

# Quincy Junior High School

Name: \_\_\_\_\_

## Student Handbook 2017-2018

417 C St. SE  
Quincy, WA 98848  
(509) 787-4435

**Principal:** Mr. Scott Ramsey

**Counselor:** Mr. Trevor Sill

**School Colors:** Kelly Green and White

**Mascot:** Hawk

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

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

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

## Welcome to Quincy Junior High School

We developed this handbook to describe important issues and practices at our school. Knowing our procedures and expectations will help you succeed at QJH. Please review the contents of this handbook. If you have any questions, please ask your teachers, counselor or principal. The rules contained in this student handbook are meant to regulate student conduct at school, conduct at all school-sponsored activities, and other off campus conduct that adversely affects the school learning climate. Some of these rules contain recommended penalties. The staff of Quincy Junior High School believes that these rules will provide a safe and civil environment that is conducive to student learning.

# Quincy Junior High School

The mission of Quincy Junior High School is to provide learning experiences that generate:



**Life-Long Learners**



**Responsible Decision Makers**



**Contributing Citizens**



## Preparing Students for the Future!

*Quincy Junior High School Staff*

**Teachers**

Mr. Averill  
Mrs. Bailey  
Mr. Barker  
Ms. Bronowski  
Mr. Cannata  
Mrs. Castro  
Mr. Clifton  
Mrs. Copenhagen  
Mr. Diaz  
Mr. Feller  
Mrs. Goninan  
Mrs. Holmes  
Mrs. Jaeckel  
Mrs. McCabe  
Ms. Rodriguez  
Mr. Sernoffsky  
Mrs. Silk  
Mr. Silk  
Mr. Som  
Mr. Stark  
Mr. Tupling  
Mr. Turner  
Mrs. Yundgren

**School Nurse**

Mrs. Low

**Custodians**

Mrs. Kling, Day Custodian  
Ms. Villela, Night Custodian

Mr. Diaz, Night Custodian

**Administrator**

Mr. Ramsey, Principal

**Dean of Students**

Mr. Elliott

**Athletic Director**

Mrs. Goninan

**Counselor**

Mr. Sill

**Office Support**

Mrs. Perez, Administrative Assistant  
Mrs. Valdez, Administrative Assistant  
Mrs. Mendoza, Parent Liaison

**Librarian**

Mrs. Englehart

**Instructional Aides**

Mr. Blalock	Mr. Garza	Mr. Sanchez
Ms. Boruff	Mrs. Hernandez	
Mrs. Feller	Mrs. Roduner	Mrs. Zamarron

**Kitchen**

Mrs. Garcia, Asst. Cook

*Quincy Junior High School Student Body Officers 2017-2018*

**8<sup>th</sup> Grade**

President	Daisy Ramirez
Vice President	Gloria Ramirez
Secretary	Stephanie Aguirre
Treasurer	Daisy Medina
Social Chairman	Jasmine Garcia

**7<sup>th</sup> Grade**

President  
Vice President  
Secretary/Treasurer

**Daily Schedule (Tuesday – Friday)**

1 <sup>st</sup> pd	8:15 – 8:45 (30 minutes)				
2 <sup>nd</sup> pd	8:49 – 9:43 (54)				
3 <sup>rd</sup> pd	9:47 – 10:41 (54)				
1 <sup>st</sup> Lunch	11:39 – 12:09	4 <sup>th</sup> pd	10:45 – 11:39 (54)	5 <sup>th</sup> pd	12:13 – 1:06 (53)
2 <sup>nd</sup> Lunch	12:36 – 1:06	4 <sup>th</sup> pd	10:45 – 11:39 (54)	5 <sup>th</sup> pd	11:43 – 12:36 (53)
6 <sup>th</sup> pd	1:10 – 2:03 (53)				
7 <sup>th</sup> pd	2:07 – 3:00 (53)				

**Collaboration Monday Schedule**

1 <sup>st</sup> pd	9:30 – 9:45 (15 minutes)				
2 <sup>nd</sup> pd	9:49 – 10:32 (43)				
3 <sup>rd</sup> pd	10:36 – 11:19 (43)				
1 <sup>st</sup> Lunch	12:06 – 12:36	4 <sup>th</sup> pd	11:22 – 12:06 (43)	5 <sup>th</sup> pd	12:40 – 1:24 (44)
2 <sup>nd</sup> Lunch	12:54 – 1:24	4 <sup>th</sup> pd	11:22 – 12:06 (43)	5 <sup>th</sup> pd	12:10 – 12:54 (44)
6 <sup>th</sup> pd	1:28 – 2:12 (44)				
7 <sup>th</sup> pd	2:16 – 3:00 (44)				

**Early Release**

1 <sup>st</sup> pd	8:15 – 8:41 (26 minutes)
2 <sup>nd</sup> pd	8:45 – 9:10 (25)
3 <sup>rd</sup> pd	9:14 – 9:39 (25)
4 <sup>th</sup> pd	9:43 – 10:08 (25)
5 <sup>th</sup> pd	10:12 – 10:37 (25)
6 <sup>th</sup> pd	10:41 – 11:06 (25)
7 <sup>th</sup> pd	11:10 – 11:35 (25)
Lunch	11:35 – 11:55 (25)

**2 Hour Late Start**

1 <sup>st</sup> pd	10:15 – 10:36 (21 minutes)				
2 <sup>nd</sup> pd	10:40 – 11:15 (35)				
3 <sup>rd</sup> pd	11:19 – 11:54 (35)				
1 <sup>st</sup> Lunch	12:33 – 1:03	4 <sup>th</sup> pd	11:58 – 12:33 (35)	5 <sup>th</sup> pd	1:07 – 1:42 (35)
2 <sup>nd</sup> Lunch	1:12 – 1:42	4 <sup>th</sup> pd	11:58 – 12:33 (35)	5 <sup>th</sup> pd	12:37 – 1:12 (35)
6 <sup>th</sup> pd	1:46 – 2:21 (35)				
7 <sup>th</sup> pd	2:25 – 3:00 (35)				

**PM Assembly Schedule**

1 <sup>st</sup> pd	8:15 – 8:45 (30 minutes)				
2 <sup>nd</sup> pd	8:49 – 9:34 (45)				
3 <sup>rd</sup> pd	9:38 – 10:23 (45)				
1 <sup>st</sup> Lunch	11:12 – 11:42	4 <sup>th</sup> pd	10:27 – 11:12 (45)	5 <sup>th</sup> pd	11:46 – 12:30 (44)
2 <sup>nd</sup> Lunch	12:00 – 12:30	4 <sup>th</sup> pd	10:27 – 11:12 (45)	5 <sup>th</sup> pd	11:16 – 12:00 (44)
6 <sup>th</sup> pd	12:34 – 1:18 (44)				
7 <sup>th</sup> pd	1:22 – 2:06 (44)				
Assembly	2:10 – 3:00 (50)				

**Set Yourself Up for Success!!**

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

## ***TAKE CONTROL OF YOUR LEARNING!!***

### ***General School & Student Information***

\*School begins at 8:15 AM and ends at 3:00 PM. Students are to come into the building as soon as they arrive on campus in the morning. Then they go to the cafeteria to eat and then either go outside, the cafeteria, the library or work with a teacher. As soon as school is out, students are to go directly to their after school program (i.e. sports, GEARUP, tutorial, bus stop, or home). There is to be no loitering in the hallways or on school grounds.

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

\*Physical Education is a required class. Seventh and eighth students are required to dress down in PE uniforms.

### ***Attendance/Tardy Policy***

Students must bring notes from a parent or legal guardian to verify their absences. The absence will be marked excused or unexcused based upon school policy. Upon return to school students need to come to the office to excuse their absence **BEFORE** school starts. All absences from school or class in which the school has not been notified by the parent, within 2 days of the return, will be dealt with as truancy/unexcused absence. When parents are to be away, they are to contact the school office and provide the name and phone number of an alternative person to contact in the event of an emergency. If a student is more than 10 minutes late to class it will be considered an absence.

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

#### **A. There are five types of excused absences.**

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

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

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

Consequences of unexcused absences typically will be as follows:

1 <sup>st</sup> offense	Warning
2 <sup>nd</sup> offense	Detention (30 minute during lunch or after school)
3 <sup>rd</sup> offense	1 to 2 days of In School Suspension (ISS)
4 <sup>th</sup> offense	2 to 3 days of ISS

5<sup>th</sup> offense      3 to 5 days of ISS  
6<sup>th</sup> offense      Change of placement  
A referral to Grant County Juvenile court at any point in the process.

**C. Truancy** is defined as an absence from class or school without the knowledge of the parent/guardian or the school.

Consequences will be progressive ranging from:

1. The student making up the time missed minute for minute.
2. Detention/suspension
3. Suspensions and/or notification of the Grant County Juvenile Court.

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

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

Procedure:

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

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

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

4 total tardies	Detention (lunch and/or after school)
5 – 6 tardies	1 to 2 days of in-school suspension (ISS)
7 – 8 tardies	2 to 3 days of ISS
9 – 10 tardies	3 to 5 days of ISS
11+ tardies	Becca Referral

### **Credit Requirements**

A student takes seven classes each semester at Quincy Junior High during their 7<sup>th</sup> and 8<sup>th</sup> grade year. If a student passes all his/her classes he/she would earn 0.5 credits per class for a total of 14 classes (seven credits) as a 7<sup>th</sup> grader and 14 classes (7 credits) as an 8<sup>th</sup> grader for a total of 28 classes (14 credits) for two years at the Junior High. Failure to obtain 6 credits in a year could result in a student being placed at Targeted Learning Center (TLC), or another alternative learning environment. Students who are behind on credits have the opportunity to make up credits in After School Tutorial, Summer School or in an online learning environment.

### **Assembly Rules**

1. Be respectful and appreciative of the program.
2. Give your immediate attention to the assembly leader.
3. Talking, whispering, whistling, stomping of feet, and booing are discourteous and unacceptable. Clapping at appropriate times is acceptable.

### **Closed Campus**

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

***Classroom Management Program***

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

***Hallways***

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

***Student Discipline***

The Quincy School District is committed to maintaining a safe school learning environment for students, personnel and patrons. This standardized discipline policy has been developed with input from parents, staff and students and ensuring that all students are provided with the opportunity to learn free from fear and distraction. Copies of the policies can be obtained from any district school. (QSD Policy #3241) When considering the level of discipline to be meted out to a student, school authorities shall consider several factors including, but not limited to the student’s attitude, the severity of the conduct, the student’s intent, the effect on other student’s and/or staff, the safety of the student and other students and/or staff, mitigating circumstances, and the student’s discipline history. Depending upon these factors, a more severe punishment or alternate consequence may be imposed. **The following chart shows the range of sanctions in disciplining students. The range of sanctions so noted is progressive. Repeated offenses in any one category or combination of categories is cumulative and shall result in more severe sanctions.**

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

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

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

LEVEL	BEHAVIOR	STEP ONE	STEP TWO	STEP THREE	STEP FOUR
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Level One	<ul style="list-style-type: none"> <li>Defiance</li> <li>Bus Misconduct</li> <li>Cheating/Plagiarism</li> <li>Leaving School Grounds</li> <li>Public Displays of Affection</li> <li>Disruptive</li> <li>Dress Code Violations</li> <li>Gambling</li> <li>Technology Misuse</li> <li>Electronic Devices</li> <li>Truancy</li> <li>Excessive Tardiness</li> <li>Unprepared for Class</li> </ul>	Detention(s)	In-School Suspension (ISS) 1 to 2 Days	In-School Suspension (ISS) 2 to 3 Days	In-School Suspension (ISS) 3 to 5 Days*
Level Two	<ul style="list-style-type: none"> <li>Alteration of Records</li> <li>Assault or Threats</li> <li>False Alarm</li> <li>Fighting/Fight Promotion</li> <li>Fireworks</li> <li>*Gangs</li> <li>Sexual Harassment</li> <li>*Extortion/Blackmail/Coercion</li> <li>Lewd Conduct</li> <li>*Harassment/Intimidation/Bullying</li> <li>Malicious Mischief/Vandalism</li> <li>Misrepresentation//Forgery</li> <li>Obscenity/Profanity/Vulgarity</li> <li>Participation in an Incident</li> <li>Personal Protection Spray Devices</li> <li>Possession of Stolen Property</li> <li>Smoking Devices</li> <li>Theft</li> <li>Tobacco Products</li> <li>Tobacco like Products-</li> <li>Trespassing/Loitering</li> <li>Dangerous Items</li> <li>Violation of Fed. State or Local Law</li> </ul>	Out-of-School Suspension (OSS) 1 to 5 days	Out-of-School Suspension (OSS) 6 to 10 days	Out-of-School Suspension (OSS) 11 to 90 days	Expulsion/ Emergency Expulsion
Level Three	<ul style="list-style-type: none"> <li>*Assaults/Threats or Abuse of District Personnel</li> <li>*Assault on Student (Grievous)</li> <li>*Controlled Substances</li> <li>*Distributing Controlled Substances</li> <li>Indecent Liberties/Exposure</li> <li>*Robbery/Burglary</li> </ul>	Out-of-School Suspension 11 to 90 days			
Level Four	<ul style="list-style-type: none"> <li>*Arson</li> <li>*Explosive Devices</li> <li>*Possession or Use of Any</li> <li>*Firearm</li> <li>*Possession or Use of Any Dangerous Weapon</li> <li>*Interference With or Intimidation</li> </ul>	Expulsion/ Emergency Expulsion			



	of School Authorities				
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- Cell phones or any electronic devices confiscated by staff must be retrieved by parents/guardian from office.
- Students assigned to ISS will not return to regular classes until all work is completed.
- Suspended students may not be on any school property or participate in any school activity or sporting event during the time (day or evening) of the suspension.
- A more detailed version of the district’s discipline guidelines is kept in the office.
- Further offenses beyond Level One, Step Four will be considered a Level Two offense.**

***Dress Code***

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

**Policy**

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

- Creates a health or safety hazard
- Promotes drugs, alcohol or tobacco
- May potentially disrupt the educational process
- Otherwise violates the building standards

**Guidelines**

The following are not permitted on campus:

- Hats, caps, beanies or other types of head covering (hats may be allowed at after school events such as athletics)
- Dresses and shorts, which are shorter than mid-thigh – appropriate shorts or skirts must be no shorter than 3 inches above the top of the knee. This can be measured by the width of a dollar bill.
- Spaghetti straps which show the undergarment (straps over the shoulders must be at least the width of a dollar bill)
- Low cut or revealing shirts or tops–undergarments cannot be visible
- Alcohol, tobacco, or drug advertising of any sort, including on team jerseys
- Any clothing determined to be gang-related is not allowed. The following are specific examples: clothing that displays writing that is in gang or block style writing, creased oversized white t-shirts, and baggy shorts with high socks.
- Jerseys or shirts containing the numbers 13, 14, or 18, 8-ball, Players 69.
- Bandanas
- Hanging overall straps, hanging suspenders.
- Sagging or oversized (by 2 sizes) baggy pants – wide-legged pants should allow no more than 4 inches of legroom; pants with oversized pockets are not allowed.
- Hanging belts – belts must be worn in the belt loops
- Length of pants must not be long enough to be dragging on the ground; pants cannot be tacked or nailed to shoes
- Clothing that is lewd, contains profanity or vulgarity or promotes violence or discrimination
- Clothing or accessories which are sexually provocative
- Bare midriffs

- Spandex or clothing that is excessively tight
- Attire with holes above the knee which exposes the body or undergarments
- Transparent blouses unless worn over another blouse
- Trench coats or blanket/full cut ponchos
- Sleepwear such as pajamas or slippers
- Goth-related clothing – examples include a predominance of black clothing, chains and/or straps, spikes, heavy dark make-up, dark excessive eye-shadow, dark lipstick.

### ***Responsibilities***

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

### ***Violations***

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

### ***Electronic Devices***

\*Due to problems with electronics (walkie talkies, cell phones, I-Pods, MP-3 players, cameras, etc.) being stolen and inappropriately used we **strongly** suggest that students not bring them to school. Cameras are **only** to be used when used for a class or school sponsored activity. Other electronics may be used with a teacher approved educational activity. If they are brought to school they are to remain off at all times. **QJH will not be responsible for any lost or stolen items.** Electronics being used or seen at school will be confiscated and returned to parents. Confiscated items may be subject to school search. When a cell phone or other device is used to video tape a fight or other illegal activity it will result in disciplinary action. Repeat offenders will be considered insubordinate and may receive additional consequences.

### ***Emergency Information***

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

### ***Gang Policy***

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

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

### ***Grading***

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

### ***Harassment, Intimidation and Bullying***

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

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Any activity that might fall under the definition of harassment, intimidation and bullying should be immediately reported to the principal or Dean of Students. 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.

### **SEXUAL HARASSMENT**

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

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

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

Examples of Sexual Harassment:

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

### **How do I report sexual harassment?**

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

The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem

forming the basis of the complaint; or 2)Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.

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

### **NONDISCRIMINATION STATEMENT**

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

### **To file a Complaint:**

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

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

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

### ***Parent/Teacher Conferences***

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

### ***Health-Medicine***

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

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

Unless these requirements can be met, medications will not be administered at school. The school will not administer Tylenol to any student unless it is in a prescription container and follows the same rules that

would apply to other prescription medications. Please do not ask the school to give your child Tylenol, as we are not allowed to do so, by law. Thank you in advance.

### ***Too Sick For School?***

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

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

### ***Visitors***

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

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