

**Queets-Clearwater School  
146000 Highway 101  
Forks, WA 98331**

Phone 360.962.2395 / Fax 360.962.2038

**TIGERS**



**2019 - 2020 Student Handbook**

# Welcome from the Queets-Clearwater School Board

## School Board Responsibilities

The Queets-Clearwater School Board is composed of citizens elected by voters for four-year terms. The Board's legal responsibilities include:

- \* Establish general policy for the school and district;
- \* Employ school personnel upon recommendation of the Superintendent;
- \* Adopt and revise the annual operating budget;
- \* Inform the public of the needs and progress

## SCHOOL SCHEDULE

8:00	Teachers arrive
8:10	Breakfast is served
8:30	Classes begin
12:00	Lunch is served
12:30	Classes resume
3:00	Classes end



## Mission Statement

The Mission of the Queets-Clearwater School District, in partnership with the communities, is to respect and meet the diverse needs of all individuals. Utilizing current, successful teaching strategies, along with effective and emerging technology, will result in students with positive self-esteem, an appreciation for learning, and the ability to become competent, productive citizens.

**Members:** Dorothy Cook, Sandra Wells Kalama  
Kristeen Mowitch, Rowland Mason & Thomas Obi

## School Board Meeting Dates

Tuesday, September 17	Tuesday, March 17
Tuesday, October 15	Tuesday, April 21
Tuesday, November 19	Tuesday, May 19
Tuesday, December 17	Tuesday, June 9*
Tuesday, January 14	
Tuesday, February 11*	

All meetings are held at 6pm. Community presentations to the Board are welcome. Requests should be given to the Superintendent by 12 noon the Friday before the scheduled meeting.

\* denotes meeting date change due to Mid-Winter break.

# We love School!!!



## Date and Time Changes

School dates may change because of school closures due to weather or other emergency conditions. School hours may also be modified on occasion to accommodate staff training. If such situations are known in advance, parents will be notified as soon as possible.

## **POWER OUTAGES**

If the power is out before 6:30 am, the school will start two (2) hours late. If the power is still out by 10:00 am, the school will be cancelled for the day.



## **CHILD FIND SCREENING**

The screening is a free service by a trained professional to check your child's developmental growth. The purpose is to identify strength's and any weakness factors that may interfere with your child's learning. Your child may stack blocks, cut with scissors, draw, count, name colors, and have fun. The process takes about 45 minutes and is available for any child birth to age five. Please contact Lee Petty at QCSD for more information. 360.962.2395.

## **GET READY FOR KINDERGARTEN**

Help your child feel ready when he/she starts Kindergarten. Make a visit to the school before they start. Meet their teacher, preview the school, and discuss any concerns with the Principal and Teacher. Talk about what to expect, such as meeting new people, classroom management skills and respect to others.

Make sure your child gets to school on time each day, and comes with a full night's sleep. Parents should assist their child getting on the bus properly and on time as well as meeting them when they get off the bus after school. This helps create an educational routine.

## **DON'T FORGET YOUR SHOTS !!**

Under Washington State Law, all students must have on file, documentation of their immunizations on or before the first day of school. Students may be exempt for medical, personal or religious reasons. A medical exemption requires a physician's signature as well as a signature by the parent or guardian.

## QCSD STAFF

Superintendent:

Lee Petty

Admin Asst./Business Manager:

Mindy Fowler

Kindergarten/1<sup>st</sup> Grade:

Erica Castro

2<sup>nd</sup> , 3<sup>rd</sup> & 4<sup>th</sup> Grade:

Sheryl Kaye

5<sup>th</sup> , 6<sup>th</sup> , 7<sup>th</sup> & 8<sup>th</sup> Grade:

Lorna Nelson

Instructional Assistants:

Jane Lines

Laura Obi-Sansom

Special Education:

Rachel Axtel

Maintenance/Bus:

Jeff Perry

Annette McLane

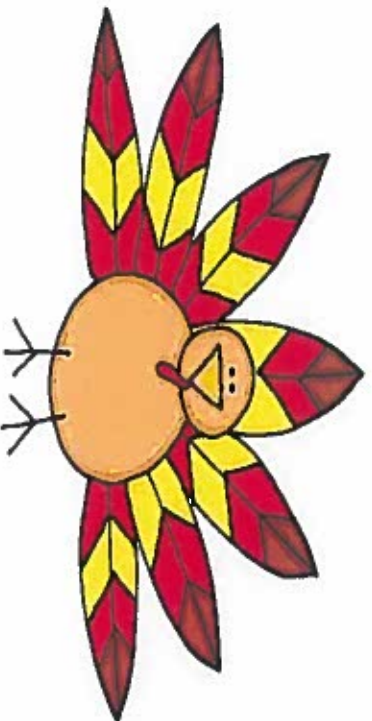
Kitchen Cook:

Mary Mason

## Title I Notification

Queets-Clearwater School District receives Title I/LAP funding to help us better serve students that are not meeting grade level expectations and are in need of interventions. This requires us to inform you for certain rights, you as a parent/caregiver have in regards to the instructional staff. You may request the following:

- Whether or not your child's teacher has met state certification for the grades and subjects s/he is teaching.
- Whether or not the teacher is working with an emergency or conditional certificate where state certification criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held, including field of discipline of certificate or degree; if the child receives instructional services from paraprofessionals.



## **CONTACT PHONE NUMBERS**

If a student becomes ill or injured in the course of the day, it is important that the school office know how to contact parents/guardians. Please keep the school office current on both home and work phone numbers in case of an emergency.

### **Student Participation in Sports**

Jr High 7& 8<sup>th</sup> grade only wishing to participate in Sports are required to contact Lake Quinault School. Sports are regarded as a privilege and students are to comply with QCSD classroom rules aligned with the QCSD policy and procedures to be allowed to participate. For the 2019-2020 school year QCSD will not be providing transportation it is parent responsibility

### **POSITIVE REINFORCEMENT**

Teachers are encouraged to reinforce good behavior by working with individual classes to earn an appropriate class-wide reward. Individual report cards, attendance and honor roll recognition, the acknowledgement of special effort or accomplishments all can and should be used as often as possible to provide positive reinforcement to individual students.

### **RIDING THE SCHOOL BUS**

- Riding the school bus is a privilege given to students and they can be removed at any time for disruptive and unsatisfactory conduct. All students being transported are under the authority of the bus driver and must obey the driver's requests.
- \* Students shall ride their regular assigned bus route at all times unless granted permission by a parent/guardian and approval of the administration.
  - \* The driver may assign seats. The student shall continue to sit in their assigned seat until the driver changes seating.
  - \* All students shall refrain from throwing objects, keep their hands to themselves, be courteous to fellow riders, keep the bus clean from debris, keeping the aisle clear at all times, and cross the street in FRONT of the bus.
  - \* Students who display misconduct on the bus will be subjected to possible discontinued use of the bus to those involved.
  - \* **ALL KINDERGARTENERS MUST BE PICKED UP AT THE BUS STOP BY A GUARDIAN OR CAREGIVERS.**

### **USE OF SCHOOL FACILITY**

The school gym and other parts of the building are available for use by the community when not being used by students. Arrangements for use should be made at least 10 days before the schooled event. Facility request form is mandatory and must be filled out. For more information regarding the use of the facility, please contact the Superintendent at 360.962.2395.



### WHAT IS SECTION 504?

Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activity.

### YOUR CHILD'S EDUCATION

Your child has the right to:

- Receive a free and appropriate public education.
- Participate in and benefit from the district's educational programs without discrimination.
- Be provided an equal opportunity to participate in the district's nonacademic and extracurricular activities.
- Be educated with students who do not have disabilities to the maximum extent appropriate.
- Receive accommodations and/or related aids and services to allow your child an equal opportunity to participate in school activities.
- Receive educational and related aids and services without cost, except for those fees imposed on the parents of children without disabilities.
- Receive special education services if needed.

### IF YOU DISAGREE WITH THE DISTRICT'S DECISION

If you disagree with the district's decisions regarding your child's identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. Hearing requests and other concerns can be made to your district's Section 504

Coordinator: Scott M. Carter, Superintendent, QCSO, 146000 Highway 101, Forks, WA 98331, 360-962-2395  
scarterer@qcsd.wednet.edu

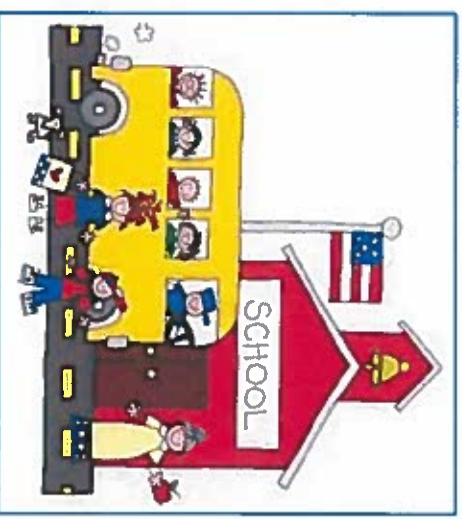
### TELEVISION and VIDEO GAMES

The American Academy of Pediatrics recommends that school-aged children spend NO MORE than two (2) hours per day watching tv, playing video games or computer use. Too much times in front of these electronics can limit the ways your child learns and may lead to weight gain.

### Teacher Credentials

"No Child Left Behind" federal legislation requires that we notify parents annually of their right to request information about the professional qualifications of their child's teacher(s). Such requests can be made to Mr. Lee

Petty, Superintendent at 962-2395



## School Nurse

The Queets-Clearwater School nurse provides:

- \* Skilled emergency care
- \* Monitor administration of medicine and provides instruction to staff
- \* Case management planning with Parents/guardians to provide health issues for short term and/or complex health issues
- \* Counseling for a healthy life-style
- \* Advocacy for the child in school
- \* School safety
- \* Information on current health issues
- \* Instruction on health issues

## Medications

State law and District policy govern the administration of medication to students. For those students who require medication at school, the school office can only accept written and signed authorization from the parent/guardian and the medical doctor, osteopathic doctor or dentist. This applies to all over-the-counter medication as well as prescription medications. All medications must be brought to school in its original container and be labeled with the students name, dosage and frequency instructions. Medications will be kept in the school office in a locked container at all times.

## Help Your Child Get Enough Sleep

Children are happier and learn better if they get enough sleep. School-aged children still need at least 10-11 hours of sleep at night. Bedtime should be the same time every night. A quiet routine may help your child calm down before bed. Read a story or talk about his/her day. Say good night and let him/her fall asleep on their own.

## Equal Opportunity

*Queets-Clearwater School District # 20 is an equal opportunity employer and does not discriminate in any programs 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. Inquiries regarding compliance and/or grievance procedures may be directed to the school districts Title IX/RCW 28A.640/28A.642 and/or the Section 504 Coordinator; QCS D Superintendent, 146000 U.S. Highway 101, Forks, WA 98331 or email: [mindy.fowler@mqcsd20.org](mailto:mindy.fowler@mqcsd20.org)*

## **McKinney – Vento Homeless Education Assistance Act**

### **INFORMATION FOR PARENTS**

If your family lives in any of the following situations:

1. In a shelter, motel, vehicle or campground
2. On the street
3. In an abandoned building, trailer, or other inadequate accommodations, or
4. Doubled up with friends or relatives because you cannot find or afford housing

Then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Your children have the right to:

1. Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
2. Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
3. Receive transportation to the school they attended before your family became homeless or the school they last attended, if you are a guardian, request such transportation.
4. Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from regular school programs because they are homeless
5. Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment
6. Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment
7. Enroll and attend classes in the school of your choice even while the school you seek to resolve a dispute over enrolling your children
8. Receive the same special programs and services, if needed, as provided to all other children served in these programs.
9. Receive transportation to school and to school programs.

When you move, you should do the following:

1. Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school (or, someone at a shelter, social services office, or the school can direct you to the person you need to contact).
2. Contact the school and provide any information you think will assist the teachers in helping your child adjust to the new circumstances.
3. Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed. Local area contacts: Jody Potter 360.962.2395

**If you need further assistance, call the National Center for Homeless Education at the toll-free Help Line number 1-800-308-2145.**



## Notification Regarding Parents Right of Access to Student Records:

In order to protect the privacy of parents and students, and to comply with the requirements of Section 438 of the General Privacy Act, as amended, the QCSO No. 20 designates the following categories of personally identifiable information from student records directory information: Name, Address, Telephone Number, Date of Birth, Major Field of Study, Participation in Officially Recognized School Activities and Sports, Weight and Height of Members of Athletic Teams, Dates of Attendance, Degrees and Awards Received, the most recent previous educational agency or institution attended by the student, Academic Recognition and any other similar type of information used to identify the student.

### Know Your Rights

All instructional materials, including supplementary materials and teacher's manuals, used with any survey analysis or evaluation in a program or project supported by federal funds are available for inspection by parents and guardians. No student will be required as part of any project or program supported by federal funds to submit to a survey, analysis or evaluation that reveals information concerning political affiliation, potentially embarrassing mental or psychological problems, sexual behavior and attitudes, illegal or anti-social, demeaning or self-incriminating behavior, critical appraisals of close family members, privileged or similar relationships, religious practices, affiliations or beliefs of the student or student's parent; or income, other than information necessary to establish eligibility for a program, without prior consent of the adult or emancipated students, or written permission of parents. The District shall make arrangements to protect the identity of students to the best of their ability.

## The Family Educational Rights and Privacy Act (FERPA)

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Although FERPA allows 45 days to honor a request, State Policy Records Law requires an appropriate response to a request within 5 business days per RCW 42.17.320
2. The right to request the amendment of student's educational records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the QSCD to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff members including health or medical staff and law enforcement personnel; a person serving on the School Board; a person or company with whom the District has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as disciplinary or grievance committee. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. Address to:

Family Policy Compliance Office  
US Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## **HARASSMENT, INTIMIDATION, BULLYING AND SEXUAL HARRASSMENT**

Students and staff are protected against all sexual, personal harassment, intimidation and bullying. Under strict policy, harassment (sexual or personal), intimidation or bullying means ANY intentional written, verbal or physical act including, but not limited to, one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability or other distinguishing characteristics, when the intentional written, verbal or physical act:

- \* The behavior is such that it leads to believe that he or she must submit to such behavior to gain something in return such as a grade, promotion, placement or employee decision.
- \* 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 intimidation or threatening educational or employment environment; or
- \* Has the effect of substantially disrupting the orderly operation of the school.

**Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions.**

"Intentional acts" refers to the individual's choice to engage in the act whether the impact or results were intended.

**Harassment (sexual or personal), intimidation, or bullying of any kind will NOT be tolerated.**

It is important that everyone accepts responsibility for his/her actions and respects the other person.

Report any harassment, intimidation, bullying or sexual harassment to District's Title IX Officer:

Lee Petty, Superintendent, 360.962.2395

## **WEAPONS REGULATIONS**

### Regulation of Dangerous Weapons on School Premises

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school provided transportation or areas of other facilities being used exclusively for school activities. A student found in violation of the firearm policy shall be expelled from school for not less than one (1) year under RCW 28A.600.420. Other violations may vary from suspension to expulsion. The superintendent is directed to see that all facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

### School officials shall notify the parents and the appropriate law enforcement agencies of known or suspected violations of this policy.

Dangerous weapons are classified as any instrument of the kind usually known as sling shot, sand club, metal knuckles, spring blade knife, or any knife having a blade that is automatically released by a spring mechanism or other mechanical device, or any knife having a blade that opens, or falls, or is ejected into position by force or gravity, or by an outward, downward, or centrifugal thrust or movement; who shall furtively carry with intent to conceal any dagger, dirk, pistol or other dangerous weapon; or who shall use any contrivance or device for suppressing the noise of any firearm, RCW 9.41.250. Any firearm; any device commonly known as "nun-chu-ka-sticks" consisting of two (2) or more lengths of wood, metal, plastic or similar substance connected with wire, rope, or other means; or any device commonly known as "throwing stars" that are multi-pointed, metal objects designed to embed upon impact from any aspect; or air gun, including any air pistol or air rifle to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas RCW 9.41.280.

Unacceptable weapons/toys: pocketknives squirt guns, paint ball guns, look-alike weapons no matter of color, and laser lights are not acceptable. Bringing them to school may result in suspension.



**Procedures for Earthquakes or  
Other Natural Disasters**

The focus of the QCSD Natural Disaster procedures is to protect both students and staff. The school is prepared to care for students in times of critical situations.

**The QCSD facility is a designated disaster relief site.**

\*Parent/guardian contacts the school directly, requesting release to the person. \*The parent/guardian release the child to another Person, or that particular person is listed on the student's emergency card in the school files.

\*When circumstances warrant, the building principal or his/her designee may give permission based on their judgment of particular situations, for specific students to be released or moved to an alternate location.

All parents or designated individuals who come for students must sign the child out of the office or at the temporary release station.



## TRUANCY LAW for WASHINGTON

In May 1995, the Governor signed new provisions to the Compulsory School Attendance law. This law applies to all children 18 and under. Schools are **REQUIRED** to take daily attendance. **Petitions are required to be filed with the court when a student has 7 or more unexcused absences in a month or 10 or more unexcused absences in a school year.** Once a petition has been filed with the court, the court may take whatever steps are necessary to insure regular school attendance. The court may fine the parents up to @25.00 per day for each of their child's unexcused absences. Additional sanctions imposed by the Court may include community service for the parent or guardian of the child.

The key to any court action hinges on your child's attendance. Please keep in contact with your child's school for any absences. Any further questions regarding the truancy law please call 962-2395.

### Legal Parent and Guardian Changes

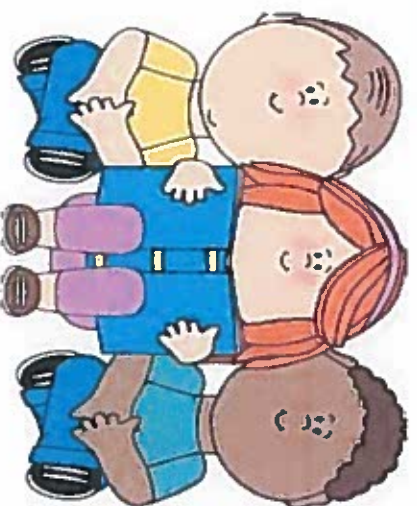
Should you or your child change name, address, phone number, emergency contact person, or medical information at any time during the year, please call the school at 962.2395 to change the record.

In cases involving court-ordered custody of the children, the school **MUST** have **LEGAL** documentation or restrictions to ensure compliance of the court order.

### Parent-Teacher Conferences

We want your parent-teacher conference to be a success – for you, your child and your child's teacher. Below are some tips to help you prepare for their important meeting:

- \* Make a list of things that will make the teacher understand your child better.
- Example: Special health needs, outside interests, feelings about school, relationships with brothers & sisters.
- \* Make a list of things you want to find out from the teacher.
- \* Include the child if possible; make plans including their thoughts to help relieve any anxiety.



## Help STOP the Spread of Germs

Things You Can Do To Prevent Spreading Of Germs:

- \* Keep your child home if they are ill. They should stay home for 24 hours after their fever has passed to reduce the spread of germs.
- \* Wash your hands often with soap and water, especially after coughing or sneezing.
- \* Cover your cough/sneeze with a tissue. If you do not have a tissue, cough or sneeze into your elbow or shoulder, not into your hands.
- \* Flu shots. Get your family vaccinated for both seasonal flu and H1N1 flu when available.
- \* Make a plan for children at home if your child gets sick. Create a child-care-co-op with friends, neighbors and family.

If your child has asthma or other medical condition that put them at higher risk during flu season, consult with

### Student Assistance

Queets-Clearwater School is a drug free environment. Students needing help may use the following resources:

GH Social Services @ 360.532.8631  
Evergreen Counseling @ 360.532.8624  
Quinault Tribal Health Services @ 360.276.8211