department. The High School and Beyond Plan is used to help a student plan a schedule. Student or parent initiated schedule changes may occur during the first three days of a semester. After this, schedule changes for the current term may only be initiated by QHS staff.

## Request a Schedule Change

Schedule changes may be requested during the first three days of each semester. The change forms are available in the counseling office. No schedule change requests are accepted after the third day of class.

## Withdrawing From School

Students who are transferring or must withdraw Quincy High School are to report to the office or counselor. All students must show evidence of parental or guardian approval for the withdrawal. Once provided the proper form for withdrawal, the student is to return all school books and property to the teachers and the library. The kitchen and each instructor must sign the form. The completed withdrawal form is then returned to the office for final approval.

## Library Procedures

- Enter library quietly with a pass and sign in at the circulation counter with your first and last name.
- Be prepared to complete tasks. When disruptive or not following expectations, you will be sent back to class.
- You must check out all materials at the circulation counter before leaving the library. Freshmen may check out 2 books, sophomores may check out 3, juniors may check out 4, and seniors may check out 5 books.
- You may not borrow items if you have overdue items or a library fine. All students are expected to pay for lost or damaged items.
- Respect library staff, others, and library materials.
- Clean up table or work area and push in chairs before leaving.
- Ask librarians for help when you need it.
- If you bring food or drink in the library, you are to store it on the workroom counter until you leave the library.
- Print only with permission.



## Quincy High School graduation requirements

1. High School Credit Requirement
2. Meet standard on the current State Testing Requirements (SBAC)
3. High School & Beyond Plan (State Requirement)

Subject	Class of 2016	Classes of 2017/18	Class of 2019
English	4.0	4.0	4.0
Social Studies	WA ST History* World History US History CWP Senior SS Elective 3.0	WA ST History* World History US History CWP Senior SS Elective 3.0	WA ST History* World History US History CWP Senior SS Elective 3.0
Math	Algebra 1 Geometry Algebra 2* 3.0	Algebra 1 Geometry Algebra 2* 3.0	Algebra 1 Geometry Algebra 2* 3.0
Science	Ag or Gen Science Ag Bio or Biology (1 Lab) 2.0	Ag or Gen Science Ag Bio or Biology (1 Lab) 2.0	Ag or Gen Science Ag Bio or Biology 3 <sup>rd</sup> Year of Science (2 Lab) 3.0
Health and Fitness	Fitness Family Health Cardio or Weights 2.0	Fitness Family Health Cardio or Weights 2.0	Fitness Family Health Cardio or Weights 2.0
Fine Arts	1.0	1.0	2.0 <b>(OR 1.0 Art and 1.0 PPR*)</b>
Occupational	1.0	1.0	1.0
World Languages	0.0	0.0	2.0 <b>(OR 2.0 PPR*)</b>
High School & Beyond Plan	1.0	1.0	1.0
Electives	6.0	6.0	4.0
Total	23.0	23.0	25.0
Washington State Testing Requirements	Reading HSPE or ELA SBAC	ELA SBAC	ELA SBAC
	Writing HSPE or ELA SBAC	Math EOC or Math SBAC	Math SBAC
	Math EOC or Math SBAC	Biology EOC	Biology EOC

- WA ST History from Junior High does not earn High School credit, but does meet graduation requirements
- Algebra 1 or 2 and Geometry required. Algebra 2 can be substituted by Personal Finance or Accounting.
- Algebra in 8<sup>th</sup> may be given high school credit.
- Maximum number of PE credits is four. The first credit must be from a formal PE class.
- Visual & Performing Art is defined as music, art, drama, or qualifying CTE courses.
- Spanish 1 and 2 credits may be earned by passing a challenge test.
- PPR – Personalized Pathway Requirement (PPR) are determined by your High School & Beyond Plan



# Prohibition of Harassment, Intimidation, Bullying and Discrimination

## Annual Nondiscrimination Notification

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

## 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.

This complaint procedure applies 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.

Step 1: School Administrator or Superintendent

Step 2: Appeal to School District

Step 3: Complaint to OSPI

## Distrito escolar de Quincy- Notificación de No Discriminación

El distrito escolar de Quincy no discrimina en base de raza, religión, credo, color, origen nacional, sexo, orientación sexual, incluyendo la expresión de género o la identidad, la presencia de alguna discapacidad sensorial, mental o físico, o el uso de un perro entrenado a guiar o de un animal para brindar servicio a una persona con una discapacidad, o edad en sus programas o actividades. El distrito escolar de Quincy también proporciona un acceso igualitario a los Boy Scouts y otros grupos juveniles designado. El distrito escolar de Quincy ofrece clases en técnica y carrera en muchos programas de educación Falta de dominio del idioma de inglés no será una barrera para la admisión y participación en los programas de técnica y carrera educacional. Preguntas referentes al cumplimiento de normas deben ser dirigidas a la oficina título IX-John Boyd o Coordinador de sección 504-Victoria Hodge, el distrito escolar de Quincy, 119 J Street SW, Quincy, WA, 98848, 509-787-4571.

Harassment, intimidation and bullying are intentional written, verbal, or physical acts, 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. Parents or guardians who believe their child has been or is a victim of harassment, intimidation 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 or bullying also constitute violations of this policy. Copies of the Quincy School District harassment, intimidation and bullying policy may be obtained at the District Office or any school office.

## **Sex Discrimination**

In compliance with Title IX of the Education Amendment of 1972, no student at Quincy High School shall, on the basis of sex be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any education program or activity. Any individual alleging noncompliance on the part of any program or activity may submit a grievance in writing to the building principal. This includes any act or threatened action done to any male or female, such as language, printed materials, dress, or comments.



## 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.

### Complaint Options: Discrimination and Sexual Harassment

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

How do I report sexual harassment?

Step 1. Write Our Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received



the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

#### Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | Fax: 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

#### Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

## Technology Acceptable Use Policy

School work is the main purpose of computers at school. All use of the computers must be in support of education and consistent with the mission of the district. As a condition of using any type of computer related electronic media (including Internet), all users must agree to use the system in an acceptable manner as listed below:

1. The student will maintain the confidentiality of their user ID and password.
2. The student will not create, seek, observe, or use obscene, abusive, or offensive language and/or graphics. Quincy School District reserves the right to determine the definition of each of these categories.
3. The student will respect other users and their rights.
4. The student will abide by all copyright laws and licensing agreements.
5. The student will not use the system for solicitation, advertisement, political, or other commercial purposes.
6. The student will not damage computer hardware and peripherals. They will not remove, alter, copy, or add unauthorized files and or software. They will not intentionally add, remove or alter any district computer hardware. They will not knowingly add any personal computer equipment to district computers that has not been authorized.
7. The student will not attempt to access areas or activities for which they are not authorized. If loopholes in computer security systems or knowledge of a special password are encountered, the student will not use them to damage computer systems, obtain extra resources, take resources from another user, gain access to systems or use systems for which property authorization has not been given as per RCW 9A.52.110, 9A.52.120, 9A.52.130, and 9A48.100. They will also report loopholes to school authorities.
8. The district networked computer system shall only be accessed for professional and educational use, and not inappropriate personal use.
9. Violation of the above policy may result in discipline up to termination or prosecution according to RCW's.



<b>Settings</b>	<b>P</b> Purposeful	<b>R</b> Respectful	<b>I</b> Involved	<b>D</b> Driven	<b>E</b> Excellence
<b>Campus</b>	Be on task Know and follow the guidelines of the QHS handbook Be prepared to learn	Use appropriate language Wear appropriate attire Treat everyone with dignity and respect Demonstrate proper displays of affection Use all equipment properly	Be present and engaged in all activities	Take initiative to keep campus clean and report any issues to staff	Be a good citizen Use all equipment and school property with care Lead by example
<b>Bathrooms</b>	Use bathroom for intended purpose (no electronic devices) Leave no trace	Honor privacy of others Use all equipment and supplies as intended	Flush and wash Report all problems to staff	Return to class promptly Use closest bathroom facility	Leave better than you found it
<b>Cafeteria &amp; Eating Areas</b>	Be there to eat/drink Eat in appropriate areas Leave no trace	Clean your area and dispose of trash in appropriate trash can Use appropriate tone of voice	Report theft to staff Report all spills to staff	Eat a well-balanced meal	Leave better than you found it
<b>Halls</b>	Keep moving Stay to the right Leave no trace	Maintain personal space Use proper language and tone of voice Exhibit appropriate displays of affection	Clean/clear halls at all times Allow people to pass Show kindness to others	Get to appropriate destination on time	Take initiative to help and clean up after others Arrive to class early
<b>Classroom</b>	Be on time Be on task Be prepared to learn Use class time efficiently Leave no trace	Use respectful and appropriate language Support and encourage each other Use materials and equipment as intended Ask permission to use materials	Practice academic honesty Complete all assigned work Be a positive influence Contribute to all classroom activities in a positive manner Be an active listener	Study Use resources Get help when needed Be proactive	Complete all assignments to the best of your ability Honor timelines Build a culture of learning
<b>Athletic Events &amp; Pep Assemblies</b>	Positively support and encourage participants	Pay attention to event Leave no trace	Actively cheer Be engaged in positive activities Know and sing the school fight song	Show school spirit Wear green and gold Practice and participate with intensity	Display good sportsmanship at all times Represent our community well
<b>Fitness Areas/ Locker-room</b>	Use locker room for intended purpose Use locker room/fitness areas during appropriate activities/times	Walk around gym floor Respect property of others Honor personal space	Report inappropriate actions Use appropriate language	Place valuables in lockers Keep locker combination private	Leave no trace
<b>PAC</b>	Pay attention to presenter or presentation	Leave food or drink outside the PAC Keep facility clean Turn off all electronic devices	Talk quietly when appropriate Applaud appropriately Actively listen	Enter and exit at appropriate times Attend and show support	Model appropriate behavior
<b>Assemblies</b>	Pay attention to presenter or presentation	Leave food or drink outside Keep facility clean Turn off all electronic devices Walk around gym floor	Actively listen Participate when appropriate	Enter & exit at proper times Attend and show support	Model appropriate behavior Be a positive leader
<b>Comp Lab, CRC &amp; Lib</b>	Sign in and sign out Return materials on time Be on task Stay focused	Maintain quiet atmosphere Be polite Use school property as intended	Demonstrate appropriate usage of the internet	Practice academic honesty Use time efficiently	Maintain academic integrity Leave no trace
<b>Office &amp; Counseling Office</b>	Arrive with pass Use as resource Attend only when necessary	Respect staff and space Respect privacy Maintain quiet atmosphere Be honest in all you do	Use resources appropriately Follow electronic device rules Lend assistance if needed	Focus on task at hand Use to full potential	Leave no trace





## Handbook Receipt

I, (student name) have received, read and understand the expectations outlined in the 2016-17 Quincy High School handbook.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I, (parent name) have received, read and understand the expectations outlined in the 2016-17 Quincy High School handbook.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

