

# 2018-2019

QUAIL LAKE

Environmental Charter School  
Student/Parent  
Handbook



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## Falcon's B.E.S.T.: Behavior Matrix

<b>B.E.S.T. in all locations</b>	<b>Classroom</b>	<b>Hallway</b>	<b>Playground</b>	<b>Cafeteria</b>	<b>Bathroom</b>	<b>Library</b>	<b>Office</b>
<p style="text-align: center;"><b>Bs for Be A Falcon</b></p> <p>Be Respectful Be Responsible Be Honest Do Your Personal Best</p>	<ul style="list-style-type: none"> <li>*Keep hands and feet to yourself</li> <li>*Use materials appropriately</li> <li>*Be honest</li> <li>*Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>*Be aware of others</li> <li>*Face forward in line</li> <li>*Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands and feet to yourself</li> <li>*Be aware of activities around you</li> <li>*Take a knee when recess is over</li> <li>*Leave personal items in the classroom</li> </ul>	<ul style="list-style-type: none"> <li>*Walk at all times</li> <li>*Stay seated with your feet on the floor</li> <li>*Stand in line</li> <li>*Wait patiently</li> </ul>	<ul style="list-style-type: none"> <li>*Walk at all times</li> <li>*Keep hands and feet to yourself</li> <li>*Use a quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>*Use space safely</li> <li>*Maintain bookshelf order</li> <li>*Use quiet voice</li> <li>*Wait in line patiently</li> <li>*Push in chairs</li> </ul>	<ul style="list-style-type: none"> <li>*Enter quietly</li> <li>*Sit appropriately on office furniture</li> <li>*Be polite to office staff</li> </ul>
<p style="text-align: center;"><b>E is for Effort</b></p>	<ul style="list-style-type: none"> <li>*Do your personal best</li> <li>*Listen attentively</li> <li>*Treat others as you want to be treated</li> <li>*Come prepared and ready to learn</li> <li>*Be in uniform</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in line when walking to and from classes</li> <li>*Use appropriate language</li> <li>*Be in uniform</li> </ul>	<ul style="list-style-type: none"> <li>*Strive to make friends with others</li> <li>*Be a good sport</li> <li>*Be a problem solver</li> <li>*Be in uniform</li> </ul>	<ul style="list-style-type: none"> <li>*Raise your hand for help</li> <li>*Eat food carefully</li> <li>*Stay seated until dismissed</li> <li>*Be in uniform</li> </ul>	<ul style="list-style-type: none"> <li>*Return to previous location quickly</li> <li>*Report any clean-ups needed to staff</li> <li>*Be in uniform</li> </ul>	<ul style="list-style-type: none"> <li>*Return library books on time</li> <li>*Use a quiet voice</li> <li>*Complete tasks</li> <li>*Be in uniform</li> </ul>	<ul style="list-style-type: none"> <li>*Complete tasks or errands quickly</li> <li>*Be polite to office staff</li> <li>*Be in uniform</li> </ul>
<p style="text-align: center;"><b>S is for Self-Control</b></p>	<ul style="list-style-type: none"> <li>*Do your own work</li> <li>*Use a quiet voice</li> <li>*Think before you act</li> <li>*Cell phones powered off</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly to your destination</li> <li>*Use a quiet voice</li> <li>*Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Control body and possessions</li> <li>*Listen for whistle to stop</li> <li>*Line up when directed</li> <li>*Make good choices</li> <li>*Take turns</li> <li>*Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>*Throw away all trash / trays in the trash can</li> <li>*Keep hands and feet to yourself</li> <li>*Speak in a quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>*Keep bathroom facilities clean</li> <li>*Wait your turn patiently</li> <li>*Use a quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>*Use space safely</li> <li>*Follow AR code of conduct</li> <li>*Use computers for school work only</li> </ul>	<ul style="list-style-type: none"> <li>*Use a quiet voice</li> <li>*Listen to office staff and follow directions as given</li> </ul>
<p style="text-align: center;"><b>T is for On-Task</b></p>	<ul style="list-style-type: none"> <li>*Be on time</li> <li>*Listen attentively</li> <li>*Be willing to participate and answer questions</li> <li>*Complete your class work and homework</li> </ul>	<ul style="list-style-type: none"> <li>*Follow teachers' directions the first time given</li> <li>*Be in the right place at the right time</li> <li>*Walk with a purpose</li> </ul>	<ul style="list-style-type: none"> <li>*Follow playground rules</li> <li>*Snacks are eaten in the MPR</li> <li>*Play in designated areas</li> <li>*Use bathroom and get drinks before the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>*Politely remind friends to follow cafeteria rules</li> <li>*Follow directions first time given</li> </ul>	<ul style="list-style-type: none"> <li>*Use facilities appropriately (water, soap, paper towel)</li> <li>*Return to previous location quickly</li> </ul>	<ul style="list-style-type: none"> <li>*Look at the speaker</li> <li>*Ask questions for clarification</li> <li>*Listen to the story</li> </ul>	<ul style="list-style-type: none"> <li>*Wait patiently for your turn</li> <li>*Be helpful when needed</li> <li>*Work quietly on any assignments or tasks given</li> </ul>

# Quail Lake 2018-2019

## Important Dates

### Major School Dates

QL Office Opens	Aug 6
Back To School Night	Aug 14
First Day of School	Aug 16
Parent Teacher Conf.	Nov 13-16
Open House	Apr 24
SBAC/STAR (Gr 3-8)	May
Last Day of School	Jun 7

### Non Minimum Wednesdays

August 22 & 29  
December 12  
June 5

### Holidays (No School)

Labor Day	Sept 3
Veteran's Day	Nov 12
Thanksgiving	Nov 19-23
Winter Recess	Dec 17-Jan 4
MLK, Jr. Day	Jan 21
Lincoln's B-Day	Feb 11
Washington's B-Day	Feb 18
Spring Recess	Apr 15-22
Memorial Day	May 27

### 2018-2019 Registration Dates for 2019-2020

Application Window	Feb 1-28
Lottery	TBA
Reg. Orientation	TBA
Registration Assessments	TBA

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# Principal's Message

Dear Quail Lake Students and Parents,

Welcome to Quail Lake Environmental Charter School! Whether you are joining us for the first time this year or have been with us for a number of years, we believe you have made the right choice for your child's education. The Quail Lake family is committed to providing your child with strong academic and co-curricular programs coupled with high standards and expectations, a dedicated staff and high levels of parent and community involvement.

Our priority is to provide a safe and secure environment for all students. This handbook has been prepared to provide a convenient reference for basic and essential information concerning the policies, procedures, and programs of the school. Both students and parents are encouraged to read this handbook and keep it as a reference during the course of the school year.

We believe that parents play a critical role in the success of our students. Parents, you are your child's first and most important teacher. We invite you to work in partnership with your child's classroom teacher. Parent and teacher perspective, working in partnership, are critical to ensure that your child's time at Quail Lake Environmental Charter School is exciting and rewarding.

As the year gets underway, there will be opportunities offered by our PTO and Quail Lake Staff to become involved at your school. We encourage all our families to be active members in supporting education. The more involved you are, the better your year will be! So, I ask you to be looking for that special opportunity that you can contribute to your school, even if it's in the smallest of ways.

We know that your child's success is dependent upon good communication between school and home. Please be assured that whenever we are given the opportunity, we will communicate with you about the wonderful things that are happening at Quail Lake. We encourage your participation and invite you to express an idea, thought, comment or suggestion. Please feel free to contact me, or any staff member. Our office number is 559-524- 6720.

I am very excited that you will be a part of the Quail Lake Falcon Family this year and the staff and I look forward to working with you!

Warm Regards,

Kim Labosky, Principal

Email: [kim\\_labosky@sanger.k12.ca.us](mailto:kim_labosky@sanger.k12.ca.us)

## MISSION/VISION

### *Sanger Unified*

“Every Child, Every Day, Whatever It Takes!” has been the motto of Sanger Unified for over 10 years. It is because of the hard work of our employees and students that Sanger continues to be a great place to raise a family and educate children. Our goal is to promote early childhood literacy and to prepare students to be college and career-ready with options and opportunity. In Sanger, we believe in the following core principles: 1) Hope is not a strategy, 2) Don't blame the kids, 3) It's about learning, 4) Believe all students can and must learn !

Sanger Unified School District Mission: To Improve Student Achievement

Sanger Unified School District Vision: All students will have options to demonstrate what they learn and the opportunities to be successful and achieve their dreams.

### *Quail Lake*

At Quail Lake Environmental Charter School we make learning real!! Students learn, laugh, grow, create and innovate while participating in hands-on science based inquiry to solve real-world problems through science literacy, technology, engineering, and math.

Students engage in environmentally based instruction through an integrated curriculum that maintains high standards and expectations for learning. By using real world skills and hands-on opportunities, staff inspires curiosity, creativity, and critical thinking. Staff and students work in a culture of collaboration and communicate on projects allowing opportunities to take risks and be actively involved in the learning process.

# **SANGER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES**

<b>Peter. R. Filippi</b>	President
<b>Marcy Masumoto</b>	Vice President
<b>Ismael (Mike) Hernandez</b>	Clerk
<b>Kenneth R. Marcantonio</b>	Member
<b>Brandon Vang</b>	Member
<b>Jesse Vasquez</b>	Member
<b>Tammy Wolfe</b>	Member

## **SANGER UNIFIED ADMINISTRATION**

**SANGER UNIFIED SCHOOL DISTRICT  
DISTRICT OFFICE AND SERVICE CENTERS**

**Administration Building  
1905 Seventh Street  
Sanger, California 93657  
(559) 524-6521 or (559) 237-3171  
Fax: (559) 875-0311**

<b>Adela Jones</b>	Superintendent
<b>Eduardo Martinez</b>	Associate Superintendent
<b>Tim Lopez</b>	Associate Superintendent
<b>Karl Kesterke</b>	Area Administrator
<b>Jamie Nino</b>	Area Administrator

## Administration

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## Instructional Support Provider/Support Staff

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## **ATTENDANCE INFORMATION**

It is well established that faithful and regular school attendance is related to student progress and achievement. In order for your child to do his/her very best, it is important that he/she be in school as many days as possible.

For both educational and financial reasons, we need your help in making sure your child has good attendance. As per the Quail Lake Environmental Charter Agreement/Compact, **parents agree to support regular attendance, and promptly observe the opening and closing times of the instructional day. Students must maintain a 95% or greater attendance rate, including absences and tardies. Students with an attendance rate less than 95% are in jeopardy of losing their guaranteed roster spot.** There are times when it is necessary for a child to miss school. For example, we do not recommend that a child come to school if he/she is ill or could spread his/her illness to others. **We need your help in minimizing all other absences.** Also, remember that every day missed puts your child behind. Attendance is important! Please send your child to school every day.

### **School Day:**

The school day begins at 8:10 when the first bell rings for students to report to class and ends at 2:50pm when the final bell rings to release students to go home or to after school activities. On minimum day schedule, school still starts at regular time, but ends at 1:20pm. Kindergarten will dismiss at 1:20pm each day, regardless of minimum day schedule. Students may not be dropped off on campus before 7:50am unless they are enrolled in Campus Club. Families will receive one warning and then a meeting with the Principal will be required to establish a morning supervision plan for children arriving prior to the 7:50am bell.

### **Foggy Day:**

Sanger Unified reserves the right to call a foggy day schedule when it is determined that visibility in the district as a whole may impair the safety of the students riding busses. There are (3) different plans in which the district can call to affect morning routes: Plan A (busses delayed 2 hours), Plan B (busses delayed 3 hours), and Plan C (all morning routes cancelled). Student bus riders will not be marked tardy when a foggy day schedule is called. In the event that all morning bus routes are cancelled, it is the responsibility of the parent to get the child to school.

### **Attendance Procedures:**

1. The parent or guardian should make a telephone call to the school (524-6720) by 10:00 a.m. the day of the absence. If calling before 7:45 a.m. or after 4:00 p.m., you may leave a message on the recorder. The following information is required:
  - a. Parent/guardian's name
  - b. Student's name
  - c. Reason for absence
  - d. Date of absence
2. If the student has been absent and no call has been made, then the student must bring a written note (date, reason, days of absence, and signature) to school upon their return.
3. Students arriving at school after school starts must report to the office before going to class.
4. If a student visits a doctor, written verification from the doctor should be provided to the office.
5. Students with excessive absences/tardies will be referred to the School Site Mini-SARB.

Please observe the following:

1. If you plan to take your child out of school for five (5) or more days (i.e. out-of-town trip), please let their teacher and the office know **at least two weeks (14 days including weekends) in advance (non-negotiable)**. An independent study contract may be set up which will help maintain the continuity in your child's education. Please see the independent study information below.
2. Parents are urged to schedule medical appointments in the afternoon or non-school hours.
3. Students physically present on campus every day on time, without any absences (excused or unexcused), removal during the school day or tardies, are eligible for perfect attendance.

**Attendance Regulations:**

Authorized Absences\* – A student absence is excused for the following main reasons:

1. Illness or injury
2. Quarantine
3. Medical, dental, optometry, or chiropractic appointment
4. Funeral of immediate family

Unexcused Absences\*– Absences are considered unexcused if they do not meet the criteria for authorized absences. Such absences may include, but are not limited to:

1. Parent or student initiated absences not approved by the principal or designee
2. Shopping
3. Babysitting
4. Vacations

\*See S.U.S.D District Handbook for complete details of absences.

**Tardy Policy:**

**A student is deemed tardy if he/she arrives to the teachers' designated area after the tardy bell (8:15am) has rung or if student is removed from school prior to the final bell at the end of the school day, it is also counted as a tardy.**

**Excessive Absences/Tardies:**

A student shall be declared excessively absent if he/she is absent/tardy for more than five percent (5%) of the school days of the total enrollment so far in the school year. Families of students with less than 95% attendance may be in danger of being dismissed from the school due to excessive absences and will be required to meet with the principal until attendance improves. On campus or home suspensions will count towards the expected 95% attendance rate.

**School Attendance Review Board (SARB) and Mini-SARB:**

SARB was established to provide assistance to meet the needs of students/parents with attendance problems. The Quail Lake Mini-SARB team consisting of administration, school psychologist, nurse, and parent/community member provides possible alternatives and assistance to referred students who find it difficult to attend school on a regular basis.

Attendance is reviewed monthly. Students and parents will be notified if the student has a tardy/absenteeism rate of 10% or more. The following steps shall be taken if the student exceeds this rate:

1. **Warning Letter** – A letter will be sent to the parents notifying them of the attendance problem.
2. **First SARB Letter** – If the attendance does not improve after the warning letter, a SARB letter will be sent home and Mini-SARB conference will be held. An attendance contract will be established to improve the student's attendance.

3. **Second SARB Letter** - If the attendance does not improve after the first Mini-SARB conference, a second SARB letter will be sent home and a second Mini-SARB conference will be held. The attendance contract will be reviewed and/or modified to improve the student's attendance.
4. **Third SARB Letter** - If the attendance does not improve after the second Mini-SARB conference, a third SARB letter will be sent home and a third Mini-SARB conference will be held. The attendance contract will be reviewed and/or modified to improve the student's attendance.
5. If the student's attendance does not improve after the third Mini-SARB conference, the student will be referred to the district SARB team.

### **Independent Study:**

When a student and parent anticipate an absence that would normally be unexcused, that student may be placed on Independent Study. Independent Study allows students to obtain all assignments prior to the anticipated absences and not be penalized for an unexcused absence. **The parent/guardian must contact the office two weeks (14 days including weekends) PRIOR to the anticipated absences to initiate the process.** State regulations do not allow Independent Study contracts for less than five (5) days.

A parent/guardian must sign all contracts before the student goes on Independent Study. Work is due upon return. Lost, missing, or incomplete work cannot be made up after this time.

All Independent Study contracts and assignments will be reviewed when returned to properly determine attendance credit. All Independent Study contracts are subject to approval by site principal. A student who has been on Independent Study **will not be eligible for perfect attendance.** The following guidelines apply:

1. SARB students cannot participate.
2. Special Education students cannot be placed on Independent Study unless it is stated in the IEP that Independent Study is an appropriate placement.
3. Although there is no specific maximum length of time in Board Policy, short Term Independent Study should not be for a period of more than 10 days. This is for the entire school year. Exceptions may apply.

## **ACADEMIC POLICIES**

### **Progress Reports:**

Progress reports are issued to students three times per year. They are issued after the sixth or seventh full week of instruction in each trimester. All students must get a parent signature on their progress report and return it by the following week. Parents may request a progress report from their classroom teacher as needed. Each student has an access code (user id & password) for PowerSchool (6-8 grade) and Illuminate (1-5 grade). Parents may access grades at any time using this technology.

### **Trimester Report Cards:**

Report cards are issued at the end of each trimester (approximately every twelve weeks). Parents must sign and return acknowledgement of the report card. Conferences will be held after the 1<sup>st</sup> trimester, during the third week of November.

### **Late Work:**

Any assignment that the student was in class to receive and did not complete by the due date is considered late. Teachers will establish their own late work acceptance policies. This includes work

that is missed due to school activities, athletic practices and events. All work must be made up in a timely manner based on teacher expectations.

### **Homework Policy:**

At Quail Lake, homework is an integral part of the educational process. It is an extension of the classroom, giving students reinforcement in using what was taught in the classroom. It allows students to develop self-discipline and self-confidence. Homework encourages students to work independently, use time wisely, and develop a sense of responsibility. Homework fosters good study habits that will be useful throughout the student's school career. Homework also provides a communication between school and home. It gives parents an opportunity to see what their student is doing in school and an idea of their progress. Each student will work better when he or she senses his/her parents' interest in his/her schoolwork. Parents with a concern about homework are encouraged to contact their student's teacher.

We suggest the following guideline be used:

1. Provide a study area – Good lighting, proper seating at a table or a desk, adequate materials, and sufficient space are essential. Distractions such as radio, TV, non-essential ipad/computer use, and phone calls should be eliminated.
2. Provide a specific time period – Establish a routine and specific time to complete homework if at all possible.
3. Think positively – Encourage your student to understand the value of homework. Give as much assistance as necessary, but remember that homework is your child's responsibility.
4. Supervise homework – Parents are encouraged to check their student's daily planner or assignments posted online. Make sure your child has enough time, understands the directions, and works carefully.
5. Help the homework habit – If your student does not bring homework home, or is not writing daily assignments in their planner, please contact the teacher. This will help you determine whether he/she is completing it in school, forgetting it, or failing to bring it home. **Always contact the teacher when in doubt.**
6. Organize, organize, organize – Please check your child's backpack and binder on a regular basis. Staying organized is essential to academic success. If your child continues to have organizational difficulties, please contact their teacher.

### **Textbooks/iPads:**

Textbooks and iPads will be issued by the teachers. Students are responsible for the care of each item assigned to him or her. Texts that are lost or stolen and books that show excessive wear and/or damage are charged to the pupil and parents. **Students are required to keep all textbooks covered.** Heavy wrapping paper or any commercial cover is adequate. Teachers will check periodically on textbooks, their ownership and condition. iPad insurance is available for students who are assigned an iPad. Please contact your teacher for insurance information. **A student must turn in the same textbook and iPad that was issued to him/her.**

### **Recommended Materials:**

Your child's teacher will give you a list of materials recommended for use in their classroom. If you are unsure about any of the items, please check with your child's teacher. Please label all personal items with a black permanent marker.

### **Accelerated Reader (Grades 1-6)**

We want to take this opportunity to inform you about Quail Lake's Accelerated Reader program. Accelerated Reader is a computer program developed by Renaissance Learning ([www.renlearn.com](http://www.renlearn.com)) that helps teachers and librarians manage and monitor children's independent reading practice. AR sets goals and directs on-going reading practice and instruction. Our ultimate goal is to create good readers and to also encourage students to read for the enjoyment of reading.

Students will take a STAR Reading test on the computer in August, November and March to determine AR reading level for each trimester. Based on the STAR testing results, your child will receive a specific goal, that he or she must meet the full percent of goal for the trimester. Every student's goal will be individualized according to his or her reading ability. Points will be based on grade level expectations, including both in-class reading and at-home reading. Students will take AR tests on the books they read and must score 85% or better. Percent of goal will be monitored throughout the trimester. Finally, students will take a STAR Reading test in May/June to show reading growth throughout the year.

Independent reading is a homework assignment. We use the AR program to monitor student accomplishment of this homework. To reward students for their efforts, we do offer incentives for those who reach their goals. The library will give out AR charms (1<sup>st</sup> – 6<sup>th</sup> grade) during library visits based on points earned. However, we do find it necessary to hold students accountable for not making progress towards their goals. In order to ensure the goals are met at the appropriate time, teachers will monitor student progress every few weeks. Students not making adequate progress are at risk for nonparticipation in the Falcon B.E.S.T. trimester reward activity. Your teacher will check that students have made 25%, 50%, and 75% of their goal throughout the trimester before we hit the 100% mark. You will be notified by your student's teacher if child is behind in their progress. In addition, teachers often set weekly goals with students to help them stay on track.

Please refer to the Falcon Feathers and/or the school calendar online to help your student to make progress. Check dates for 25%, 50%, and 75% of goal achieved will be posted.

Students who have achieved their percent of goal at each checkpoint will be allowed to continue to read and monitor themselves. Otherwise the teacher may check in daily and require that the student read at recess or other available time.

K-3 classrooms have a designated time each week when they go either together or in small groups to the library, and students have the opportunity to check out books and take AR quizzes. *Library hours are posted on the Quail Lake website.*

You should receive your student's reading level and goal within the first week of the trimester. Divide the goal by the number of weeks in the trimester (usually 12), and that will tell you the approximate number of points s/he must achieve per week. Please support and encourage your student as s/he progresses towards this goal.

Students have many opportunities to earn AR points. They can take tests when the teacher or librarian reads to them. They can often test on novels or books read in class. They can also test on their books that they read independently at home or in their spare time.

### **Guidelines for Testing:**

- Encourage your child to read within their reading level range and score 85% or higher on his/her quizzes.

- Parents cannot read quizzes to children.
- Care should be taken that other students and/or parents do not have access to usernames. All student information is considered confidential.
- Student may only take quizzes on books they have read or that someone has read to them this school year.
- Students may not take a quiz on a book that has been made into a movie, video, or television show unless they have also read or heard the book read this school year.
- Students may not take quizzes for other students.
- Students may not discuss AR questions or answers with other students.
- AR quizzes may not be taken from home.

#### Consequences for Not Following Testing Guidelines

Those who do not follow these guidelines will experience these consequences:

- a. The quiz or quizzes involved in the incident will receive a score of 0.
- b. Parents will be notified.
- c. Students may receive discipline action according to the district handbook for “cheating”.
- d. Any student caught cheating on an AR test may not be eligible for the Trimester Reward Activity.

Making AR Easier: Renaissance Home Connect is connecting parents and extending practice.

Renaissance Home Connect improves the school-to-home connection by allowing parents and students to log in to a website and view the student’s reading practice and progress towards goals. Access to online results promotes discussion between parents and students, which motivates students and can make reading practice even more effective. In addition, parents can specify up to six email addresses to receive automatic updates in English or Spanish on their student’s reading progress. You will receive login information from your teacher at the beginning of the year. Teachers may modify the AR program to fit the needs of students in their classrooms.

#### **8<sup>th</sup> Grade Promotion Requirements:**

As per SUSD Board Policy 5127, the following are the requirements for 8<sup>th</sup> grade students to participate in the *promotion exercises* at the end of the year. Failure of the following requirements does NOT deny promotion to the ninth grade.

#### ACADEMIC STANDARD

- A minimum of 2.0 cumulative grade point average in grades 7 and 8 in all core and elective classes.

#### CONDUCT STANDARD

- In Eighth grade year, two (2) suspensions will cause a student to be ineligible (two [2] separate incidents). Both on and off-campus related suspensions will be counted for this purpose.
- Student may not be on site ineligible list.
- Student may not be in violation of behavior contract.

#### ATTENDANCE STANDARD

- In Eighth grade year, students may not have more than 20 absences. (3 unexcused)
- Long term illness should be addressed with home school contacts.
- Make up days with Saturday School or the equivalent.
- Students cannot be truant.

- Students must attend school on the day of the ceremony or have a medical excuse.

*\*Please see SUSD Board Policy 5127 for complete details.*

### **Grade Level Retention Policy**

Sanger Unified School District expects each student in grades K-8 to grow at least one year academically in each of the core content areas during each school year. If less than a year of growth is demonstrated, a student might be eligible for retention according to SUSD Board Policy BP5123 and AR5123.

### **Rectification**

Students earning a failing grade in any of the core content classes during any trimester must make up the missing work or demonstrate a level of mastery on the deficient content standards.

<b>GENERAL SCHOOL INFORMATION</b>
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### **Campus Visitors/Volunteers and Chaperones:**

Parents are invited and encouraged to visit the school and/or classes and volunteer their time. Volunteer hours may also be completed through other volunteer activities.

All visitors must check into the main office to receive approval and a visitor's badge. All visitors must wear the badge and have it visible at all times. Quail Lake reserves the right for approval and denial of all visitors. All visitors to campus will need to initially bring their driver's license to be verified through our Raptor system. Once inputted into the system, ID will no longer be necessary. Thank you for your understanding.

### **Picking up student during the school day:**

If you need to pick up your student prior to the end of the school day, please come to the office. **Please do not go directly to the classroom to pick up your child.** Parents must sign out their child, and sign in their child if returning to school. **The office will call the classroom and have the child sent to the office or you will be directed to the appropriate room to personally retrieve them.** Removing your child from early from school is considered tardy. Also, should you decide to check out your child early from any field trip, it will be considered a tardy. If you are taking your child out for lunch, please follow the above procedures. Please remember, you must come back to the office and sign them back in when returning. If students return to the school grounds late from lunch, they will be considered tardy.

### **Dropping off and picking up students:**

Students may be dropped off in the morning 25 minutes before the start of school (7:50 a.m.) and not anytime before unless supervised by a parent/guardian. **Any students left unattended prior to 7:50 a.m. will be given one warning and any subsequent violations will require a meeting with the principal to discuss morning supervision (Campus Club).** Supervision will be provided at 7:50 a.m. both in the drop off area, playground and MPR is children would like to eat breakfast. Students should walk to their classroom, set their belongings down outside the door, and walk to the MPR or playground area.

Students not riding the bus are to be picked up after school in a timely manner (*no later than 15 minutes after the end of school*). Parents and students should prearrange who will be picking them up

and the location to be picked up. Please make every effort to adhere to this policy since there is not supervision scheduled after school for students who are picked up late. **Any students left unattended 15 minutes after dismissal times will be escorted to the office. Meeting with the principal to discuss afterschool supervision (Campus Club) may become necessary.**

Please keep in mind that our school needs to know if transportation arrangements for your child will change on a particular day for whatever reason. Please send a note with your child the morning of the change in schedule. Bus passes must be submitted before school to the office. Passes will not be issued if not received before school.

**Messages, Balloons, and Flower Deliveries:**

1. Deliveries of balloons, flowers, and gifts will not be accepted.
2. No messages from parents will be delivered, unless extreme circumstances occur.
3. Lunches or lunch money will be delivered when necessary.
4. Forgotten homework, books, binders, etc. may be delivered to the office. Please do not deliver them directly to the classroom.

**Bicycle Racks:**

Bicycle racks are provided for students to lock their bikes. Students must not chain bikes to trees or light poles. There will be no loitering allowed in this area.

**Student Lunches:**

Students may bring their own lunch or purchase a meal from SUSD Food Service. Families may apply for free/reduced lunch at the beginning of the year (form included in first day packet) or at any time financial circumstances for the family change. Negative balances must be addressed immediately to ensure continuation of this service. No child will be required to go without lunch because of nonpayment. Payment can be made online or in the MPR. Payments will not be accepted in the school office.

**Falcon Feathers:**

Falcon Feathers is a weekly newsletter that is posted on classroom websites or sent out via email by the teachers at the end of each week. Important information and dates are included each week. Arrangements may be made for paper copies. Please request a paper copy from your teacher.

**Lost & Found:**

Articles found on the campus should be turned into the Lost & Found in the cafeteria. Items other than clothing should be turned into the office. Lost & Found items will be displayed outside on a regular basis. If you are missing an item, please check the Lost & Found bin located in the cafeteria.

Quail Lake believes in recognizing students for their efforts both inside and outside the classroom. Monthly and trimester awards assemblies are held to honor students. Parents will receive advanced notification of their child's award and are encouraged to attend.

### **Weekly Awards:**

Quail Lake promotes character education through our Community of Caring Program. Students who are "caught" demonstrating outstanding character are given a "Caught with Character" ticket. These tickets are entered into a drawing for weekly prizes.

### **Student Awards: (will be awarded bimonthly)**

**Character Award (K-5)** - One student each month from each classroom will be given this award. Teachers will select the student who best demonstrates the character trait for that month. The student will receive a plaque and complimentary picture.

**Falcon Reader (K-5)** - One student each month from each classroom will be given this award. Teachers will select the student who has demonstrated great improvement and/or performance in reading. Students will receive a certificate and a complimentary picture.

**Falcon Writer (K-5)** - One student each month from each classroom will be given this award. Teachers will select the student who has demonstrated great improvement and/or performance in writing. Students will receive a certificate and a complimentary picture.

**Science Award (K-5)** - One student each month from each classroom will be given this award. Teachers will select the student who has demonstrated great improvement, effort, and/or performance in science. Students will receive a certificate.

**Mathematician Award (K-5)** - Students that have met SUSD Math Facts standard for their grade level (recognition is at first time of achievement). Students will receive a certificate.

### **Trimester Awards:**

**Principal's Character Award (K-8)** - Students who receive all Outstanding marks in the social skills and work habits area on the trimester report card earns this award. Students will receive a certificate.

**Trimester Perfect Attendance (K-8)** - Students who are at school every day of the trimester without any tardies earn this award. A student must be at school from the moment the tardy bell rings until dismissal at the end of the day to receive perfect attendance. Students will receive a certificate.

**Principal's Achievement Award (3-5)** - Students who receive all "4's" (exceeding standard) on their trimester report card earn this award. Students will receive a certificate.

**Honor Roll Award (3-5)** - Students who receive all "3's" and "4's" (proficient and exceeding standard) on their trimester report card earn this award. Students will receive a certificate.

**Principal's Honor Roll (6-8)** – Students who have a grade point average of 4.0 on their trimester report card earn this award. Students will receive a certificate.

**High Honor Roll (6-8)** – Students who have a grade point average of 3.5 – 3.99 on their trimester report card earn this award. Students cannot have any “D”s or “F”s on their report card to be considered for High Honor Roll. Students will receive a certificate.

**Honor Roll (6-8)** – Students who have a grade point average of 3.0 – 3.49 on their trimester report card earn this award. Students cannot have any “D”s or “F”s on their report card to be considered for Honor Roll. Students will receive a certificate.

**Falcon Character (6-8)** - One student each trimester from each classroom will be given this award. Teachers will select the student who best demonstrates the Falcon BEST character traits throughout the trimester. The student will receive a plaque and complimentary picture.

**Falcon Scholar (6-8)** – One student each trimester from each classroom will be given this award. Teachers will select the student who has shown great progress or achievement in academics.

### **Yearly Awards:**

**Block “QL” (4-8)** – To earn this award, a student must be one who is an active and enthusiastic participant in the activities of the school, engaged in the pursuit of excellence, and has met certain standards of achievement and performance. Points are earned in various categories for participation. Students will earn a plaque the first year, and an engraved plate (for the plaque) each year thereafter. This award is presented at the end of the school year. *Please see Appendix*

**Perfect Attendance (K-8)** - Students who are at school every day of the school year without tardies are eligible for this award. A student must be at school from the moment the tardy bell rings until dismissal at the end of the day to receive perfect attendance. Students removed from school before the end of the school day will not be eligible for this award. Students will receive a medallion at the end of the school year.

**Falcon-of-the-Year (8<sup>th</sup> only)** – One female and one male student who have demonstrated outstanding character, academic achievement, and school involvement. The student will receive a plaque and have their name placed on a perpetual plaque displayed in the office. The student will be presented with this award at the 8<sup>th</sup> Grade Promotion Ceremony

**Tom Flores Award/Final Character Award of the Year (K-8)** – The Tom Flores Youth Foundation recognizes students each year for their outstanding achievement and character. One student from each class is selected to receive this award. Students will receive a medallion and certificate from the foundation.

***Quail Lake Charter School prides itself in the conduct of its students. A well disciplined, neat, orderly, and clean atmosphere provides for the best environment for students to take full advantage of their educational opportunities.***

Student responsibilities are:

1. To come to class on time, be prepared to work, complete homework assignments, and work productively the entire class period.
2. To follow school and classroom rules and not disrupt the class or school activities.
3. To respect others, their property, and school property.
4. To report ***immediately*** problems, difficulties, or conflicts to a staff member at school as necessary.

**Falcon B.E.S.T. Reward Activity:**

Students are assigned five Falcon BEST points. Students may lose Falcon BEST points when they fail to meet their responsibilities listed above. Examples of behaviors that result in a loss of Falcon BEST points include, but are not limited to the following:

- Not earning 100% of their AR goal at Trimester (discretion of teacher, alternate assignments may suffice)
- Failure to pass all content areas with a D or better
- More than 3 assignments missing in the grade book at end of each trimester
- Incomplete, missing or late homework;
- Uniform violations
- Bus referrals,
- Failure to follow Falcon B.E.S.T. matrix (please see in addendum)
- School material (s) not being returned (or paid for) in a timely manner. This includes but is not limited to library books, sports uniforms/equipment, outstanding balances with the school, and forms requiring a parent signature.

A written Positive Behavior Student Accountability Progress Report form will be sent home for each loss of point(s). Parents must sign and return one copy of this form. Multiple losses of Falcon BEST Points may result in a scheduled meeting with the teacher and/or principal.

To encourage and recognize responsible behavior, 1<sup>st</sup>-8<sup>th</sup> grade students whom have not lost their five Falcon BEST points and earned 100% of their AR goal during each trimester will be allowed to participate in the Falcon B.E.S.T. Reward Activity. Any student who is suspended during the trimester or is caught cheating on any school assignment including AR testing will be automatically disqualified from the reward activity. The school will plan both on-site and off-site activities, as funding allows, that are fun and exciting for the students.

***Award activities may vary due to availability, funding, and student interest***

***Quail Lake Environmental Charter School prides itself on the conduct of its students. A well disciplined, neat, and clean atmosphere provides the best learning environment for students to take full advantage of their educational opportunities. All students must wear uniforms to school. Quail Lake is a uniformed school. By choosing to enroll in Quail Lake, you are choosing to honor the QL Uniform Policy and procedures.***

**Purpose of Uniforms:**

- A. Increase campus safety and security:** Students or strangers who are not in uniform can easily be identified. Expensive jackets and clothing will not be a distraction for others.
- B. Increase school spirit and community:** Uniforms foster a sense of belonging and a spirit of identification and pride in the school.
- C. Increase acceptance for all students:** An emphasis is placed on “who you are”, and not “what you wear”. Uniforms help to eliminate elitism. No one student is “better” because of what he or she wears.
- D. Improve academics:** There is more time for teaching and a reduction of time spent on discipline. There is a business-like atmosphere for learning.

**Uniform Step Policy:**

The following steps will be utilized by the Quail Lake staff for uniform policy violations.

- Step 1: Warning: Student will receive a Falcon BEST Form; noting uniform expectations
- Step 2: Loss of Falcon BEST point
- Step 3: Loss of Falcon BEST point, student meeting with Principal
- Step 4: Loss of Falcon BEST point, parent conference with Principal

***Additional uniform policy violations will be considered willful defiance of the Quail Lake Charter School Policy and suspension/school placement will be considered. Please see Quail Lake Parent/Student Charter Compact.***

\* A small selection of acceptable clothing items is kept in the office. Every attempt will be made to get students into dress code and returned to class as quickly as possible. In the event that clothes are not readily available at school, the parent(s) are expected to deliver clothes within the hour.

## **Quail Lake Charter School Uniform Policy 2018-2019**

How students dress at school should take into consideration the following:

1. Quail Lake Charter School Uniform Policy.
2. Weather and conditions of the seasons.
3. The active nature of children.
4. The requirements of physical education.
5. Recess activities.

**ALL ITEMS AWARDED/PURCHASED THROUGH QUAIL LAKE ARE APPROVED FOR USE**

Parents and children should use good judgment in selecting the clothing the child will wear to school and abide by the following the uniform policy. There is no deviation from the following uniform policy.

**Students will be held responsible and required to change immediately if they are not dressed accordingly.**

Garment Type	Style	Colors (solid only)	Fabric	Other Requirements

Tops	Polo Shirt Oxford Shirt Turtleneck Mock Turtleneck	Black White Navy Blue Gray Teal- (spirit store purchase only)	Cotton Cotton Blend	<ul style="list-style-type: none"> <li>• All shirts must have a collar.</li> <li>• All shirts/blouses must fit properly.</li> <li>• No T-shirts (exception on Spirit Days).</li> <li>• No sleeveless shirts/blouses/dresses/jumpers</li> <li>• No logos/lettering greater than 2" x 2" and must be within school uniform colors for tops.</li> <li>• Undershirts may be worn, but must be a solid uniform color and be tucked in.</li> </ul>
Bottoms	<p><u>Options for Boys:</u> Pants Shorts <b>(No sweatpants, sweatpant-like or athletic wear (active/bike shorts or legging type shorts))</b></p> <p><u>Options for Girls:</u> Skirts/skorts Jumpers w/collared shirt Dresses must be solid Colored w/Collar Dress in uniform colors (Black, White, Navy Blue, Tan, Gray) Pants Shorts <b>(No sweatpants, sweatpant-like or athletic wear (active/bike shorts or pants))</b></p>	Black White Navy Blue Tan Gray	Cotton Cotton Blend Cotton twill Corduroy Denim or denim-like in appearance (Friday only)	<ul style="list-style-type: none"> <li>• Must be fitted at waist (no more than one size too large or one size too small).</li> <li>• Pant hems should be 1-inch from floor with shoes on and not bunched up at ankle.</li> <li>• All bottoms may not be cut, stapled, torn, or frayed.</li> <li>• Shorts, skirts, and skorts must be no shorter than 6" above the knee.</li> <li>• Capri length is allowed.</li> <li>• Blue jeans or blue jean like (in appearance) will be allowed only on Fridays with spirit wear.</li> <li>• No denim or denim looking pants or shorts of any color are allowed Monday through Thursday</li> <li>• Solid colors only. No stripes.</li> <li>• Jeggings with pockets/Leggings/bike shorts allowed under shorts or skirt, provided shorts or skirt is no shorter than 6" above the knee.</li> <li>• Having pockets on pants/leggings/jeggings/sweatpants or athletic attire does not necessarily constitute being within uniform policy guidelines. Pants must meet all other requirements.</li> </ul>
Sweaters / Sweatshirts	Cardigan Crew V-neck Hooded Zippered	Black White Navy Blue Gray	Cotton Rayon Nylon Wool Wool Blends	<ul style="list-style-type: none"> <li>• No logos/lettering greater than 2x2" and must be in uniform color for sweater/sweatshirts.</li> <li>• QL sponsored sweatshirts are acceptable.</li> </ul>
Jackets		Black White Navy Blue Brown Gray	Cotton Cotton Blends Rayon Nylon Wool Wool Blends	<ul style="list-style-type: none"> <li>• Solid color or any combination of the uniform colors.</li> <li>• No logos/lettering greater than 2x2."</li> <li>• Vests are not allowed, unless they are of thermal benefit (no decorative vests are allowed).</li> <li>• All visible parts of jackets, including lining, must be any color from jacket uniform colors.</li> </ul>
Shoes	Flat, closed toe shoes only, tennis shoes, boots	Black White Brown Navy Blue Silver/Gray	No restrictions	<ul style="list-style-type: none"> <li>• Solid colors or a combination of uniform colors for shoes.</li> <li>• No logos/lettering greater than 2x2" or standard manufacturers logo and must be within shoe uniform colors.</li> </ul>

		(applies to shoelaces as well)		<ul style="list-style-type: none"> <li>Sandals, flip-flops, platforms, strapless shoes, or high heels are not acceptable.</li> <li>No flames, skulls, or lights.</li> </ul>
Socks	Socks must not extend higher than the bottom of the knee	Black White Navy Blue Gray	No restrictions	<ul style="list-style-type: none"> <li>Solid colors or a combination of no more than 2 uniform colors only (colors listed to the left).</li> <li>No embellishments.</li> </ul>
Belts	Dress belts Leather belts Cloth belts	Black White Brown Navy Blue	Leather Fabric	<ul style="list-style-type: none"> <li>End of belt cannot extend more than 3-inches beyond the first belt loop.</li> <li>Belt buckle should not have any obscene, alcohol, or drug related symbols. No spikes, rivets, studs, or additional applications.</li> </ul>
Caps / Scarves/ Head coverings	Beanie, baseball style	Black White Navy Blue, or combination of uniform colors.	Cotton knit Cotton blend	<ul style="list-style-type: none"> <li>Caps cannot be worn inside buildings.</li> <li>Caps must be plain unless sporting school logo.</li> </ul>
Hair Styles	Hair style and/or color should not cause classroom distractions	No unnatural hair colors or woven/glued additions (blue, pink, etc.).		<ul style="list-style-type: none"> <li>Hair should not hinder classroom instruction in anyway (i.e.-in eyes, etc.)</li> <li>No mohawks, excessive "spiking", etc.</li> <li>See Sanger Unified dress code policy.</li> </ul>
Hair Ribbons / Barrettes		Black White Navy Blue Teal Silver Tan	No restrictions	<ul style="list-style-type: none"> <li>Hair accessories should not cause a distraction.</li> <li>Hair accessories must be in uniform colors.</li> </ul>
Backpacks / Binders	Backpacks must be in original state from at time of purchase; no modifications	No restrictions	No restrictions	<ul style="list-style-type: none"> <li>Writing or drawings of any kind are not allowed on either the backpack or binder (except a name label for appropriate identification purposes).</li> </ul>
Jewelry	<ul style="list-style-type: none"> <li>Limited to finger rings and one wristwatch only. Smart Watches must be in backpacks during school hours.</li> <li>No bracelets unless they are Quail Lake issued.</li> <li>No visible body piercings.</li> <li>Earrings limited to one stud earring per ear.</li> <li>No dangling or hoop earrings.</li> <li>Necklaces are to be tucked underneath polo shirt or spirit shirt.</li> </ul>			
Miscellaneous	<ul style="list-style-type: none"> <li>Athletic spirit wear may only be SUSD team</li> </ul>			

	<p>apparel (may be from WAMS if student is playing for a WAMS team), and worn on game days during that sport's season only or spirit days.</p> <ul style="list-style-type: none"> <li>• Spirit shirts may be worn with jeans or uniform bottom on Fridays. Jeans with a polo shirt is not considered spirit wear for Friday.</li> <li>• Sanger High School sweatshirts and t-shirts may be worn on Fridays as part of spirit wear.</li> </ul> <p>If at anytime you are unsure about any part of the uniform policy or if an article of dress is acceptable, check with the office PRIOR to wearing the items to school.</p>			
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**STUDENT CONDUCT**

Quail Lake believes that an orderly and safe environment provides the best opportunity for students to take full advantage of their educational opportunities. Please see student responsibilities under the Student Accountability Program section.

**Falcon B.E.S.T. and Matrix:** Students in all grades are expected to maintain proper conduct that reflects and displays characteristics of our Community of Caring Values (respect, responsibility, trust, and family, and caring). The Falcon BEST is a set of universal behaviors that all students are expected to follow. The four expectations are as follows:

**1. Be Respectful**

- a. Keep hands, feet, and objects to yourself
- b. Do not engage in name calling, profanity, teasing, or gossip
- c. Respect Property (no defacing or stealing)
- d. Turn off cell phones at school and keep in backpacks.
- e. Do not bully others

**2. Be Responsible**

- a. Do your homework and class work
- b. Follow Directions
- c. Come Prepared, be on time
- d. Follow uniform policy
- e. Leave personal items at home (toys)

**3. Be Honest**

- a. Do your own work (no cheating)
- b. Tell the truth

**4. Do Your Personal Best**

- a. Be a problem solver
- b. Always try your best

- c. Ask questions
- d. Pay attention in class (no passing notes or talking)
- e. Be involved

### **Electronic Devices/Cell Phones:**

The inappropriate use of electronic devices (i.e. cell phones, ipads, etc.) is considered to be disruptive to the educational process. Therefore, the use of most electronic devices is prohibited on school grounds. **Cell phones and other electronic devices may be brought to school, but must be turned off and kept in backpacks from the time they arrive until the end of the school day unless otherwise instructed by classroom teacher for classroom educational use only.** Any cell phone seen, heard, or used during the school day will be taken to the office and parents will be notified to pick it up. Second offense will result in an on-campus suspension. Third offense relating to cell phone distraction on campus will result in a home suspension.

### **Prohibited Items/Practices:**

The following items and/or practices are prohibited at Quail Lake:

- Possession of any simulated weapons and masks
- Gum chewing, seeds (sunflower, pumpkin, etc.)
- Skateboards, if not enclosed in a secured case/covering
- Laser pointers/pens
- Permanent markers and white-out/correction fluid pens
- Personal sports equipment, toys, cards, etc.

### **Skateboard, Roller Blade, Scooters, and “Heelys” Policy:**

The above items, or similar items, are not allowed on campus unless they are used for transportation to and from school.

### **Personal Physical Student Conduct:**

During the time students are on the school campus, they should use good judgment in their relationships with others. The following behavior is not permitted:

- Hand-holding
- Lying or sitting together in an inappropriate manner
- Putting arms around each other in an intimate manner
- Kissing
- Any other act that is not in good taste, as determined by school personnel
  - The above examples (and more) are discussed twice a year to all students during school-wide “harassment/sexual harassment” assemblies.

### **Discipline Process:**

Students violating classroom and school rules/policies will lose a Falcon BEST point and loss of recess. Parents will be notified through the Falcon BEST Form and/or a phone call. Parent conferences will be held with students who repeatedly experience difficulty and loss of recess has not changed their behavior. Further violations will be referred to the office.

Students referred to the office may lose a Falcon BEST point and be subject to further disciplinary action. Repeated disruptive behavior or violation of school rules will lead to suspensions. In addition, any major disruptive behavior or violation of school rules (fighting, kicking, etc.) may result in an immediate suspension. Students receiving multiple office referrals or commit major violations will require parent conferences, student behavior contract, and/or jeopardize their placement at Quail Lake (see Quail Lake Agreement/Compact). Further information regarding suspensions and expulsions may be found under the SAFE SCHOOL ENVIRONMENT section of the S.U.S.D. Handbook.

## STUDENT ACTIVITIES

### Extra-Curricular Eligibility Policy

It is the philosophy of Quail Lake Environmental Charter School that all students will achieve high academic standards. While we consider participation in extra-curricular activities and athletics an important part of our school, participation in these activities is considered a privilege. Therefore, all students will follow the eligibility policy stated below for academics, attendance, and behavior in order to participate in all school activities and/or functions. These activities include, but are not limited to the following:

- |                        |                             |
|------------------------|-----------------------------|
| -Sports                | -FCA                        |
| -Student Council       | -Dances                     |
| -Class representatives | -Color Guard                |
| -Science Olympiad      | -Band                       |
| -Musicals / Plays      | -Trips (non course related) |

### Participation in Extracurricular Activities and Athletics

**Quail Lake Participation Requirements** (for all Quail Lake Students):

- Academically eligible by demonstrating satisfactory academic performance (65% and above or 2s, 3s and 4s in core subject areas: ELA, Mathematics, Science and Social Science. For 6, 7 & 8 grades students must maintain a 2.0 GPA)
- Must be in school on that day to participate in the activity.
- Must display appropriate behavior and citizenship in school and at school activities.
- No more than loss of 3 Falcon BEST points in a three-week period throughout the year
- No suspension (on/off campus) for the trimester
- No outstanding financial obligations

Students failing to meet these requirements will be placed on probation for two weeks with the goal of meeting academic requirements. If a student does not meet academic requirements, the student is ineligible for the remainder of the season/activity. Reinstatement to the team/activity based on teacher/coach/principal approval.

While on academic ineligibility:

- The student is ineligible to attend extra-curricular activities before or after school.
- Student will be placed in academic intervention for their elective based on teacher recommendation in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade.
- Students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade must spend their lunch recess in academic club to do everything possible to raise their average to 65 or higher if grade is due to missing assignments

Students who have been placed on academic probation three separate times for a particular course, or

are placed on academic ineligibility must meet with the Principal.

### **PROCESS:**

- The process to determine eligibility will start approximately 3 weeks after the school year begins and will be continuously reviewed every three weeks. Academic averages are the measure that will be used to determine eligibility. After the first Progress Period, and every subsequent period, students with a grade of 64 or below in one or more core subjects will be placed on academic probations.
- The student and parent will be notified if they are not in good standing by a form that will be sent home. Once on academic probation, the student will be required to meet with the teacher(s), to determine a course of action that will result in a passing grade by the next grade check. These meetings and the work to be accomplished will be recorded by the teacher and will determine at the end of the Progress Period if the student is “Reinstated” as eligible or is placed on a more restrictive “Ineligible List”.
- If a student is placed on the “Ineligible List” for the next Progress Period, she/he will once again have the opportunity to become “Reinstated” at the end of the period or in the event of again having a failed grade, the student will become removed from activities.

Note: Because field trips are educational in nature and tied to the curriculum, they are not directly impacted by academic eligibility unless the field trip is not tied to a core course i.e. reward trip like Wild Water Adventures.

### **Notification of Students and Parents/Guardians**

The teacher who plans to place a student on probation or ineligibility must notify that student/parent in writing (email is acceptable). This notice will explain why. This notice must be signed or acknowledged via email by the student’s parent or guardian and returned to the teacher before that student can be removed from academic probation or ineligibility.

### **Athletics:**

**Students in grades 3-6** will have opportunities to participate in athletics throughout the year. Students may participate in Quail Lake’s athletic program. Students must complete a permission slip/insurance verification form, an athletic code of ethics form, and be in good academic standing with their classroom teacher. Students must abide by the participation requirements stated above. Practices are held after school and occasionally during lunch. The following are sports offered by season:

***Fall:*** Tackle football (5-6), girl’s volleyball (5-6), cross country (3-6).

***Winter:*** Boy’s basketball (5-6), girl’s basketball (5-6), boys and girls wrestling (4-6)

***Spring:*** Track (3-6), boy’s volleyball (5-6), girl’s softball (5-6)

7<sup>th</sup>-8<sup>th</sup> grade students may participate in Washington Academic Middle School’s (WAMS) athletic program. Transportation is provided to and from Quail Lake for practices and games. Information is provided by WAMS before each season. Participation in WAMS athletics requires a GPA of 2.0 or higher. Quail Lake students must meet Falcon BEST trimester expectations and Quail Lake participation requirements to continue middle school athletic participation. ***WAMS participations requirements***

*can be found in the Washington Academic Middle School Parent and Student Handbook. Copies of this are available in the office. All participants in WAMS sports must follow the WAMS eligibility requirements and code of ethics.*

**Sports offered at WAMS:**

*Fall: Tackle football, water polo, girl's volleyball, tennis, girl's golf(6-8), cross country*

*Winter: Boy's basketball, girl's basketball, wrestling, boy's soccer, girl's soccer*

*Spring: Baseball, swimming, track and field, boy's volleyball, girl's softball, boy's golf (6-8)*

**Band/Choir:**

Students in grades 5-8 will have the opportunity to participate in both choral music and instrumental music. Information will be sent home at the beginning of the year with details. The majority of instruction will be during the school day, but will require some time after school. Students playing an instrument will be required to either rent or purchase their own instrument.

**Performing Arts:**

Opportunities for performing arts will be available to Quail Lake students. There will be one or two performances during the school year. Practices will be held at lunch and after school. Information will be given during informational meetings, included when permission slips are handed out, and in the Falcon Feathers.

**Student Government:**

Students in grade 3<sup>rd</sup>-8<sup>th</sup> will have the opportunity to participate in student government. Student government conducts monthly meetings during lunch. Detailed information regarding offices, election procedures, and responsibilities will be available in the fall. Students are encouraged to run for an office.

**Clubs:**

Quail Lake will offer a variety of lunchtime and after-school clubs. Each club must have a staff member as an advisor. Students interested in starting a club should speak with their classroom teacher. A list of available clubs, including meeting dates and grade levels, will be made available during the first few weeks of school

<b>STUDENT SERVICES</b>
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**Student Assistance Program (SAP):**

The Student Assistance Program (S.A.P.) is designed to support any student whose behavior, circumstances, or environment disrupts or is counter-productive to successful performance in school, either academically or socially. Students can be referred to the school psychologist by a staff member, parent, peer, an agency, or by self-referral. The support provided by the program includes one-to-one counseling, group counseling, establishment of maintenance and/or after-care support groups, parent education, and school staff and student in-service dealing with problems affecting classroom performance. The school psychologist works very closely with other support staff to provide a program to benefit the needs of the students.

Two components of SAP are Special Friends and Friendship Club. These will be available as continued funding allows.

**Special Friends** – This program offers kindergarten through 3<sup>rd</sup> grade children a supportive nonjudgmental relationship, which fosters positive self-esteem and confidence in their own abilities. The students meet with a Special Friend aide once a week for 30 minutes for about 12 weeks. This program has been found to enhance the educational experience and personal development of students. Students are selected for the program based on referrals from parents and school staff.

**Friendship Club** – The focus of this program is to encourage kindergarten through 3<sup>rd</sup> grade children to get along with others. The program utilizes the Second Step curriculum, which teaches children to think about others' feelings, to solve problems cooperatively, and to manage their emotions in a positive way. The students meet in small groups for 45 minutes weekly for about 12 weeks with a group leader. Students are selected for the program based upon recommendations from parents and school staff.

### **Student Study Team (SST):**

Students who show signs of low achievement, learning disabilities, or emotional difficulties may be referred by the teacher or parent. Members of the SST include the SST coordinator, the referring teacher, principal, a representative of the special education staff, and the parent. The goal of the team is to ascertain what steps might be taken to better meet the referred student's learning needs.

The following steps may be taken to initiate an SST referral:

1. Teacher contacts parent to apprise of his/her concerns.
2. Teacher submits referral packet to the office.
3. Teacher will schedule a team meeting and notify all appropriate team members of the team, including the parent.
4. Problem solving strategies and interventions are implemented.
5. SST reconvenes to evaluate further action needed. The possibilities are:
  - i. Continued monitoring and review by SST.
  - ii. Informal screening of academic skills.
  - iii. Referral for on-site or off campus counseling services.
  - iv. Disciplinary referral.
  - v. Referral to Pupil Services for formal educational evaluation or on-site SARB for attendance problems.

### **Speech and Language Specialist:**

Our speech and language specialist works with students who are in need of specialized remedial and developmental instruction in language proficiency, primarily speaking and hearing. In addition, the specialist serves in an advisory capacity to teachers in the area of language development and is a member of the School Assessment Team.

### **School Psychologist:**

Quail Lake has a part time psychologist. The psychologist is available to provide testing and psychological information beyond the scope of the classroom teacher. The psychologist plays a counseling role to parents and students, and provides assistance to teachers in the implementation of effective teaching strategies for individual students exhibiting learning and/or behavioral difficulties. All psychological testing requires parent permission.

### **Resource Specialist:**

The specialist has special certification in special education and learning disabilities. Our resource specialist provides specific prescriptive instruction in academic areas to students who have been

certified as requiring such instruction. The specialist also plays an active role as a resource to teachers in designing and implementing teaching strategies in the regular classroom for students with learning difficulties.

## NURSE & MEDICATIONS

The school nurse is on campus two days a week and a health aide will be on campus the rest of the week. The office staff will cover the nurse's office when the nurse and/or aide are not available. In addition to mandated health screening, the nurse plays an important role in: (1) providing health education resources for teachers; (2) contacting parents regarding student illness and/or health problems; (3) maintaining all health records for students; and (4) advising the principal and staff regarding health related conditions and/or hazards which may affect the operation of the school. The nurse's office is located in the office. Parents are to stop at the office when coming to pick up a student who is ill.

### **Medications:**

Medication to be used by students must be checked in through the nurse's office. This applies to over-the-counter medicines such as aspirin as well as prescription drugs. **All medication to be administered must have a "Medications at School" form signed by parent and physician.** This form needs to be updated annually and as medication and/or dosage is changed. All such medications must be properly labeled as to its contents, dosage, and frequency to be administered.

### **Illness and Injury:**

**Because of the possibility of injury or sudden illness, it is imperative that each parent completes an emergency procedure card by the end of the first week of school.** Your cooperation in this matter will be appreciated and will enable the school to provide immediate medical care according to your instructions. If your child has a known allergy or other medical problems, this should be noted on the card. **Any changes of address, phone number or medical condition must be reported immediately to the school office.**

***\*\*Due to liability issues and the seriousness of being able to contact parents, your child may be denied from school if any information on the emergency card is deemed false, innaccurate, or has not been updated and the school cannot get in contact with a parent/guardian at any point during the school day.***

# Appendix

## Quail Lake Block QL

- The Block QL Award is the highest award a student may earn at Quail Lake Environmental Charter School. The Block QL Award is available to 4<sup>th</sup>- 8<sup>th</sup> grade students and is awarded to all recipients at our end of the year awards assembly.
- The criteria for earning this award reflect a broad base of participation, achievement, and service. In order to earn the Block QL, a student must accrue points in five categories:
  - Curricular
  - Co-Curricular
  - Athletics
  - Personal Responsibility
  - School Service and Involvement
- Points are earned as the result of participation and/or achievement in designated areas or activities. Candidates for this award must earn a minimum of fourteen (14) points in the "Curricular" category, as well as additional points in each of the other categories. Students who have met initial criteria AND have earned the following total number of points will receive the Block QL Award:
  - Grade 4: 50 Points
  - Grades 5<sup>th</sup> - 8<sup>th</sup>: 60 Points
- 
- The purpose of this award is to recognize individuals who exemplify the qualities that Quail Lake hopes to foster in all students: (1) the desire for self-improvement, (2) dedication and commitment in reaching for goals, (3) concern for and service to others, and (4) the willingness to be a positive role model to others.
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- A student must be an active and enthusiastic participant in the activities of the school, engage in the pursuit of excellence, and meet certain standards of achievement and performance. Individuals earning this prestigious award receive the Quail Lake Block QL plaque. Second- through fifth-year recipients receive a plate to be added to their first year plaque.

# Quail Lake Athletic Contract

## “Code of Ethics”

As a member of an athletic team, you are held to a higher standard and are responsible for all general school rules in addition to the rules listed below. These are additional guidelines and rules you must follow in order to participate and represent Quail Lake in the athletic realm.

### **Academics:**

- Student must work to meet academic expectations (discretion of the school/teacher).
- Any “failing” mark on a report card/progress report may result in suspension/removal from team. (No 1’s, or 64% and below) in major areas on report card or progress report)

### **Practices:**

- Attendance at all practices is required.
- Absences from any practice need to be verified by a note from a parent or proper authority (i.e.- doctor, etc.).

### **Behavior:**

- Good sportsmanship at all games (home and away) is mandatory.
- Good team attitude is required.
- Profanity is prohibited.
- Sexual harassment of any kind will not be tolerated.
- The dress code shall be maintained for games and practices.
- Loss of three (3) Falcon BEST points in a three-week period, two (2) office referrals, or any combination of the two during one (1) season may result in dismissal from the team (discretion of the school).
- Any suspension will result in dismissal from the team for the remainder of the season.

### **Uniforms:**

- All issued uniforms shall be returned or replaced by the student at the end of the season. Failure to return the uniform or issued equipment will result in the student being ineligible to try out for any sport or participate in any club unless returned or paid replacement costs.

Please sign the contract and return to your coach:

*“I, \_\_\_\_\_, will follow the Quail Lake Falcon Athletic Contract Code of Ethics as I participate in any athletic team during the 2018-19 school year.”*

Student Signature		Date
Parent Signature		Date
Teacher Signature		Date

## Probation/Ineligibility Notification

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

This is an official notification that the above-named student is failing and will be placed on the Probation or Ineligibility list effective next Monday. At this time, the student will be placed on a status of:

\_\_\_\_\_ Probation \_\_\_\_\_ Ineligibility

\*Please refer to the official policy for a definition of these terms and how they apply.

### Academic:

- Failing Course: \_\_\_\_\_
- Has less than a 2.0 GPA

The student is failing this course due to the following:

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In order to be removed from the probation or ineligibility list in this course, it is expected that the student will seek extra help from the teacher during academic club and/or after school on a daily basis. Additionally, the student must do the following:

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### Behavioral:

- Students has been suspended  
Student will be eligible again on: \_\_\_\_\_
- A student has lost more than 3 Falcon BEST points due to behavior.

Teacher Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

\*This form must be signed and returned to the teacher before the student can be removed from probation and/or ineligibility.

Academic Club Check-in Form

Name \_\_\_\_\_

Week \_\_\_\_\_

- Check your grades in PowerSchool and record your percent/ grade for each class below.
- Show up in the assigned Academic Club room by 12:15.
- Work on academic work necessary for improving your grade.
- Obtain a signature from the Academic Club teacher each day.

Subject	ELA	Social Studies	Math	Science
Percentage/Grade (as of Monday morning)				

Monday – Loflin (odd weeks) - Gulbronsen (even)	Tuesday - Harrison (odd weeks) - McCabe (even)	Thursday – Groft (odd weeks) - Mason (even)
Teacher Signature	Teacher Signature	Teacher Signature

On Thursday, share this form and your progress with your parent/ guardian and obtain a signature. Return this to your 1<sup>st</sup> period teacher on Friday.

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