



**Quincy Valley School**

*Committed to Excellence in Private Education*

**Solid Academics  
Strong Values  
Supportive Environment**

**PARENT AND STUDENT HANDBOOK**

**2019-2020**

Quincy Valley School is committed to excellence in private education. We believe that a strong academic curriculum combined with a structured and supportive environment will help our students achieve their greatest potential.

## **GUIDING PRINCIPLES**

We believe in providing an environment where students feel safe and learning is the primary objective. Teachers strive to focus on individual student progress and to accommodate individual learning styles. Core subjects are taught in designated blocks of time on Monday through Thursday and interwoven with other subjects weekly. While the subjects of reading, writing and mathematics are our core focus, our academic framework is broad and integrated in scope. We offer enriched curriculum in history, civics, geography, science, art, music, and physical education skills. We encourage utilizing community members as learning resources whenever possible. We believe it is important to have field study and other hands-on experiences to reinforce classroom lessons, to provide a real-life context to learning, and to broaden the educational horizons of our students.

We hope that God is an important part of our students' lives and His existence may be acknowledged in the classroom. We also believe that specific religious beliefs are for parents to teach their children not our school or staff. We will not offer classes in religion or prayer-time in class, and the science curriculum will not reference religious beliefs. Religion is often part of our study of history, and all religions are treated with equal respect. Students will never be prohibited from personal prayer.

## **FOUNDERS**

In 2007, Warren and Heather Morgan founded Quincy Valley School. They, along with the staff, committed themselves to creating an extraordinary learning environment in Quincy for the benefit of their own children and the children of other like-minded parents. They believed that an outstanding staff, strong curriculum, and a supportive classroom setting would make our children better able to succeed in the challenging world of the future.

## **STATE APPROVAL**

Quincy Valley School is an approved private school in the State of Washington, and is up to date with paperwork requirements with the Office of Superintendent of Public Instruction in Olympia as per RCW 28A.195 and 180-90 WAC. We have also passed both site inspections for Health/Safety and Fire. We will annually maintain our approval status as an approved private school in the state of Washington.

## STUDENT OFFERINGS AND EXPECTATIONS

### **Core Curriculum:**

We use curriculum for reading and math that has fundamental evidence of success. We emphasize traditional learning of reading, writing, and mathematics as its focus is on mastering skills in a sequential order and acquiring basic knowledge. Manipulatives, literature, and other supplementary resources are used extensively to provide a broad scope of teaching aimed at various learning styles. Grades K-2 use *Read-Well* for reading, while older students use published literature to build skills, comprehension and achieve fluency. Mathematics is taught using Math-U-See. Other curriculums incorporated are Handwriting without Tears and Institute for Excellence in Writing. We also interweave our core curriculum with other subject matter studied, and have adopted an overall scope of plan for the study of history, science, geography, civics, economics, grammar, communication, technology, art, music, drama and physical education.

### **Daily Schedule:**

Our school day begins promptly at 8:30a.m. We expect students to be on time. Doors open at 8:00 a.m. for early class. All classrooms are open at 8:15a.m. Arrangements for earlier drop-off must be scheduled on an individual basis by contacting the headmaster. Dismissal is at 3:00p.m.

### **Safety:**

We take children's safety very seriously. Care will be taken at all times by the staff to ensure safety and well-being of each student. We have safety and evacuation plans in place as required by law, and students will be trained in basic safety measures.

### **Drop-off and Pick-up Procedures:**

***PreK-8<sup>th</sup>***: Parents may drop off their students at the front entrance. Parents may also walk students to their classrooms and check-in with the teacher with quick questions. However, please respect all teachers' morning and preparation time by emailing questions and concerns requiring more time and attention.

***All students*** will be dismissed to leave the QVS campus with designated adults or siblings only. Students will generally not be allowed to leave the building alone. If someone other than the designated family member will be picking up a student, you **MUST** call or send a note to the school prior to 3:00p.m.

**Attendance and Truancy:**

Attendance will be tracked daily. Parents will be required to contact the school by 8:45 a.m. when their student is ill or absent. If we have not heard from you we will make contact using the emergency numbers.

It is understood that absences are a normal part of school life. If they become excessive or a barrier to students meeting grade-level expectations, arrangements must be made to ensure learning goals are met. If student absences are excessive then the administration and teacher will contact the parents of the student to discuss appropriate measures. This may include additional homework, tutoring, or other methods designed to bring the student in-line with grade level peers.

**Students Behavior:**

Behavior is taken very seriously at QVS. Our program is based on a proper development of virtue, which is demonstrated by high moral conduct. Under no circumstances will swearing, disrespect, bullying, lying, or abuse (verbal, emotional or physical) be tolerated. Drugs, alcohol, and weapons will not be allowed on the premises. Violation of these policies may result in dismissal from QVS.

We expect students to be respectful of staff and each other at all times. We expect children to be kind to each other. We welcome curious minds, but expect inquiries to be made politely.

**Dress Code:**

We believe in individual expression, but do not wish for clothing to be an issue or a distraction. For this reason, we require uniform clothing standards while at school. Specific information regarding uniform standards is available in the student handbook. Non-uniform days will be announced in the weekly newsletter. Please read it carefully so you will know which type of clothing your student will need. One rule of thumb: assemblies and programs require the “dress” uniform unless otherwise specified.

Students who come to school without appropriate attire after the first full week of school will be issued a QVS polo to wear. If the violation becomes a pattern the headmaster will contact the parents.

**Discipline:**

Quincy Valley School staff uses a combination of preventative and progressive disciplinary procedures to provide students and parents with notice of specific rule violations and to allow students to learn from their mistakes and improve their interpersonal skills. No corporal punishment is used. We believe that swearing, fighting, lying, and bullying have no place in a supportive educational setting. Disrespectful behavior directed at either staff or other students will not be tolerated and will be dealt with using appropriate consequences.

Our philosophy on discipline at Quincy Valley School is based on the principal of mutual respect for everyone at the school including staff and students. Preventative discipline is always a preferred method of eliminating the need for more utilitarian measures. However, as circumstances dictate, the need for specific, documented “warnings” to be given to the student and their parents/guardians may become necessary. Other intervening methods will be used by the classroom teachers as well, and it is our belief that most behavior can be managed well by skillful techniques with appropriate consequences. If the unwanted behavior continues, a conference involving staff, student, and parents would be the next level of interaction. Strategies will be formulated on an individual basis. Finally, if all else has failed, suspension or dismissal may be an option to remove the disruptive individual and preserve the desired atmosphere in the classroom. Whether to follow the progressive disciplinary procedures and a specific level of discipline in a particular case is completely at the discretion of Quincy Valley School.

\*\*\*Quincy Valley School reserves the right to skip early steps of progressive discipline when the administration believes no lesser corrective action will change the student’s behavior or if a student participates in dangerous, violent, or illegal activity.

**Student Property:** Student property will be kept in designated space inside the classroom. Labeling of personal items is encouraged. Please label all QVS blazers and remove or cover old names that may still be on the article of clothing. **QVS and its’ teachers will not be held responsible for lost items.** The lost and found bin can be found at the top of the stairs.

**Electronics Policy:** Students may bring cell phones or other electronic devices to school for use at appropriate times. **Students must ask permission to use devices.** During school hours (including recess and lunch), students must leave all devices off or on silent mode and in their backpack or with the teacher. If parents or students need to communicate during the school day, use of the school phone will be allowed.

6<sup>th</sup>-8<sup>th</sup> grade students are encouraged to bring a personal laptop to school. There are several laptops available for student use on campus if your family does not have one.

## CLASSROOM INFORMATION

**Teaching Style:** We believe direct instruction by the teacher is the clearest and most efficient way to deliver essential knowledge and skills. Therefore, our classrooms are primarily teacher directed. Our teachers are flexible and strive to provide individual instruction to children who need it. We encourage students to progress at their individual levels in reading and mathematics, allowing for both above grade level and remedial help in any given classroom.

Exploration and hands-on student activities are an integral part of our classrooms for elementary children, and they are a great way to reinforce or illustrate material introduced or taught by the teacher.

**Parental Responsibility:** Please check your child's backpack daily for homework or other class notes regarding your child's progress. Please work with your child during homework time and email teachers with any questions regarding progress or classroom procedures for any given subject.

**School Day:** Classrooms open at 8:15a.m. Students will report to their classrooms and perform morning tasks. Classes begin promptly at 8:30a.m. The school day ends at 3:00p.m.

**Grading/Homework/Testing:** It is critical for parents to understand how their children are progressing. To this end, the teachers communicate on a regular basis with parents, and prepare periodic reports, evaluating what the children have learned, to ensure that student progress is in line with grade-level expectations. However, we will not issue letter grades in the early elementary years.

In the early grades, homework outside of class time will be limited. Homework will begin to increase as students progress in grades, allowing them to pursue topics of research at a more in-depth level. Reading at home is strongly encouraged on a daily basis. Conferences will be held each spring and fall, where specific skills and details of your child's progress will be discussed.

Experience and sound educational research has shown that standardized testing is not beneficial to student learning in the early elementary years, and may, in fact, cause undue stress. Standardized testing is beneficial as students mature, and prepare for the more adult world of performance and testing, including high school and college preparatory tests. QVS students 3<sup>rd</sup> grade and above will take the Iowa Test of Basic Skills each spring.

## **ADMINISTRATIVE INFORMATION**

**Location:** Our physical and mailing address is 1804 13<sup>th</sup> Ave. S.W. Quincy.

### **School Year:**

The school year will consist of two semesters. In the event of more than two snow days or other school closures the school administration will make a decision regarding make-up days to ensure that state standards are met. Please refer to the school calendar for actual dates.

### **Snow Days:**

In the case of inclement weather such as snow or ice QVS may delay or cancel school. It is our policy to acknowledge Quincy School District's decision and follow suit. If school is two-hours late, Pre-K parents have the option to bring their student at 10:30a.m. and stay until 3:00p.m. Please look on the Quincy School District's website as a guideline. We will also send out a school-wide email and post any changes our schedule on Facebook if time permits.

### **Emergency Contacts:**

You will be asked to provide two emergency contact phone numbers on the student emergency contact card. These individuals must be available to be reached during school hours in the case of illness or emergency.

### **Non-profit:**

The school is registered with the federal government as a tax exempt non-profit corporation. Tuition is not tax deductible, but donations are. Donations may be made to Quincy Valley School, 1804 13<sup>th</sup> Ave. SW Quincy, WA 98848, specifying QVS and if desired the type of donation (scholarships, parent fund, school supplies, etc.).

## **PARENT INFORMATION:**

### **Communication:**

Mailboxes: In the office you will find a mailbox with your family name. Please make it a daily habit to check your box (or have older students check). The mailboxes are for official school-use only. If you have a notice for all parents to receive, please ask permission from the headmaster.

Entryway White-Board: Check here weekly for updates, notices, changes to the schedule, and information about field studies or other activities.

Wooden Box: You may use the small wooden box in the office to make your monthly tuition payments or mail them to 1804 13<sup>th</sup> Ave. SW Quincy, WA 98848. This is also a good place to drop suggestions or questions about QVS.

Weekly Newsletter: A weekly newsletter will be available. We prefer to send these via email. Please make sure we have a current address on file. If you do not have access to email, please let the headmaster know and you may pick them up in your mailbox. Please read these carefully, as they contain a great variety of information for you from your child's teacher and the school office.

Concerns: If you have questions or concerns about an issue or policy at QVS, please don't hesitate to email or call the headmaster at 797-5301 or [stuttle@quincyvalleyschool.org](mailto:stuttle@quincyvalleyschool.org).

**Tuition:**

Tuition is payable on a monthly basis and due by the 5<sup>th</sup> of each month. You must make every effort to have your payments made on time, or you must contact the Business Manager at 509-797-5301. Checks will be made to: Quincy Valley School. Please see Tuition and Fee Schedule sheet for more detail.

**Student Wellness:**

Parents are encouraged to provide adequate rest and a good breakfast for each child. These can make or break a “good learning day” for students.

Snacks: We have a planned snack time during the school day. It is suggested every student brings a snack. We suggest finger foods that are nutritious. Please don't send candy, sugary drinks or other non-nutritional snacks.

Illness: Children with communicable symptoms may not attend school. Please keep your child home for 24 hours (without medicine) after their last sign of a fever or vomiting to ensure they are healthy.

**Lunch:**

All students will be required to bring individual lunches to school. A microwave and refrigerator are available. We encourage families to provide nutritious lunches (no soda, please). Individual items may be heated for your child, but preparation of items is not feasible. A thermal lunch container is a good investment; also the school refrigerator may be used to keep lunches and/or drinks cold. County Health Department regulations prohibit children from sharing lunches and also from our serving of hot lunch or “community” food or drink items.

**Please NO Easy-Mac or other microwave items that take more than 1 minute to heat ☺**

**Parent Involvement:**

It cannot be overstated that parent involvement is critical to the success of QVS. Experience shows that children whose parents are involved and interested in their learning have the highest degree of success in school. We appreciate parents who believe in pursuing the best for their children, and are willing to make personal sacrifices in order to help them succeed. The education of children is truly a team endeavor that requires parents and the school to work in partnership together.

**Parent Participation Requirements:**

QVS relies on parent volunteer hours to help our school run smoothly. We especially need help with jobs such as lunch duty, field trip chaperoning, and office help; therefore, each family is required to volunteer. The amount of time required depends upon the grade-level their student(s) is enrolled in.

**Pre-K and Half-time Kindergarten:** 20 hours/year, + Involvement in 1 Fundraiser  
**Kindergarten (full-time) through 8<sup>th</sup> grade:** 30 hours/year, + Involvement in 1 Fundraiser

**Open-Door Policy:**

We have an open door policy here at QVS, if you want to observe or participate in your child's class for short periods (30 minutes or less) feel free to just "pop in." Please be respectful of the classroom setting, following our values, and please do not bring other children with you.

**Student Birthdays:**

We enjoy celebrating the birthdays of our students! If you would like to send simple refreshments to school for your child, please discuss this in advance with your child's teacher. If you are planning a party for your child away from school, we expect that you deliver invitations privately, unless you are inviting every student in the class.

## CONTACT INFORMATION

**Staff:**

Sara Tuttle, Headmaster [stuttle@quincyvalleyschool.org](mailto:stuttle@quincyvalleyschool.org)  
Amy Evens, Business Manager [aevens@quincyvalleyschool.org](mailto:aevens@quincyvalleyschool.org)  
Mara Jacobs, Business Analyst [mjacobs@quincyvalleyschool.org](mailto:mjacobs@quincyvalleyschool.org)

Jenn Lerma, Pre-K-Kindergarten [jlerma@quincyvalleyschool.org](mailto:jlerma@quincyvalleyschool.org)  
Shannon Poldervart, Grades 1-2 [spoldervart@quincyvalleyschool.org](mailto:spoldervart@quincyvalleyschool.org)  
Ruth Royer, Grades 2-3 [rroyer@quincyvalleyschool.org](mailto:rroyer@quincyvalleyschool.org)  
Holly Van Dyke, Grades 4-5 [hvandyke@quincyvalleyschool.org](mailto:hvandyke@quincyvalleyschool.org)  
Megan Kooistra, Grades 6-8 [mkooistra@quincyvalleyschool.org](mailto:mkooistra@quincyvalleyschool.org)

All Staff: Staff may be contacted twenty minutes before or after school, by leaving a phone message, by note, or email. We strive to safeguard private time away from school and we encourage you to limit your communication to school hours.

Headmaster: Topics of oversight include: school policies, schedules, teacher oversight, curriculum, behavior issues, budgeting, dress requirements, and liaison with public and founders.

Business Manager: Topics of oversight include: receiving tuition payment, uniform questions, special events and programs, paperwork and money collection.