

**DISTRICT DIRECTORY**

<p><b>QUILLAYUTE VALLEY SCHOOL DISTRICT</b>          411 South Spartan Avenue          Forks, Washington 98331          (360) 374-6262          website: www.forks.wednet.edu</p>	<p><b>OFFICE OF THE SUPERINTENDENT OF PUBLIC INSTRUCTION (OSPI)</b>          Old Capital Building PO Box 47200          Olympia, Washington 98504-7200          (360) 725-6000          website: www.k12.wa.us</p>
<p><b>Superintendent:</b> Diane Reaume          374-6262, ext. 350          e-mail:  <input type="text" value="dreaume@esd114.wednet.edu"/>  <input type="text"/></p>	<p><b>Superintendent:</b> Dr. Terry Bergeson          (360) 725-6000          e-mail: bergeson@ospi.wednet.edu</p>
<p><b>QUILLAYUTE VALLEY SCHOOL DISTRICT BOARD OF DIRECTORS</b>          411 South Spartan Ave.          Forks, Washington 98331          The Quillayute Valley School District (QVSD) Board of Directors holds meetings on the first and third Tuesday of each month at 6:00 p.m. in the Central Office Board Room at 411 South Spartan Avenue. The meetings are open to the public, and community attendance is encouraged.</p> <p><b>Board of Directors</b>          District 1 Representative: Dave Dickson, Legislative Representative, (360)374-2553          District 2 Representative: Rick Gale, Vice-Chairperson, (360)374-6058          District 3 Representative: Bill Rohde, Chairperson, (360)374-6650          District 4 Representative: Sharon Penn, Board Member, (360)374-2163          District 5 Representative: Tina Bergstrom, Board Member, (360)374-2186          ASB Representative: Julia Gilles, Student Representative</p>	
<p><b>FORKS HIGH SCHOOL</b>          261 South Spartan Avenue          Forks Washington 98331          (360) 373-6262, ext. 3</p>	<p><b>FORKS ALTERNATIVE SCHOOL</b>          161 East E Street          Forks, Washington 98331          (360) 373-6262, ext. 4</p>
<p><b>Principal: Kevin Rupprecht</b>          374-6262, ext. 356          e-mail: krupprecht@esd114.wednet.edu</p>	
<p><b>FORKS PARENT TEACHER ASSOCIATION (PTA) BOARD OF DIRECTORS</b>          P.O. Box 433          Forks, Washington 98331-0433</p> <p>The Forks Chapter of the Washington State PTA holds meetings on the first Monday of each month at 6:30 p.m. in the Forks Middle School Library. The meetings are open to the public and all students, parents, teachers, staff and interested parties are invited to attend.</p> <p><b>Board of Directors</b>          President: Kris Messerschmidt          Vice-President: Diane Gaydeski          Legislative Liaison: Allen Nelson          Treasurer: Tamara Finley                      Secretary: Lisa Anderson</p>	

### **Forks Alternative School Staff Directory:**

<b>Staff Members</b>	<b>Department</b>	<b>Phone Extension</b>	<b>E-mail</b>
Kevin Rupprecht	Alternative Principal	201	krupprecht@esd114.wednet.edu
Terrill, Showandah	Alternative School	120	sterrill@esd114.wednet.edu
Vaughan, Patty	Alternative School	123	vaughan@esd114.wednet.edu
Kilmer, Diane	Alternative School	129	dkilmer@esd114.wednet.edu
Spade, Cindy	Alternative School	121	cspade@esd114.wednet.edu

### **STUDENT RIGHTS AND RESPONSIBILITIES**

#### **FREE APPROPRIATE PUBLIC EDUCATION**

QVSD will provide every student, aged 3 through 21, with disabilities a free appropriate public education consisting of individualized special education and related services which includes extended school year services if determined necessary by a student's individualized education program committee.

All students enjoying the rights of school participation are also expected to accept the responsibilities of citizenship. It is the responsibility of all enjoying rights of citizenship to respect the duly considered and established laws governing school.

The community is entitled to expect good citizenship from its students. It is, therefore, our purpose not only to encourage students to learn how to properly exercise their rights, but also to encourage them to meet their responsibilities by living up to the reasonable restrictions and appropriate standards of behavior described herein.

#### **STUDENT RIGHTS - WAC 180-40-215**

In addition to other rights established by law, each student served by or in behalf of a common school district shall possess the following substantive rights, and no school district shall limit these rights except for good and sufficient cause:

1. No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, gender, sexual orientation, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory handicap.
2. All students possess the constitutional right to freedom of speech and press, the constitutional right to peaceably assemble (see Freedom of Assembly) and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising such right.
3. All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures.
4. All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district.
5. No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law.

The foregoing enumeration of rights shall not be construed to deny or disparage other rights set forth in the constitution and the laws of the state of Washington or the rights retained by the people.

#### **STUDENT RESPONSIBILITIES**

Students have the responsibility to:

1. Pursue their course of studies.
2. Attend school daily, and be on time to all classes.
3. Be aware of all school rules governing student behavior, and conduct themselves accordingly.
4. Express their opinions and ideas in a respectful manner as not to libel, slander or demean others.
5. Dress in a manner that is not disruptive to the educational process or threatening to their health and safety or the health and safety of others.
6. Conduct themselves in a manner that will not disrupt their education or disrupt or deprive others of education.

7. Respect the rights of others, and exercise the highest degree of self-discipline in observing and adhering to established rules and regulations.
8. Follow established procedures in seeking changes in those policies, rules, or regulations that affect them and with which they disagree. Any such requests should be submitted in writing to the building principal.
9. Identify themselves, upon request, to any school district personnel or authorities in the school building, on school grounds, at school-sponsored events or on school buses.
10. Comply with requests of school employees in the performance of their duties.

### **COMPLIANCE WITH RULES**

Students must comply with all rules adopted by the district. Failure to do so will be cause for corrective action. The rules will be enforced by school officials:

1. on school grounds during and immediately before or immediately after school hours,
2. on the school grounds at any other time when the school is being used by a school group(s),
3. off school grounds at a school activity, function, or event, or off school grounds on field trips.

Violation of school rules will be enforced by school officials. In the absence of a QVSD administrative official or designee, violations by students attending events that are hosted in other locations will be enforced by facility managers and will be reported to QVSD the next school day.

### **FREEDOM OF ASSEMBLY**

A student possesses the constitutional right to peaceably assemble and to petition the government and its representatives for a redress or grievance subject to reasonable limitations upon the time, place, and manner of exercising such rights. Students have the right to peaceful assembly in school rooms, common areas or school grounds at convenient hours that do not conflict with school functions or require staff on duty beyond the regular hours. Such assembly should be conducted in an orderly manner and should not interfere with the educational process or impede the free movement of traffic in any way.

### **PRIVACY RIGHTS OF PARENT(S)/GUARDIAN(S) AND STUDENTS**

The Quillayute Valley School District, in compliance with **Federal Laws 93-308 and 93-568**, presents these facts for the information of parent(s) and/or guardian(s) and students.

1. Student records are open for review and inspection by parents/guardians or students 18 years of age or older. Students 16 years of age or older or who are emancipated have the right to give informed consent regarding their records, with some exceptions. Information regarding students 14 years of age or older with HIV/AIDS or a STD may be released by the student only.
2. Appointments may be made at the principal's office for viewing cumulative records of grades, achievement test scores, or health records. Psychological records may be reviewed at the Special Services Office. Records may be reproduced at a cost of 15 cents per page, to be paid by the person requesting the information.
3. QVSD, in compliance with the Family Educational Rights and Privacy Act (FERPA) permits parents and/or guardians or students to do the following:
  - a. Inspect and review the student's education records within 45 days of the day the District receives a request for access. Under state public disclosure law, the District must acknowledge the request in writing within five (5) working days, and unless the documents are presented at that time, an estimate will be provided as to when they will be available within the 45-day response period. Parent(s) and/or guardian(s) or eligible student 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/guardian or eligible student of the time and place where the records may be inspected;
  - b. Request amendment of the student's education records that the parent(s) and/or guardian(s) or eligible student believes to be inaccurate, misleading, or in violation of the student's rights to privacy. They should write the school principal, clearly identify the part of the record to be amended as well as specify why the information in question is inaccurate, misleading, or in violation of the student's rights to privacy. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible

student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s) and/or guardian(s) or eligible student when notified of the right to a hearing;

- c. 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 member (including health or medical staff and law enforcement unit 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 attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility;
- d. File a complaint with the U.S. Department of Education under Section 99.64 concerning alleged failures by QVSD to comply with the requirements of FERPA. The name and address of the office that administers FERPA follows:

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

#### **PRIVACY RIGHTS REGARDING DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION CONTAINED IN STUDENT EDUCATIONAL RECORDS**

Parent(s)/guardian(s) who do not want personally identifiable information (otherwise known as directory information) contained within a student's educational records made public may file a written objection with the FHS Principal in regard to the release to the public of such information within ten (10) calendar days following notice of these rights to students.

#### **LAW ENFORCEMENT AND CHILD PROTECTIVE SERVICES INTERVIEWS AT SCHOOL**

The building administrator may allow law enforcement or child protective services representatives to interview students in school. Per Board Procedure 4310P, Relations with Law Enforcement Agencies, Subsection D, "a law enforcement officer shall advise and afford a student the same legal rights as an adult." Further, under Relations with Child Protective Agencies, including Child Protective Services and Indian Child Welfare, Subsection C, "prior to commencing the interview, the Child Protective Services or Law Enforcement Agency shall determine whether the child wishes a third party be present for the interview and, if so, shall make reasonable efforts to accommodate the child's wishes."

#### **MAJORITY AGE**

Students of majority age (over 18) will have parental rights regarding issues related to their educational program.

#### **SCHOOL DAY & HOURS**

Regular school hours are between 8:00 AM until 3:05 PM Monday through Friday. Members of the staff are available from 7:30 AM until 4:00 PM unless there are meetings.

#### **BELL SCHEDULES**

Regular Class Schedule: 8:00 – 8:15 AM Breakfast at FHS Commons; 8:15 – 9:45 1<sup>st</sup> period; 9:45 – 9:55 Break; 9:55 – 11:25 2<sup>nd</sup> period; 11:25 – 11:35 Break; 11:35 - 1:05 3<sup>rd</sup> period; 1:05 – 1:35 Lunch; 1:40 – 3:05 4<sup>th</sup> period;

Early Release Schedule: 8:00 – 8:15 AM Breakfast at FHS Commons; 1<sup>st</sup> period 8:15 – 9:15; Break 9:15 – 9:25; 2<sup>nd</sup> period 9:25 – 10:25; Break 10:25 – 10:35; 3<sup>rd</sup> period 10:35 – 11:35; Break 11:35 – 11:45; 4<sup>th</sup> period 11:45 – 12:45; Lunch 12:45 – 1:15.

Half Day Schedule: Half Day Schedule: 8:00 – 8:15 AM Breakfast at FHS Commons; 8:15 – 9:15 AM 1<sup>st</sup> period; 9:15 – 9:25 AM Break; 9:25 – 10:25 2<sup>nd</sup> period/3<sup>rd</sup> period alternating; 10:25 – 10:35 Break; 10:35 – 11:30 AM 4<sup>th</sup> period; Lunch 11:30 – 12:00.

### **EMERGENCY SCHOOL CLOSURE/DELAYED OPENING**

In the event of severely inclement weather or another emergency, school may be closed, dismissed early, or starting time may be delayed. Any decision of this nature will be announced over the radio on KVIS 1490 AM or KLLM 103.9 FM. Emergency closure information can also be obtained by calling 374-2354.

### **REGISTRATION AND WITHDRAWAL**

Contact Cindy Spade, registrar, 374-6262x121 in order to register if you are a returning student. Students new to the district need to contact Carrie Micheau at the district office 374-6262x267. All requests for the transfer of student records will be initiated by the school into which the student will be enrolled. All fines must be paid or books returned prior to the release of records.

### **CHANGE OF STUDENT INFORMATION**

Contact Cindy Spade if any of your information changes. This includes changes in addresses, telephone numbers, emergency contacts-or other important directory information.

### **SCHEDULE CHANGES**

Contact Cindy Spade about needed schedule changes.

### **TRANSCRIPTS**

Contact Cindy Spade, 374-6262x121, if you need an official transcript. All fines must be paid in order to receive an official transcript.

### **SCHOOL ATTENDANCE**

All students need to attend class regularly unless their learning plan calls for a different schedule. Students under the age of 18 will be notified following their third unexcused absence by the building secretary. Following the fifth unexcused absence in one month, or the tenth unexcused absence in a year, a truancy violation will result in the filing of a truancy petition to the district court.

### **STUDENT SERVICES**

#### **HEALTH SERVICES**

##### **Illness or Injury**

Students are encouraged to inform the school of any special health/medical considerations that may affect their success at school, or jeopardize their safety. School nurse services are available on a limited basis. Students who become ill during the school day should report to the main office. Parents of students who become seriously ill or injured will be notified.

##### **Accidents**

Any accident occurring during regularly scheduled school hours, on school property, and during scheduled school activities/events sponsored by the school (whether on or off school property), must be reported to school personnel. Parents/guardians of students involved in serious accidents will be notified as soon as possible.

##### **Immunizations**

All students are expected to comply with state health and immunization requirements.

##### **Medications**

Quillayute Valley School District Board Policy #5228 permits authorized personnel to administer medication to students during school hours. It is our policy that such medication will only be administered when the failure to receive the medicine may result in the student being unable to attend school and/or to be well enough to participate in learning activities. We define medication to mean all drugs, whether

prescription or over-the-counter. In compliance with Washington state law, the following procedure must be followed:

An authorization for administration of medication at school must be completed and signed by the student's dentist/ doctor. The parent/guardian must also sign this form. Appropriate forms will be available in medical/ dental clinics and each school office.

The medication must be provided in the original container. The label is to include the student's name, physician's name, and the drug name and dosage. When a prescription drug is involved, the pharmacist has agreed to provide a second labeled container for school use on request.

**NO MEDICATION CAN BE PROVIDED TO STUDENTS BY SCHOOL DISTRICT EMPLOYEES (e.g. aspirin, Midol, Tylenol, etc.)**

### **Insurance**

Applications and claim forms for optional student insurance plans are available in the main office. The district assumes no responsibility or liability for student injuries and subsequent services provided by the insurance carrier. All students participating in interscholastic athletics shall obtain some type of accident insurance.

### **LIBRARY SERVICES**

The school library at FHS is open for all student use from 7:30 a.m. to 3:30 p.m. daily. Students are encouraged to use the library. Students must have a note from a Forks Alternative School staff member to use the library during class. Students are responsible for all materials checked out to them, and all damaged or lost materials are the responsibility of the student. All fines must be paid in full prior to release of transcripts, participation in the graduation activities, and release of diploma.

### **FOOD SERVICES**

Breakfast and lunch service is available to all students in the high school lunch room. Students who qualify for free or reduced food service need to fill out a form and return it to the secretary at the alternative school. While in the cafeteria, students should follow all Forks High School rules.

### **Food/Drink**

Drinking water is provided for students. Do not fill up water bottles. Food is for sale, with the profits going to the alternative school ASB. Contact Cindy Spade for purchases before school, at break times, at lunch, and after school. Cold drinks are for sale through the pop machine or through Cindy Spade.

### **STUDENT ACTIVITIES**

#### **ACTIVITY ATTENDANCE**

Students are encouraged to participate in extra-curricular activities. Attending extra-curricular activities such as dances, clubs and interscholastic sports is a privilege. Attendance at school the day of an activity is mandatory, or a student must present a valid excuse (this would include medical or dental appointments) in order to participate or attend. Any student participating in an activity sponsored by the school must follow the athletic and activity code, and abide by Forks High School rules.

#### **SOCIAL ACTIVITIES**

Students can participate in dances, clubs, run for alternative school ASB offices, and work on fundraisers for Forks Alternative School ASB sponsored activities, such as the end-of-the year field trip. All school policies apply to school-sponsored activities. Middle school students and those over 21 years old or older cannot attend dances. Others must sign in as guests. (See dance guidelines and dance guests below.)

#### **END OF THE YEAR FIELD TRIP**

Students must raise the money to pay for the end-of-the-year field trip, which is sponsored by the Forks Alternative School ASB. Students must pay in advance in order to reserve a seat on the bus. This money is non-refundable. All rules for bus transportation must be followed (see PARTICIPANT TRAVEL below). The trip is predicated upon having enough adult chaperones and money raised prior to the trip.

#### **Dance Guidelines**

All school policies apply at school-sponsored dances. There will be no entry to dances one hour or more after the start of the dance, unless the student has made prior arrangements. Students leaving a dance will not be re-admitted. Public Display of Affection guidelines are in effect during school-sponsored dances. Dress Code standards are in effect; however, halter-tops, spaghetti straps and strapless dresses may be worn. Students are expected to remain dressed in appropriate attire throughout the duration of the dance. Students who fail to meet with these guidelines will be asked to leave the dance, and a courtesy call will be made to the parent/guardian. In addition, any student who is not in good standing (has an unexcused absence, or is currently suspended on the day of the dance) will not be allowed to attend the dance.

### **Dance Guests**

QVSD students are allowed one guest per dance. All students and guests attending a dance must be in at least 9<sup>th</sup> grade, under 21 years of age, and in good standing. Dance Guest Forms are available in the FHS office, must be completed and submitted by Friday of the week prior to the dance, and must be approved by the Activities Director. Guests must also present photo ID when entering the dance. Students and guests failing to fulfill these requirements will not be permitted to attend dances.

### **COURTESY AT ASSEMBLIES AND PROGRAMS**

Most assemblies and special programs are optional. However, students are expected to show respect to those speaking or performing. Attendance may be required for certain programs. Once at an assembly, you cannot leave until the assembly is over.

### **ATHLETIC AND ACTIVITIES CODE**

Any student participating in an activity sponsored by the school must follow the Athletic & Activity Code. Copies are available in the main office and through the athletic director and coaches.

### **SENIOR TRIP**

The annual senior trip is a privilege extended to seniors who will be graduating from Forks High School. The trip is scheduled during the seniors' last week of school. Any senior who is not passing all current classes, is not on track to graduate, who has outstanding Spartan Service time, or who has unpaid fines/fees will not be permitted to attend the trip. The form must be submitted and approved by the senior class advisor and a building administrator prior to attendance on the senior trip.

### **GRADUATION CEREMONY**

Graduation is a time to honor graduating seniors and recognize academic achievements. It is an important, once-in-a-lifetime moment for all members of the graduating class, their families, and friends. In order to participate in the ceremony, students must have all credit requirements met, and all school fines/fees paid in full. In addition, students currently under suspension may or may not be allowed to participate. You need to order a cap and gown well in advance of graduation.

### **TRANSPORTATION**

#### **RULES AND CONDUCT**

Appropriate respect and safe conduct is expected from all students using any district transportation. If you have questions or need a copy of bus rules and regulations, call the Transportation Supervisor at 374-6262, ext. 153.

#### **PARTICIPANT TRAVEL**

All participants must travel to and from events in transportation provided by the school district. Permission to travel to and from an event with parents/guardians, or adult relative(s) (21 or older) must be requested by a parent/guardian and submitted in writing to the Forks Alternative School principal. However, any student who is suspended from district transportation can not participate in away activities. The following regulations are established for the safety of everyone. Failure to adhere to these rules may jeopardize a student's right to ride the bus.

1. The driver has absolute authority on district transportation.
2. Head count will be taken by the coach/advisor before the bus leaves each location.
3. The coach/advisor will determine the volume of the music.

4. No athletic shoes (cleats, spikes) should be worn on the bus.
5. Coaches will hold students responsible for the cleanliness of the bus upon return to school.
6. Eating and drinking on the bus is acceptable as long as this privilege is not abused. Glass bottles and balloons cannot be brought onto the bus.
7. Students may not place anything in the back window.

**PEP BUSES**

A pep bus may be provided to transport enrolled students and school-approved adults/chaperones to cheer at away games. A permission slip and a fee will be collected in advance for tickets to the activity and to cover the cost of transportation. All district transportation rules will be in effect. Any undesirable behavior will result in loss of privilege to ride pep buses for the remainder of the school year, and may result in further disciplinary action.

**ACADEMIC POLICIES**

**GRADING POLICY**

Grading policies are established by individual teachers and are in compliance with state guidelines. Each teacher will provide students with specific grading criteria and related classroom information in writing at the beginning of each semester.

**CHEATING/PLAGIARISM**

Cheating (giving or receiving information) and plagiarism on class work will result in a zero grade for the assignment, and additional disciplinary action may be taken.

**GRADE POINT AVERAGES**

The grade point averages for grades 9-12 shall be calculated in the following manner:

1. Each student's grade point average shall be the sum of the point values of all the grades received for all courses attempted divided by the sum of the credits for all courses attempted. The grade point value shall be calculated by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course.
2. The numerical value of grades are:

A = 4.0	B-= 2.7	
A-= 3.7	C+= 2.3	
B+= 3.3	C = 2.0	NC=0.0
B = 3.0	C-= 1.7	

3. The minimal passing mark/grade is D=1.0. Pass/Fail, Credit/No Credit, and Satisfactory/Unsatisfactory marks may also be used as agreed upon by the classroom teacher and building administrator. These non-numbered marks/grades shall be clearly identified and excluded from the calculation of grade point average. Otherwise, marks/grades for all courses taken shall be included in the calculation of grade point averages. Grade point averages shall be calculated to two decimal places and reported for each semester or other term and for the cumulative credits earned for all courses attempted in high school.

**CLASS STANDING**

At Forks Alternative School, class (academic) standing depends upon credits earned.

1. To be enrolled as a sophomore, a student is expected to have a minimum of six (6) credits earned the previous year.
2. To be enrolled as a junior, a student is expected to have earned a minimum of fourteen (14) credits.
3. To be enrolled as a senior, a student is expected to have earned a minimum of twenty-two (22) credits

Class standing will be determined whenever enough credits are earned to advance to the next grade level. If a student has not earned 26 credits by the end of the first semester of his/her senior year, a request to participate in commencement must be submitted in writing to the building principal. Required course(s) and a plan of action for credit recovery will be reviewed at this time and tentative approval will be granted or denied. If the parent/guardian or student feels this decision is unjustified, either party may

appeal the decision to the principal within three business days, and the Quillayute Valley School District appeal procedures will be followed. If the plan for credit recovery is approved, weekly reports will be required concerning student's progress. It is to be clearly understood that a student may have an approved plan of action, but fail to complete it, and this may result in the loss of privilege to participate in commencement.

## **GRADUATION REQUIREMENTS**

### **High School Graduation Requirements**

To gain a diploma, each student must earn the credits listed below during his/her four years in high school. Each student will be enrolled in four (4) courses or the equivalent of 4 credits each semester. Each student is expected to attend high school for four years. Graduation prior to the completion of four years may be recommended by the school principal and approved by the Quillayute Valley School Board only if there are very unusual extenuating circumstances.

<b>Subject</b>	<b>2005-2007</b>	<b>2008</b>	<b>2010</b>
English*	4	4	4
Social Studies	4	4	4
Mathematics*	2	4	4
Health	1	1	1
Science	2	3	3
Physical Education	2	2	2
Occupational Education	1	1	1
Fine, Visual or Performing Arts	1	1	1
Foreign Language	0	0	2
Electives	13	10	8
<b>Total Credits Needed</b>	<b>30</b>	<b>30</b>	<b>30</b>

*\*At least one credit must be taken each year in both English and Mathematics*

### **Additional State Requirements for Graduation**

1. Washington Assessment of Student Learning (WASL): Beginning with the classes of 2008, students must pass the math, reading, and writing sections of the WASL and be eligible for the Certificate of Academic Achievement (CAA). In 2010, students must pass the math, reading, science, and writing sections and be eligible for the Certificate of Academic Achievement (CAA).
2. Senior Project: The project consists of student demonstration of both learning competencies and preparation related to the state learning goals.
3. High School and Beyond Plan: Students will develop an education plan for their high school experience and one year following graduation.

## **GENERAL INFORMATION**

### **BULLETINS, ANNOUNCEMENTS, AND COMMUNICATIONS**

All notices of club meetings, athletic and social events, general information for the day, and specific instructions are announced through the daily school bulletin. Students responsible for putting notices in the daily bulletin must fill out an announcement form and have it approved by the Activities Director no later than 3:30pm on the day prior to the notice being included in the bulletin. Special notices may be posted in approved areas throughout the high school. All notices must advertise school sponsored activities or events and must be approved by the Activities Director.

### **DISTRIBUTION OF NON-SCHOOL MATERIALS**

Non-school publications and other materials may be distributed on school premises by a student provided that such materials and/or their distribution are not likely to be disruptive or libelous, or are not obscene. Printed matter shall identify the name of the group and its chairperson responsible for the contents and a contact number for the chairperson or organization. The Activities Director will determine the time, place and manner in which such materials may be distributed.

### **DISASTER DRILLS/EMERGENCIES**

Disaster drills are scheduled at regular intervals by law. Drills are meant to improve the quality of response in case of a real emergency, and provide the district with information to increase the safety of all. Evacuation/disaster maps are posted in each room, and instructions are posted in each bus. The safety of students and staff is the priority during the drills. Students are expected to act safely and immediately in response to all drills.

### **FEES**

Students will be expected to provide personal school supplies. Students may be fined for damaging school property or vandalism. These and food charges must be paid prior to release of transcripts, participation in graduation activities, and release of a diploma.

### **LOST & FOUND**

Turn in or look for items with Cindy Spade.

### **PARKING**

Park across from the alternative school or in the high school parking lot. The bowling alley is private property; please do not park there. Mr. McCoy will have you towed away.

### **SEARCHES**

Students, vehicles, school lockers, and personal property may be searched when a school administrator or designee has reasonable cause to believe that contraband is present. Such searches will be conducted in the presence of an administrator/designee and a second adult. When appropriate, all attempts will be made to have the student present during a search.

### **STUDENT PROPERTY**

The district assumes no responsibility for student's personal property. Items such as radios, headphones, tape recorders, cameras, skateboards, cell phones, and other items will be brought at the student's own risk. These items may be locked up by staff and used with permission only. Cell phones must be off during class.

### **TELEPHONE USE**

Each staff member has their own policy about telephone use. Please follow these policies.

### **TEXTBOOKS**

Textbooks are provided by the district. Students need to treat books and equipment with care. Students may be fined for excessive damage, breakage, or loss. Resulting fines or replacement costs will need to be paid in order for the student to receive transcripts or participate in graduation activities.

### **VISITORS**

Student visitors need to avoid being a distraction to student work. If a visitor becomes a distraction, you may be asked to leave. Parent visits are encouraged as long as they do not disrupt the learning environment.

### **STUDENT CONDUCT**

Please take care of our facilities, furniture, equipment, and buildings. Give respect to others and expect it in return. If you don't understand, ask! Do your work and do it quietly. Clean up your mess. No illegal behavior. Behave in accordance with the guidelines in the world of work. Be here daily, on time, and with a smile! Graduate from high school.

### **COMPUTER USE**

Computers are tools: you will lose your computer privileges if you play games, chat, or access inappropriate material when you should be working. Accessing pornography, drug sites, anarchist or illegal sites, and on-line games will result in the loss of your internet pass. Music needs to be personal

(bring your own headphones) and NOT saved to district computer hard drives or back up folders unless school related.

### **DRESS & APPEARANCE**

Follow the district dress code (no clothing with alcohol, drugs, tobacco, or sexual reference or gang attire). No clothing that reveals underwear, halter tops, bare midriffs, sagging pants, swimwear, or short shorts (hem edge aligns with fingertips when standing with hands at one's side). No tobacco products, alcohol, drugs, or weapons. You may be asked to cover these items up or go home and change. You represent Forks Alternative School to others; avoid embarrassing yourself and FAS staff and students. For the safety of others, clothing with spikes must be smooth and dull. Please wear shoes. If clothing is a distraction to others, then you may be asked to not wear things again, the items may be confiscated until after school, or you may be sent home to change clothing.

### **CLASSROOM CONDUCT**

Each classroom has its own particular set of rules and consequences as agreed to by the individual staff member and students. These are posted in each classroom. Please note that these guidelines are to allow the process of teaching and learning to be maximized for each student.

### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

One of the missions of the school is to prepare students for life beyond school. FAS students will refrain from public displays of affection that are not considered appropriate for the public and/or a work setting.

### **LANGUAGE**

No interrupting others. No inappropriate language (profanity or picking fights). Treat others as you want them to treat you: with respect! Please see individual classroom rules for profanity.

### **DEFIANCE**

Students should follow the requests of school staff. Failure to do so is defiance toward school personnel or rules. Defiance is defined as defying instructions of school personnel, the bold resistance of school authority, and/or contemptuous behavior or attitude that is manifested by breaking of school rules. Acts of defiance may result in disciplinary action.

### **AGITATING INCIDENTS**

Students shall not be involved in situations that result in causing, contributing to, stirring up, accelerating, perturbing, etc. a disruption/misconduct incident or one that results in harm to another individual.

### **ROUGH HOUSE & ENDANGERMENT**

No physical contact with others. Aggressive or reckless behavior, including horseplay, jeopardizes the health, safety, or welfare of students or staff will be considered anti-social behavior or harassment. Disciplinary action will be taken.

### **HARASSMENT, INTIMIDATION, & BULLYING**

No personal comments about others; No harassing others; No bullying; No racial slurs.

The school district will promptly and thoroughly investigate reports of harassment and bullying, whether of a physical or of a nonphysical form. If it is determined that either has occurred, the school will act appropriately within the discipline codes of the district and will take reasonable action to end the bullying. A warning letter will be sent home for the first harassment, bullying, intimidation and/or roughhousing offense. Subsequent offenses will lead to suspensions as per the building discipline policy.

### **Harassment**

It is the policy of the Quillayute Valley School District that all students will deal with all persons in ways which convey respect and dignity. Harassment in the form of name-calling, taunting, gestures, intimidation, conduct, jokes, pictures, slurs, or ridicules are prohibited. Such conduct referencing or directed at an individual or group that demeans that person/group on the basis of race, ethnicity, religion,

gender, sexual orientation, creed, age, disability or other extraneous factors is prohibited and shall be grounds for disciplinary action.

### **Harassment - Sexual**

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive school or work environment. This can include:

1. sexually suggestive looks or gestures
2. sexual jokes, pictures or teasing
3. pressure for dates or sex
4. sexually demeaning comments
5. deliberate touching, cornering or pinching
6. attempts to kiss or fondle
7. threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances

Sexual harassment is illegal and will result in disciplinary action.

### **FIGHTING**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could cause physical injury to any person.

### **TOBACCO**

Students shall not use, have visible, or distribute tobacco products on school property. State law prohibits the use of tobacco products on school property. Go across the street to the parking lot. Please keep the butts off the ground.

### **ALCOHOL AND DRUGS**

QVSD is a drug-free zone. Under Board Policy 3249, a student shall not knowingly possess, use, distribute, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind or paraphernalia while:

- on school property;
- off school property at a school activity function or event;
- immediately prior to school or a school activity.

Any student who violates the District's Drug/Alcohol Policy will be encouraged to enter the school Drug/Alcohol Program. A violation that occurs on school grounds or at a school activity will result in the police being called, a choice of a five-day out-of-school suspension and entrance in to a drug/Alcohol program or a twenty-day out-of-school suspension.

If any student has information of concerning drugs/alcohol on school property and wishes to remain anonymous, please call 374-6262 x201 or x 123.

### **WEAPONS**

#### **Weapons on School Premises**

It is not permitted for any person to bring, possess or use weapons of any kind at school and/or bring, possess or use instruments that could be construed to be, or used as, weapons of any kind. This includes all knives and/or edged weapons that are not addressed in the Dangerous Weapons on School Premises section.

#### **Dangerous Weapons on School Premises**

In accordance with RCW 9.41.250 and RCW 9.41.280, it is unlawful for a person to carry onto school premises, school provided transportation, or areas/facilities while being used exclusively by public or private schools:

- Any firearm; or

- Any dangerous weapon including, but not limited to, sling shots, sand clubs, metal knuckles, switch blade knives of any kind; or
- Any device commonly known as "nun-chu-ka sticks" consisting of two 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," which are multi-pointed, metal objects designed to embed upon impact; or
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air or other gas.

Further, in accordance with RCW 9. 41.270, it shall be unlawful for any person to carry, exhibit, display, or draw any firearm, dagger, sword, knife, or other cutting or stabbing instrument, club, or any other weapon apparently capable of producing bodily harm in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for safety of other persons.

Persons who want to anonymously report information concerning a weapon on school property should call the Gun Hotline number: 1-800-862-Guns (4867).

## **DISCIPLINE**

### **BUILDING DISCIPLINE PHILOSOPHY**

Discipline should be thought of as a learning experience with behavior modification as its objective. Unwanted behaviors are modified easiest when the school and parents work together as a team. In addition, any consequences that are used to modify unwanted behaviors should be: supported at home, imposed immediately, firm, fair, consistent, and progressive.

### **INDIVIDUAL DISCIPLINE PHILOSOPHY**

<p><b>ASSAULT</b></p> <ol style="list-style-type: none"> <li>1. 1<sup>st</sup> Referral = 3 day suspension</li> <li>2. 2<sup>nd</sup> Referral = 5 day suspension</li> <li>3. 3<sup>rd</sup> Referral = 10 day suspension</li> </ol> <p>* Possible referral to the police</p>
<p><b>DRUGS/DRUG PARAPHENALIA /ALCOHOL</b></p> <ol style="list-style-type: none"> <li>1. 1<sup>st</sup> Referral = choice of a 5 day suspension and enrollment in a drug/alcohol program or 20 day suspension.</li> <li>2. 2<sup>nd</sup> Referral = long term suspension</li> <li>3. 3<sup>rd</sup> Referral = expulsion</li> </ol> <p>* Referral to the police</p>
<p><b>WEAPONS</b></p> <ol style="list-style-type: none"> <li>1. 1<sup>st</sup> Referral = 5 day suspension</li> <li>2. 2<sup>nd</sup> Referral = 10 day suspension</li> <li>3. 3<sup>rd</sup> Referral = long term suspension</li> </ol> <p>* Referral to the police</p>
<p><b>EXCEPTIONAL MISCONDUCT</b></p> <p>DANGEROUS WEAPONS, THREATS WITH A WEAPON, DISTRIBUTION OF DRUGS</p> <ol style="list-style-type: none"> <li>1. 1<sup>st</sup> Referral = expulsion</li> </ol> <p>* Referral to the police</p>

### **READMISSION**

A student, who has been long term suspended or expelled from a school and wishes to be considered for entrance or readmission to school must appeal to the district superintendent.

### **APPEAL PROCESS**

A parent or a student has a right to appeal disciplinary action. If an appeal is desired, a letter must be received by the school district office within 10 school business days (Monday through Friday, 8:00 a.m. to 5:00 p.m.) with an official request for an appeal hearing.

**ACKNOWLEDGEMENT OF RECEIPT OF FORKS ALTERNATIVE SCHOOL HANDBOOK**

We certify that we have received and read the Forks Alternative School Student Handbook. We understand the responsibilities and expectations of the students, the parents and/or guardians, the staff and the administration to allow an optimum learning environment.

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Student Signature

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Date