

**High Tech High  
Quincy Personalized Learning Center  
Student Handbook  
2017-2018**



**“School of Choice”**  
Experience the Difference

Rigor  
Relevance  
Relationships

# Quincy High Tech High Staff

<b>Mrs. Kathie Brown</b>	<b>Principal</b>
<b>Ms. Mary Garza</b>	<b>Administrative Assistant Parent Liaison</b>
<b>Ms. Maria Arragon</b>	<b>Para educator</b>
<b>Ms. Meghan Steele</b>	<b>English Instructor</b>
<b>Mr. Michael Werner</b>	<b>Manufacturing/Applied Math/Drone Instructor</b>
<b>Mr. Steve Coleman</b>	<b>Science Instructor P.E./Health Instructor</b>
<b>Ms. Becky Curtin</b>	<b>On-Line Para</b>

## Message from Ms. Brown

At Quincy's Personalized Learning Center/High Tech High School, we recognize that each individual student comes to us with their own unique abilities and personal goals. The students here are looking for an educational program that is flexible and meets their individual needs. Whether they are college bound or career bound. We are a fully accredited through the State of Washington and students who graduate meet state requirements for graduation and diploma is presented by Quincy School District with the same value of any accredited high school in the State of Washington. We look forward to providing a trusting, caring and supportive learning environment for all our students.

Contact Information  
Quincy's Personalized Learning Center  
404 1<sup>st</sup> Ave SW  
Quincy, Washington 98848  
509-787-1678

# What is the difference between Quincy High School and High Tech High School?

## Curriculum

### Quincy High School

State and Board approved with a focus on Washington State Standards. In addition, a variety of elective choices like band, foreign language and vocational offerings. Higher level electives like advanced placement offerings, calculus, physics, etc. Course Description and Credits are available from the counseling office.

### High Tech High

State and Board approved with a focus on Washington State Standards. In addition, a variety of elective choices individualized with instructors. Higher level electives like advanced placement offerings can be arranged through individual programming. We utilize the same course description and credits as QHS however we have some additional course offerings that are available from the counseling office. Some of these classes are: World Geography and Cultures; Human Biology, Math Exploration, Environmental Leadership, and on-line Occupational Vocational Educational classes

## Instruction

### Quincy High School

Students are scheduled into classes according to what they need to graduate, ability levels and if they have passed the prerequisite class. Students are assessed according to mastery of the expected standards.

### High Tech High

Students are scheduled into classes according to what they need to graduate, ability levels. High Tech High provides small class size, project and group learning. Part of the proficiency process is the end of semester POSL (Presentation of Student Learning) where students are expected to

be evaluated on their leadership, presentation skills and reflective of their learning for the quarter.

## **Student Eligibility**

Quincy's Personalized Learning Center/High Tech High is a school of choice. To enroll students must be age and grade appropriate. Students must be between fourteen and twenty one years of age, and enrolled in grades nine through twelve.

Students who have been suspended or expelled from other districts or schools are not eligible to enroll until the suspension or expulsion has been lifted.

It is in the best interest of the student and schools to transfer at a grading period time. Transfer times will be looked at on an individual basis.

## **Enrollment Process**

1. Contact the school to pick up an application packet. It is important to fill out the application completely and accurately as they are carefully screened.
2. Students upon enrollment will be given assessments for best placement in classes.
3. Students and families will have a conference with principal and counselor to plan the best-personalized learning plan for the student for success.

## **Program Options**

Your Education Plan will be individualized to help you meet your end goal. This means your program will be personalized with YOU in mind! Options of class schedules include:

- Day Program is Monday 9:30-3:00 and T-F 8:00-3:00
- Extended day is from 3:00-4:00 for additional tutorials
- On-Line Day Program is M-F from 2-4 p.m. with 15 hours of homework
- On-Line only is 1 hr. per week face to face contact and 24 hours of homework

## Equal Educational Opportunity

Quincy School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, sex or handicap. This holds true for all students who are interested in participating in educational programs and/or extra-curricular school activities. Inquiries or complaints regarding compliance may be directed to Quincy School District’s main office.

## Day Program Schedule

Monday	School Begins at 9:30 a.m.
Period Two	9:30-10:30
Period Three	10:30-11:30
Lunch	11:30-12:00
Period Four	12:00-1:00
Period Five	1:00-2:00
Period Six	2:00-3:00
Extended Day program	3:00-4:00

Tuesday-Friday	School Begins at 8:00 a.m.
Period One	8:00-9:15
Break	9:15-9:30
Period Two	9:30-10:30
Period Three	10:30-11:30
Lunch	11:30-12:00
Period Four	12:00-1:00
Period Five	1:00-2:00
Period Six	2:00-3:00
Extended Day Program	3:00-4:00

# **Academic Information**

## **Graduation Requirements**

- See Appendix for your specific graduation year requirements

Graduation requirements remain the same for the student regardless of whether they graduate early or need more than four years to graduate. Your 5<sup>th</sup> Year High School and Beyond Plan can be completed through coursework at the Personalized Learning Center or through the guidance of the counselor upon completion of credits and state assessments.

We will have a number of personalized programs on an individualized basis for those who use a contract-based approach as a success path. These students will be on a performance contract and only allowed on campus from 3:00-4:00 p.m. or 7:00-8:00 a.m. unless have administration permission.

Any student with credit deficiency, or with attendance concern or not meeting academic progress will be required to attend the student assistant program.

Student Assistant Program hours are from 3:00-4:00 Monday-Friday.

Occasionally we have early release or late start. Our schedule will just pick up where the day starts and will continue from the time. Conference and Testing schedules may vary the daily schedule and will be posted. Please see the handbook on inclement weather and yearly calendar for specific dates and times.

## **Academic Concerns**

High Tech High is a fully accredited High School. Our program meets all the requirements for a students to earn a Washington State high school diploma. HTH will issue final grades each semester. Students and Parents can access Skyward at any time for checking grades. If you want access

please contact the school office. The school will intervene early if students are not making progress. This intervention is called CPR: **Concern**, **Probation**, and **Re-Assessment**. (CPR) A team meets weekly to review student progress. If a teacher has a concern with a student's, attendance, or academic progress, they will place the student on **Concern**. A Letter will go out to parents at this time. If the student improves, they will be removed from Concern. However, if the student does not improve with the Concern, they move to Probation and work with the principal to improve. A letter is sent home and parents are notified by phone. If a student is placed on Probation and do not show improvement in the area of Concern, they may be moved to Re-Assessment and potentially moved to a more appropriate program. A parent and student meeting occurs immediately following the Re-Assessment. CPR is serious at HTH and we encourage all students to work up to their full potential to avoid this intervention and remain in the day program.

\***Concern**: When a student is not working up to their potential academically, good standing behaviorally, or in their attendance. One to many weeks duration.

\***Probation**: When the Concern process does not help the situation, the student moved to Probation. One to three weeks duration.

\***Re-Assessment**: At any time during the Probation period that a student does not do what is needed or expected its time for a Re-Assessment of placement.

### **Academic Honesty**

Students can expect no credit for work that is not their own. Examples of this can include using devices such as cell/smart phones, watches, calculators, and computers. (some testing allows these devices and students will be advised of what will be allowed)

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 from the internet. In college, it can be grounds for course failure or even removal from college. HTH will

guide students in how to use these materials with correctly citing in their work.

Any academic honesty violation may result in disciplinary action. (QSD board Policy 3241 and Procedure 3241P)

### **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. Interested individuals should 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 counselor. When you log on, you will be able to see your students’ attendance, and grade. Grades. If you ever have questions or concerns, please feel free to contact the student’s teacher.

## **Student Conduct**

**You cannot interfere with the learning opportunities of others or act or dress in such a way that threatens or intimidates others.** All students must follow the rules as established by the Quincy School Board. Failure to do so will lead to disciplinary action that may include suspension or expulsion from school. (Policy 3240P)

### **Positive Behavioral Intervention and Supports (PBIS)**

PBIS is a framework that has been adopted by the Quincy School District to assist schools in creating proactive behavioral expectations into a continuum to help increase academics and social awareness throughout the school. The HTH staff have adopted Rigor, Relevance, and Relationships as our goal for our HTH family. We will continue the work of developing a solid PBIS continuum with student input so we can make HTH the best school we can possibly be.

### **Attendance**

It is expected to be in class during class time. When students are not in class on time, it interrupts the learning and teaching process. The Quincy School District Policy 3242 states, "Students shall remain on school grounds from the time of arrival until the close of school unless officially excused.) It is the law in Washington State that students attend school. (RCW28A.225.010)

It is important that you arrive on time so that class attendance is accurate. If you are late you must check in with the office and obtain a tardy slip that you will then give to your classroom teacher for the class you are assigned. If you are 10 or more minutes late, you will be marked absent for that class period and parent/guardian should expect a phone call home. If you choose to not attend your assigned class there will be consequences for your actions (see interventions list below) please realize that attendance has the most direct correlation to success in school.

### **Reporting and Absences**

If a student is absent from school, please have a parent or guardian call the office by 9:00 a.m. on the day of the absence. If the absence is due to illness, appointment, or family emergency the absence will be excused. If you do not call, please bring a note from a parent or guardian when you return to school. All absences excused or unexcused will follow the interventions listed below.

### **Pre-Arranged Absences**

Please contact the office to pre-arrange absences from school.

### **Rewards for Attendance**

Students at the Personalized Learning Center/HTH are awarded for good attendance in two distinct ways: monthly lunch bunch and other awards. Students in good standing with regard to attendance and academic performance will earn the ability to participate in a monthly special lunch prepared by staff and students.

### **Not meeting Attendance expectations/interventions**

#### **Daily Intervention: Tardies**

- A student with chronic tardies ( more than one per week) will be placed on a concern intervention.

#### **Weekly Intervention**

- A student missing more than three days during the week the student and parent will be required to meet with the principal to come up with a plan to make sure they are not falling behind
- A student missing 5 days in one week will be put on concern intervention list for the following week.
- Parents or guardians will be contacted and notified of the interventions being implemented.

### **Campus Upkeep**

HTH students and staff take pride in the condition of our facility. It is our responsibility to maintain our campus and classrooms. Please use the trash can that have been placed on campus. Our custodian is only here on a part time basis and she is not expected to pick up after students and staff.

### **Cell Phones**

Cell phones are widely used by everyone including our students HTH follows a common-sense approach to their use. This approach is often used by employers. Students are allowed to bring their phones into the classroom under the following conditions:

1. Phones are to be put away (meaning out of sight) while in the classroom. However, use may be permitted only if the teacher has given prior permission to use a smartphone as a research tool or for classroom activity for that class period. It is the student's responsibility to request permission and to restrict their cell phone use for this purpose.
2. The phone must be on silent or vibrate at all times in class.
3. No non-academic uses are permitted during class: Facebook, Snapchat, texting, etc.
4. Parents, friends, or family; Please do not call a student during class. If there is an emergency, the parent may call the school and their student will be immediately contacted by office staff.
5. Students may not leave the classroom to make or receive a phone call. Again if there is an emergency, the student or parent may make contact through the school office.
6. Phones may be used unrestricted at break and lunch.
7. If the above expectations are violated the student will be asked to place the phone with the teacher, and the teacher will secure the phone for the remainder of the period.

8. If the above rules are violated more than once, the student will be required to leave ALL phones at the office to be returned at the end of the day.

#### **Intervention for Cell phone:**

1. Teacher will remind to put phone away
2. Teacher takes the phone for remainder of period
3. Student goes to office with the phone/parent or guardian called
4. Parent/student/administrator meeting
5. Phone checked into office daily

Students and Telecommunication Devices Policy 3245/Procedure 3245

#### **Closed Campus**

Our campus is closed during the school day, which is from 7:30 a.m.-4 p.m. Once you arrive at school you must sign out at the office if you are going to leave. Visitors are allowed on schools grounds for school business only and must check in at the office when they arrive on campus. Violation of our closed campus will be disciplined.

#### **Conduct at Off-Campus District/School Sponsored Events**

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

#### **Dress Code**

**High Tech High in preparing our students for college and career, believe that students should have knowledge regarding dress which is appropriate in business and in social situations. The following guidelines apply to all students and follow the district dress code.**

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

**Responsibilities:** 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.

**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 alternative discipline may be imposed.

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

Offense: 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 days	Long-Term Suspension 11-90 days	Expulsion Emergency Expulsion	Law Enforcement Notify
<b>Defiance of School Authority</b> :Refusal to obey reasonable requests, instructions, ad directives of any school personnel	X				
<b>Gang Conduct: For school discipline purposes includes:</b>  The creation, display or communication of gestures, language, imagery, or symbols commonly associated with gang culture  Promotion of gang culture and/or gang violence  The solicitation or recruitment of gang members  Gang Imagery and symbols include, but are not limited to: apparel, displays gang affiliation on personal belongings	X				

<b>Lewd, Obscene, Or Profane Language, gestures or materials</b> Prohibited materials include text, images, or sounds that are possessed, displayed or transmitted while under the supervision of school authorities.	X				When a criminal act is found
<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		3 days			
<b>Harassment, Intimidation or bullying:</b>  Intentional hurtful, threatening, or intimidating verbal or physical conduct, harassment intimidation or bullying  Unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be a sexual, religious, racial or ethnic nature, or based on disability  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.		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 the 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)		X
<b>Weapons:</b> Possession or use of weapons including firearm, knife, dangerous weapons, and other items. This includes when a student acts with malice and displays a device that appears to be a firearm.			11 days		firearmX

## **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.

## **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, visible tattoos etc. that are evidence of gang representation. Any writing, comments, gestures, etc. known to have association with gangs is not allowed.

## **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 those rights and responsibilities. (Policy 3200) The rules and regulations describe the disciplinary actions which may be imposed if the student should violate district policy of specific rules and regulations. Disciplinary action may include suspension, expulsions, or emergency. 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 documents are available online at [www.qsd.wednet.edu](http://www.qsd.wednet.edu) under quick links; school board policies; series 3000

# Student Information

## **Student Activities**

Students are encouraged to participate in co-curricular activities which might be available to all students in the Quincy School District. Student may participate in activities at Quincy High School provided that they meet eligibilities requirements. To be eligible for sports students will need to purchase an ASB card. If this purchase is a hardship, please contact Ms. Brown. For more information about the ASB card please speak to Ms. Garza in the office.

## **Student Government**

High Tech High is your school. All students are eligible to participate in student government through the leadership program. This program makes decisions about school activities, ASB budget, and community project

## **Breakfast and Lunch Program**

The Quincy School District breakfast and lunch program is available to student. Free and reduced lunches are available to students who qualify. Forms are provided each school year and must be filled out by parents or guardians to be enrolled. Menus, and prices will be posted monthly.

## **Community Resources**

If you or your family need community health, clothing, housing, daycare services, please contact the school counselor or Ms. Brown for help in seeking these resources.

## **Communicable Diseases**

For the well-being of all, parents are expected to notify the school when their children have contracted a communicable disease. A doctors notes to confirm the disease and length of time to be out of school is advised so a plan can be made for the student to not miss valuable learning time.

## **Change of Address, Phone, 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.

### **Suspected Child Abuse**

As public school employees we are legally mandated to report any suspected child abuse to 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. A brief written report of this meeting will be provided to the counselor and principal as soon after the meeting as possible. Quincy School District Policy and Procedure 3421

### **Discrimination and Sexual Harrassment**

If you believe that you or your student 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 resolve 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.

### Step 4: 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 |  
www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

### **Directory Information**

Directory information about students may be released. This information is not generally considered harmful or an invasion of privacy. Parents may request directory information not released by writing a dated letter stating such to the school principal.

### **Education Records**

The Family Rights and Privacy Act of 1974 establishes the parents' rights to inspect, review and correct their child's educational records. Parents should make the request to review their child's records through the principal and a translator will be made available for non-English speaking parents.

### **Emancipated Student**

The school is responsible to report your attendance and academic progress to your parent or guardian. At age 18 you and your parent may file a form with the school that eliminates the school's responsibility to report to your parent.

### **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 student'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.

### **Health Information**

As required by State Law, students who do not comply with immunization requirements may not attend school. All prescription medications must be housed in the school office and can be administered only with written permission from the doctor. This also applies to non-prescription medication. (All health policies can be found in 3410-3420)

### **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

To File a Complaint:

Anyone can file a formal complaint about discrimination in a Washington K–12 public school, including parents, students, teachers, administrators, and advocates. Please see the instructions below. This complaint procedure applies only to allegations of discrimination based on sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, honorably discharged veteran or military status, or the use of a trained dog guide or service animal. If you have a complaint about special education, a federal program, or unprofessional conduct by a certificated teacher or educator, please see the other complaint options in the box to the right. \* Step 1: Complaint to Superintendent or Charter School Administrator \* Step 2: Appeal to School District or Charter School \* Step 3: Complaint to OSPI

### **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 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 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.

## **Sexual Harassment**

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

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

- \* A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

\* The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

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

How do I report sexual harassment?

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

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

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

### **Student Schedule**

The student's principal arranges schedules when the student enrolls in school. Schedules will be reviewed at the end of each semester.

### **Student Supplies**

Students are expected to arrive to class prepared. AVID binders will have all necessary materials for class.

### **Teacher Assistance**

Teachers and all staff are here to make sure you are successful and available for conferences and to provide help before and after school.

### **Transportation**

School bus transportation is provided for all students living in the Quincy School District. Parking is provided for students who wish to drive to school. Cars in the parking lot are off limits during the school day unless given permission by administrative staff or designee.

### **Transfer/Withdrawing**

Students may transfer to or from Quincy High School as described in the enrollment section. It is advised students transfer at the end of grading periods in order to retain all earned credits. All students must show evidence of parental or guardian approval for the withdrawal or transfer. Once provided proper form the student is to return all school books, property, and pay any fines. The completed form is then returned to the office and a transfer/withdrawal plan will be completed.

### **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.

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## Appendix A High Tech /Quincy Personalized Learning Center School Graduation Requirements

Quincy High School graduation requirements include the following components:

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 2018	Class of 2019	Class of 2020	Class of 2021
English	4.0	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	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	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 3 <sup>rd</sup> Year of Science (2 Lab) 3.0	Ag or Gen Science Ag Bio or Biology 3 <sup>rd</sup> Year of Science (2 Lab) 3.0	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	Fitness Family Health Cardio or Weights 2.0
Fine Arts	1.0	2.0 <b>(OR 1.0 Art and 1.0 PPR*)</b>	2.0 <b>(OR 1.0 Art and PPR*)</b> 1.0	2.0 <b>(OR 1.0 Art and PPR*)</b> 1.0
Occupational	1.0	1.0	1.0	1.0
World Languages	0.0	2.0 <b>(OR 2.0 PPR*)</b>	2.0 <b>(OR 2.0 PPR*)</b>	2.0 <b>(OR 2.0 PPR*)</b>
High School & Beyond Plan	1.0	1.0	1.0	1.0
Electives	6.0	4.0	4.0	4.0
Total	23.0	25.0	25.0	25.0
Washington State Testing Requirements	June 2017 :These will be determined by State Legislative and Board of Education Decisions			
	Students and Parents will be updated to the			

	changes as they occur			
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- \* **WA ST History taken in Junior High does not receive High School credit but does meet the graduation requirement**
- \* **Algebra 2 can be substituted for the following approved alternative classes: Personal Finances or Accounting**
- \* **PPR – Personalized Pathway Requirement (PPR) are determined by your High School & Beyond Plan**

