

**Quest Academy
Parent Handbook for Grades K - 5
2017 - 2018**



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West Haven, UT 84401
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www.questac.org**

Mission Statement

The mission of Quest Academy is to provide students a challenging, technology-rich environment, enabling young citizens to become leaders prepared for the challenges of an evolving global community.

Quest Rams' Standards of Conduct

Each student is expected to:

Remember to conduct yourself as an honorable student of Quest Academy. *Actions speak louder than words.*

Everyone has the right to be in a safe place. *Keep your hands and feet to yourself.*

Speak when it is appropriate, not when it is time to listen. *Do not interrupt.*

Participate in class. *Work with your teachers and peers. Follow directions.*

Engage yourself. *Commit to do something meaningful.*

Control yourself. *Have power over your actions.*

Treat others like you want to be treated. *Be kind to one another.*

Goals of Quest Academy

The students of our school will:

- Demonstrate the ability to identify, plan for, pursue and reach their academic objectives.
- Demonstrate responsible behavior and contribute to the well being of the community.
- Demonstrate an understanding and appreciation for the diversity of our school and our community.
- Demonstrate the ability to use both Mac and PC platform computers based on grade-specific objectives.

Administration and Office

Dave Bullock – Principal
dbullock@questac.org

Angelee Spader – Assistant Principal K-5
aspader@questac.org

Nicki Slaugh – Assistant Principal 6-9
nslaugh@questac.org

Casey Arrington – Director of Special Education
carrington@questac.org

Toni Painter – Office Manager
tpainter@questac.org

Stephanie Wray – Secretary K - 4
swray@questac.org

Heather Ward – Secretary 5 – 9
hward@questac.org

Office Hours	8:00 am – 4:00 pm
Phone Number	801-731-9859
Fax Number:	801-731-9860
Web Site	www.questac.org

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**Quest Academy 2017-2018 K - 5 Parent/Student Handbook
Acknowledgment**

Quest Academy Daily Schedule 2017-2018

Daily Schedule

1st - 5th Kindergarten
Begins: *Morning (AM)*
8:30 am **Begins:** 8:30 am
Ends: **Ends:** 11:00 am
3:00

Afternoon (PM)
Begins: 12:30 pm
Ends: 3:00 pm

Minimum Day

Every Friday

1st - 5th Kindergarten
Begins: *Morning (AM)*
8:30 am **Begins:** 8:30 am
Ends: **Ends:** 10:30 am
1:30

Afternoon (PM)
Begins: 11:30 am
Ends: 1:30 pm

2017-2018 School Calendar

<http://www.questac.org/wp-content/uploads/2014/05/2017-2018-Calendar.pdf>

Daily Lunch and Recess Schedule

Grade	Recess / PE	Afternoon Recess	Lunch Time
1 st	10:30 – 11:00	1:00 – 1:15	11:00 – 11:30
2 nd	11:00 – 11:30	1:15 – 1:30	11:30 – 12:00
3 rd	11:30 – 12:00	1:45 – 2:00	12:00 – 12:30
4 th	12:00 – 12:30	2:00 – 2:15	12:30 – 1:00
5 th	12:10 – 12:40	Morning 10:00-10:15	12:10- 12:40 at Quest 2.0

Morning Recess / PE

The first recess includes a structured PE program alternated with an unstructured recess. Each class is assigned a recess/PE assistant who is in charge of providing the structured lesson or activity during PE and monitoring the students during unstructured recess. The supervision during recess/PE is approximately one adult for each 27 students.

Afternoon Recess

The second or afternoon recess is based on the teacher's prerogative and is supervised by the classroom teacher. Although the decision to have an afternoon recess is the teacher's decision the time for the recess is assigned to assure there are not too many children on the playground at one time.

Who to Go to For What

Quest has a principal (Dave Bullock), a vice principal for K-5 (Angelee Spader) a vice principal for 6-9 (Nicki Slaugh), and an office manager (Toni Painter). Additionally, each building will have an assigned secretary. **Your child's teacher should be your first contact regarding questions or concerns.** Sometimes there are some issues that may require additional assistance. This chart will help you discern "Who to go to for what".

Need	Who to Contact
504 Plans	K –9 Dave Bullock dbullock@questac.org
Attendance Problems	K – 5 Angelee Spader aspader@questac.org 6 – 9 Nicki Slaugh nslaugh@questac.org
Behavior Referrals	K – 5 Angelee Spader aspader@questac.org 6 – 9 Nicki Slaugh nslaugh@questac.org
Board Liaison	Dave Bullock dbullock@questac.org
Budget	Dave Bullock dbullock@questac.org
Email (Parent listserv)	Tammy Mindrum tmindrum@questac.org
Extracurricular Activities	K – 5 Angelee Spader aspader@questac.org

	6 – 9 Nicki Slauch nslaugh@questac.org
Free and Reduced Lunch Applications	Kristen Hales khales@questac.org
Immunizations	K – 5 Toni Painter tpainter@questac.org 6 – 9 Heather Ward hward@questac.org
Library fees, overdue and lost books	Nicole Anderson nanderson@questac.org
Lottery	Toni Painter tpainter@questac.org
Lunch Vendor Concerns	Kristen Hales khales@questac.org
Maturation and Sexual Health	Dave Bullock dbullock@questac.org
Payments – field trips and yearbooks	K – 5 Toni Painter tpainter@questac.org 6 – 9 Heather Ward hward@questac.org
POQA Liaison	K – 5 Angelee Spader aspader@questac.org 6 – 9 Nicki Slauch nslaugh@questac.org
Registration	K – 5 Toni Painter tpainter@questac.org 6 – 9 Heather Ward hward@questac.org
School LAND Trust	Dave Bullock dbullock@questac.org

Special Education Referrals	Casey Arrington carrington@questac.org
Student Council	Nicki Slaugh nslaugh@questac.org
Student Username and Password and Aspire Problems	K – 5 Toni Painter tpainter@questac.org 6 – 9 Heather Ward hward@questac.org

Rams' Rules A-Z

Always on Time

Students are expected to always be on time for class. Late students disrupt the teaching/learning environment for all.

Assembly Behavior

Assemblies are planned for student learning and enjoyment. Students are expected to be orderly while entering the gymnasium and sit with their classes. Students who disrupt the assembly will be removed and referred for appropriate disciplinary action. This may include detention, suspension or the student forfeiting their opportunity to attend assemblies for the remainder of the year.

Arrival and Dismissal

Arrival: Students will not be permitted in the school building prior to 8:00 AM.

Dismissal: Dismissal procedures are important for staff and students. Teachers are expected to provide tutoring for students as well as expected to prepare for the next school day. Students are ready to go home after an intensive, productive day of study. For these reasons, it is imperative to pick up your student in a timely manner at the end of the day. To ensure

that all parents are aware of the expectations for dismissal, the following policy was approved by the Quest Board of Directors.

- **Students must be picked up no later than 30 minutes after dismissal time.**

Dismissal Times:

AM Kindergarten	11:00 AM
PM Kindergarten	3:00 PM
Quest 1st – 9th	3:00 PM

Dismissal Times Minimum Day

AM Kindergarten	10:30 AM
PM Kindergarten	1:30 PM
Quest 1st – 9th	1:30 PM

- A record will be kept of students left at school for more than 30 minutes after dismissal time.
- After the **second occurrence**, an evaluation will be made regarding further action. The administration will then determine whether or not the Department of Child and Family Services will be contacted.

Attendance

Quest Academy follows Utah’s Compulsory Education Rule 53A-11-101.5. This rule requires Quest to notify the county or district attorney of compulsory education violations.

Parents/guardians are required by state law to see that their students attend school regularly. Students are expected to attend classes on time **every** school day. All students are expected to be in school with a 95% attendance rate. Please plan your vacation schedule around the students’ vacation time. Please access our website for the 2017-18 calendar.

Late Check In

Students are considered late after the tardy bell rings. Tardy students must check in at the office. A late check in will not be considered excused unless the parent or guardian escorts the child into the building and signs the check-in log in the front office. Upon check-in students will be given a late slip to take to class. This late slip notifies the teacher that the student has checked in through the office. Students in grades K-4 should check in at the elementary building and students in grades 5 – 9 should check in at the middle school building.

Check Out

School personnel must make personal contact with the parent/guardian before the child can leave the school grounds before school is dismissed. A child will not be released from school to anyone but the legal guardian or designated adult which the parent/guardian has listed an emergency contact in Aspire. Parents should ensure that this information is current. Students in grades K-4 must be checked out at the elementary building and students in grades 5 – 9 must be checked out at the middle school building.

Excusing Absences

For educational and safety reasons, parent/guardian notice is required for any absence. Parents/guardians only have **24 hours** to excuse an absence. If your child is ill, or if there is an emergency, call 731-9859 or use Quest’s online absence form. If a pattern of absences is noted, the Quest School Attendance Remediation Plan will be initiated. We are held accountable for each student’s academic progress. Your student is required to attend school 95% of the school year. If a child is not in school, he/she will miss the academic instruction that is targeting acquisition of the Utah State Core. Attending school is one facet of teaching responsibility. Children need to learn and value being to “work” on time and prepared every day. Parents play a critical role in making this happen.

Truancies (sluffing) Students are considered truant when they are out of class or school without an official excuse. The law requires parents to see that their students attend school regularly. Discipline for truancy will be handled by the administration. Teachers are not obligated to allow students to make-up assignments or tests that have been missed due to

truancy. Parent conferences will be required if students are continually absent or truant. Parents are welcome to request assistance. If reasonable efforts and interventions do not remedy the problem sufficiently, students will be referred to Juvenile Court.

Background Checks

In accordance with State Law, volunteers who work with minors *without* direct supervision from school staff are subject to background checks. These checks along with fingerprinting of volunteers are performed by the police department. Volunteers who require a background check must sign a waiver. All background checks are kept confidential. If you have questions regarding background checks please contact the school office or Academics West at (801) 444 - 9378.

Backpacks/Book Bags

Due to safety, health and space concerns, backpacks/book bags and purses must be left in cubbies, lockers or in the coat hook area during the school day.

Being Prepared for Class

Students must come to class prepared to learn. If you find your student having a problem in class, please ask their teacher for help or contact the school. An unprepared student can disrupt a whole classroom.

Bully and Hazing Policy

This policy is accessible on the Quest Academy website. It can also be accessed through:
http://www.questacademycharter.org/Docs/PoliciesProcedures/QA_Bullying_and_Hazing_Policy.pdf

By signing the accountability page at the end of this document, parents and students understand that they agree to abide by this policy.

Business Hours

Office hours are 8:00 am to 4:00 pm. Students are expected to leave the building no later than 30 minutes after dismissal unless under the supervision of teachers/advisors or parents. Conferences with teachers should be pre-arranged either before or after school. Our teachers are very busy with students during school hours, please be considerate of their time.

Books

Textbooks are very expensive. Please talk with your student about taking good care of these books. We encourage you to cover the books with book covers or with paper grocery bags. Do not use contact paper on these books. The students are responsible for the condition of returned books and will pay monetary charges if damage is incurred.

Citizenship

Ram PRIDE Citizenship Code of Conduct

Personal Responsibility - Take charge of your learning (minimal tardies and absences, being prepared, work completion etc.)

Respect - Treat others the way you would like to be treated (respect others, self and property)

Integrity - Act with honesty in all you say and do

Discipline - Use self control to be your best (no gum, be uniform compliant, follow Quest policies and rules)

Engagement - Be an active learner

Students are representatives of this school and take pride in responsible behavior. Students are accountable for their own behavior. Teachers set examples for students and teach them through acknowledgement, praise and role modeling.

Citizenship scores will be kept in SIS for each student in each class. Citizenship is based on attendance and our Ram Pride Citizenship Code of Conduct.

The citizenship marks are as follows:

H: Honors

S: Satisfactory

N: Needs Improvement

U: Unsatisfactory

The default citizenship for all students is an S (satisfactory).

The criteria to earn an H (honors) in citizenship is as follows:

Attendance	No more than 5 excused absences or check in/outs No unexcused absences
Ram PRIDE Code of Conduct	No referrals

Attendance affects the citizenship in the following manner:

3 tardies = student will receive an S in citizenship

4 tardies = student will receive an N in citizenship

5 or more tardies = student will receive a U in citizenship

It is vital that students do their best to maintain a good citizenship and academic marks to meet eligibility requirements. Students participating in Student Council, Rampage, Competition Clubs and Athletics must maintain a 2.5 GPA and have no U's and no more than one N per term in citizenship.

Citizenship grades will be entered at the midterm and final grading periods.

Closed Campus

Quest is a closed campus. No student is permitted to leave the school grounds at any time during regular school hours without appropriately checking out through the office. Students are not to leave at lunch unless they are cleared through the office beforehand by a parent and there is sufficient time to return to school without being tardy or absent for the next class. Students and visitors must enter and exit through the front doors of the building.

Communication/ Event Calendar

Email is the primary means of communication between Quest's administration and parents. Please check your email and the teacher's blog or website frequently to assure you receive timely information.

Sometimes a paper document may be sent home, for example an order form for school pictures. Please check your children's backpacks for additional communication from the office. Quest also maintains a daily event calendar, which identifies important events and activities throughout the school year. The calendar can be accessed via Quest's web page.

Computer Usage

Computers are available for student use in computer labs and portable computer labs (COWS). All students must sign the Computer Use Agreement form (found at the end of this handbook) before accessing the Internet. If this agreement is broken, disciplinary actions will be taken.

Curriculum, Assessments and Grading

The Utah State Core Curriculum and the Common Core Curriculum, which Utah has adopted, will serve as the minimum basis for academic requirement for advancement and graduation. The school's curriculum and student expectations will exceed the standards of the Utah State Core Curriculum.

All Quest K-6 students will participate in DIBELS (basic literacy) testing. This data will be used to help teachers group students and adjust instruction accordingly.

Quest students in grades 3 - 9 will participate in the End-of-Level testing in the spring. The emphasis of this testing is proficiency in Language Arts, Math and Science. Throughout the year, teachers will assess proficiency in each of these subject areas and adjust instruction based on test results.

Student grades are based on mastery of Common Core Standards. Teachers regularly assess students on various standards, which ultimately determine student grades. Though homework and assignments may receive participation grades, this type of work will not be used to show whether a child has mastered standards.

Discipline

Quest Academy will provide students a safe, challenging academic environment. To ensure this environment, a school wide discipline plan is implemented and carried out by all staff members (please see School-wide Rules). Parents will be involved at every level of intervention. Students enrolled at QA agree to accept the rules and adhere to them in order to promote a positive, healthy school environment.

While working to maintain a productive learning environment in the classroom, QA realizes there are incidents where discipline will be needed. Our forms of discipline are outlined below.

Detention

Detention is used as a disciplinary tool and will be used to warn students their behavior is unacceptable. When teachers, administrators or staff feel a student has broken rules to the point that discipline is necessary, the student may be referred to serve detention. The need for detention is determined by administration. Parents/guardians will be contacted if a student must serve detention.

Detention will be served in the designated detention area during a student’s lunchtime. Administration determines how many lunch detentions a student must serve for the rule infraction. The number of detentions required is based on many factors including the severity of the offense and the number of previous infractions a student has had.

Reasons for detention include but are not limited to:

<ul style="list-style-type: none"> ● Disruptive behavior ● Public displays of affection ● Three dress code violations ● Bullying ● Violation of the Wellness Policy 	<ul style="list-style-type: none"> ● Three name-badge violations ● Disrespect for other students, faculty, and staff ● Throwing things ● Defacing/destroying school property ● Use of vulgarity, profanity, or use of obscene gestures 	<ul style="list-style-type: none"> ● Illegal electronic device usage ● Hazing ● Cheating or plagiarism ● Littering in the halls or school grounds ● Touching other students inappropriately
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Suspension

At all times, QA’s administrators have the authority to suspend a student. The length of suspension can be 1-10 days.

Reasons for suspension include but are not limited to:

- After five assignments of detention, a student could be suspended for 1-10 days
- Continued deliberate disobedience/disrespect displayed
- Negative behavior that disrupts students, teachers or the learning environment
- Behavior that has a negative effect on the image of the school
- Failure of the student to comply with disciplinary action of the school
- Fighting
- Theft
- Vandalism
- Harassment, bullying or intimidating actions

- Sexual inappropriateness or sexual harassment

If a student is suspended, parents will be called and expected to pick up their student immediately.

Students who have been suspended from school must not come on campus during the suspension period, not even for extracurricular activities. To be reinstated, students will return to school accompanied by a parent/guardian and check-in with an administrator. Following a second suspension, a contract between all parties will be drawn up outlining behavior the student needs to engage in to stay enrolled at the school. If the contract is broken the student may be recommended for expulsion.

Expulsion

If the behavior contract is not adhered to, there are repeated problems with a student's behavior or there is a serious safe school violation, expulsion from school will be considered. The principal will refer the matter to the Board of Directors. The Board of Directors in executive session will review the student's history and will make the final decision.

No Tolerance Issues

These are the items that fall under QA's No Tolerance Policy which can result in immediate suspension and/or expulsion. Issues may include but are not limited to:

- The selling, possession, and use of illegal drugs (The use of tobacco and alcohol, under age, is an illegal activity)
- Possession of any type or look-alike weapon on school property
- A serious breach of conduct such as:
 - a. Life threatening or intimidating actions
 - b. Sexual harassment
 - c. Pornography
 - d. Bullying
 - e. Obscenities
 - f. Computer Use Contract violation
 - g. Vandalism of other student's or school property

Directors

A Board of Directors governs Quest Academy. The Board meets every 2nd Tuesday at 6:00 PM. in the Q1 Coding Lab. These meetings are open to the public. The agenda for all Board meeting is posted on the Quest Academy website and on the front door of the school 24 hours prior to the Board meeting. The QA Board makes all policy decisions for QA. Administration is required to enforce the policies. Information on individual Board members can be found on the school website.

Dress Code

Please refer to Quest’s Uniform Policy available on our website for a complete list of the appropriate uniform wear. The following list is just a summary of the policy.

Shirts

- **Solid** red, navy, or white.
- Collared blouse, polo, oxford, turtleneck, or dress shirt.
- Must be long enough to remain tucked in.

Pants

- Solid navy or tan.
- No denim, nylon, sweat, leather, stretch, or vinyl material will be used for uniform bottoms, including skirts.
- Shorts or skirts cannot be shorter than two inches above the knee.

Jackets and Sweaters

- Coats and jackets, including hoodies, cannot be worn in the school.
- Sweaters or vests must be solid red, white, or navy and must be worn over the uniform shirt.

Shoes, Socks and Belts

- Shoes must have a closed heel and a closed toe.
- Socks must be worn.
- Socks must be red, white, or navy only.
- Belts are optional and must be black or brown.

A student who is out of compliance with Quest's dress code will be required to phone home to have a parent or guardian bring the student the appropriate uniform item. If a parent is unable to bring the appropriate item the student will be sent to the office to change into one of Quest's uniform items. Uniform violations will be reported to the office. After three reports of non-compliance with Quest's dress code, students will be issued a lunchtime detention.

Drop Off and Pick Up

Before School

The front doors and the gate between buildings will open at 8:00 am. Quest will provide an outside morning monitor for supervision. Students are allowed in the school only if they are accompanied by a parent/guardian or are under the direct supervision of a teacher or staff member. Other students must remain outside on the playground until they are instructed to line up. Students will begin lining up with their classes prior to 8:25 am. At 8:25 am the warning bell will ring and teachers will begin escorting students into the school. Students in 5th grade will enter the school through the doors closest to their classrooms.

During inclement weather (a "feels like" temperature of less than 20° F or significant precipitation or wind) students will not be allowed outside and will wait in the gym for the bell to ring. Students will line up in the gym and be escorted to class.

After School

When the dismissal bell rings students must exit the school promptly with their class. At the K-4 building third and fourth grade students will exit through the front doors. Kinder- second grade students will exit through the East doors at Q1. At the 5-9 building all 5th grade students will exit the Q2 West doors.

All students will remain on the curb until their ride has arrived. Students will not be allowed to remain in the school, including the front vestibule or the gym, or out on the playground unless they are under the direct supervision

of a parent, guardian, staff member or teacher. Students will be allowed back into the school to call home if their ride has not arrived 20 minutes after dismissal.

Electronic Devices

Quest's Electronic Device policy can be found on the school website. At no time can an electronic device be used to harass or intimidate another individual or be used to access inappropriate material. It is also important to note that Quest is NOT responsible for any lost or stolen electronic devices.

Cell Phones may only be turned on and used before and after school hours. Cell phones must be turned off and in backpacks during the day. If a cell phone is heard or seen during school hours, it will be confiscated and sent to the administration. Exceptions may be made based on accommodations as part of a student's IEP or 504.

CD Players, MP3 Players, iPods and other listening devices are not allowed during school hours unless the administration has given approval for instructional purpose.

eReaders, Tablets, Gaming systems and Personal Laptops can be used for reading ONLY and ONLY during class at the teacher's discretion. Students will not be allowed to use the device to access the school's Internet or network.

Consequence Rubric:

This applies to electronic devices:

1st Offense: Device will be confiscated and sent to administrator. A student will receive one warning prior to discipline for violating this policy. Device will be returned to student at the end of the school day.

2nd Offense: Device will be confiscated and sent to administrator. Parent/Guardian contacted. Device returned to Parent/Guardian only.
Level I detention will be served.

3rd Offense: Device will be confiscated and sent to administrator for the remainder of the semester. Parent/Guardian contacted. Device returned to Parent/Guardian only. Student will not be allowed to bring device to school again during the semester. *Level II detention will be served.*

4th Offense: Device will be confiscated and sent to administrator for the remainder of the year. Parent/Guardian contacted. Device returned to Parent/Guardian only. *Level III detention will be served. Further violations will result in suspension.*

An individual that finds or confiscates an electronic device may search the device for the purpose of determining the device's owner. If used inappropriately, it may be subject to search by the principal if there is a reasonable suspicion that the device has been used to cheat or to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, school guests, or school employees.

The principal may give permission for a student to possess an electronic device for good cause, including medical reasons, if the device does not distract from the instructional or educational process and is not otherwise used inappropriately. The school may contact law enforcement if circumstances warrant.

The principal may impose other additional disciplinary consequences if the principal determines it is appropriate and reasonable under the circumstances.

The school is not responsible for loss, damage, or theft of any electronic device.

Emergency Lockdown Procedures

A principal or administrative staff will activate the Emergency Lockdown Procedure when the safety and welfare of the students, faculty or staff are in danger. This can be because a breach of physical security or protocol has happened, or when notified by authorities of a dangerous situation in close proximity to the facility such as a fleeing or violent felon in the area or an act of terrorism.

Extracurricular Activities

Participation in student council, student clubs, ceremonies and other extracurricular activities is a privilege not a constitutionally protected civil right. Students given such privilege are representatives of QA and are expected to exemplify QA standards at all times. Students who are serving detention, are suspended or expelled will lose the privilege of participating in all extracurricular activities during the period of discipline.

Fee Waiver and School Fee Notice

These documents are accessible on the Quest Academy website. They can also be accessed through:

http://www.questacademycharter.org/Docs/PoliciesProcedures/Fee_Waiver_School_Fee_Notice.pdf

By signing the accountability page at the end of this document, parents and students understand that they agree to abide by these policies.

Field Trips

Student participation in school field trips will be based upon the discretion of the teachers and their evaluation of the student's academic performance and behavior. If participation is not granted, 24-hour notice will be given to parents. Students **must** have a signed permission form from the student's parent or guardian in order for the student to participate in a field trip. Verbal permission or permission sent via email (except as a signed attachment) is not an acceptable method.

Fighting

Fighting will not be tolerated at school or at any school function or school-sponsored activity. Students who fight, threaten, or are audience to a fight will be suspended and suffer appropriate legal consequences. People who promote, instigate, or encourage fighting will like-wise be held responsible.

Fire Alarms and Evacuations

All individuals in the school building including visitors and volunteers must exit the building immediately under adult supervision when the alarm sounds. Evacuation maps and procedures are posted in each classroom. If the alarm sounds at times other than during class, each student must assemble where her/his homeroom teacher has designated as their meeting area. In case of long-term evacuation, students will go with their classroom teachers.

Food in Class

Quest's Wellness Policy prohibits a teacher from providing food in the classroom unless the food is directly tied to a specific learning objective. In order to provide food in class the teacher must submit an approval form to the administration indicating the purpose for the food and the core standards and objectives the activity aligns with. Additionally, parents must provide written permission for their child to consume the snack during the lesson. Students that cannot consume the snack or fail to bring back their signed permission form will be provided with an alternate activity.

Grades and Progress Reports

Because each student's academic progress is extremely important, the school will communicate student progress through SIS, email, and direct communication.

Aspire -Student Information (formally SIS)

Parents/guardians may request progress reports by accessing Aspire. Each student will have his/her own account and password. Logins and passwords to Aspire will be issued at the beginning of the year. Contact the office staff if you do not have an Aspire login or password. Teachers will update Aspire at least once weekly. Please contact your student's teacher to determine which day he or she updates Aspire to assure you have the most current information available.

Missing Assignments

The student's teacher will contact parents if a student has two missing assignments in a class in one measurement period. The teacher, parent, and student will work together to attempt to resolve the situation.

Report Cards

End of term report cards will be available through Aspire for parents to print on Wednesday following the last day of the term. **Paper report cards will not be sent home.** Each term's grades will appear on the student's permanent record. If parents/students have questions concerning grades, they should contact the teacher(s) immediately.

Grading Scale K-5

Quest Academy uses a "Mastery" grading scale to indicate how closely a student has mastered the objectives of the subject area.

Indicator	Description	Percentage
4	Mastered	90% - 100%
3	Proficient	80% - 89%
2	Approaching Proficiency	60% - 79%
1	Needs Improvement	0% - 59%

Citizenship Grading Scale

All students begin each term with 80 citizenship points in each class. Points are deducted for tardies, uniform violations and misbehavior. Points are added for class participating, behavior, and responsibility.

SU - Superior = 100 - 90

E - Excellent = 85 – 89.9

S - Satisfactory = 80 – 84.9

N - Needs Improvement = 70 – 79.9

U - Unsatisfactory = 0 – 69.9

Gum

Gum chewing is not allowed at Quest Academy. If a student is breaking the rules by chewing gum, detention may be assigned.

Hall Passes

Hall passes will be issued by the teacher during class if a student needs to visit another classroom or go to the office. Students should use the restroom before school, during lunch, during passing time between classes and after school. Students should work with the teacher to use the restroom during class period. Exceptions will be given based on medical need or information provided in a student's 504 Plan or IEP.

Hallway Behavior

Students must use silent movement while in the hallways unless they are involved in a structured learning activity supervised by a teacher. Students who are not using silent movement will be required to pull their card (see School-wide Rules).

Harassment, Hazing, and Initiations

Harassment is defined as unwanted verbal or physical advances or threats. The difference between fun and harassment is how it makes the victim feel. Harassment, hazing, or initiations of any type are not permitted in school or extracurricular activities. Students guilty of harassment of any type, threats, hazing, intimidation or initiations may be suspended and/or referred to law enforcement for disciplinary action.

Head Injury Policy

This policy is accessible on the Quest Academy website. It can also be accessed through:

https://questacademycharter.org/Docs/PoliciesProcedures/QA_Head_Injury_Policy.pdf

By signing the accountability page at the end of this document, parents and students understand that they agree to abide by this policy.

Honor Code

Honesty and respect for one another and for one's self are important traits to develop and maintain not only for a successful school year but for the experiences of life. Cheating takes on many forms from looking at another child's answers to copying or plagiarizing another individual's work. Because integrity is an individual's most important asset violations Quest Academy will not tolerate lying, cheating or stealing. Violations of the honor code may result in detention, suspension or expulsion.

Cheating violations, **including plagiarism** will result in a grade of 0 on the assignment or test and the possibility of detention. Continued violations may result in a letter grade of "F" for the quarter and suspension.

Students and parents agree to accept the responsibility of the honor code by the act of enrollment at Quest.

Images and Video

Due to technological advancements, video and still images are easily taken, even using cell phones. Any use of a camera or imaging device in the school must be approved by the administration. Inappropriate use will be referred for disciplinary action; criminal use will be referred for legal action. Only G videos may be shown in grades K-6 and then only in conjunction with a specific need in a lesson plan. Teachers should receive prior approval from the principal.

Immunizations

The State of Utah has legislated (HB 27 and HB9) that no student may attend a public school unless a complete immunization is on file at the school or parents/guardians have shown sufficient evidence of exemption. Immunizations must be given by a licensed physician or representative of the County Health Department.

Labeling

Please label all clothing, lunchboxes, and backpacks. Clothing left in the Lost & Found will be donated to a charity or worthy cause.

Library

Library books and materials are provided for use by our students. Students are expected to return materials in a timely manner. Students who fail to return materials on time keep others from using them. Failure to return any library materials or returning them in poor condition may result in a fine being assessed and possible exclusion from library usage.

The library is open before and after school for supervised student and parent use. Students are welcome to come in and use the library if instruction is not being conducted.

Lockers

Students in 5th grade are assigned an individual locker, which they are responsible for the school year.

Locks

Students will also be assigned a combination lock to keep on their locker. Students may not use a non-school issued lock unless an accommodation is necessary based on the student's IEP or 504 Plan. Any unauthorized locks will be immediately cut from the locker using bolt cutters and students will not be reimbursed for the cost of the lock.

Hanging Items

Students may not use tape, vinyl, glue, or any other type of adhesive in their locker. Personalized items such as mirrors, pictures, etc. must be secured using magnets.

Vandalism

Students may not vandalize or deface lockers including the inside of lockers. Any student found vandalizing or defacing a locker will be required to pay a \$50 fine for each occurrence. Additionally, students will be suspended for a minimum of one day.

Lost and Found

Students who find items must turn them in to the office immediately. Unclaimed lost and found items will be donated to charitable organizations at the end of each quarter.

Lottery for Enrollment

According to state statutes, any vacancies in our school must be filled by lottery. The first lottery, following an open-enrollment period, fills all openings for the following year. This lottery is conducted the first week of February and periodically throughout the year if needed.

Lunch

We expect students to demonstrate good citizenship and proper manners in the cafeteria. Unsatisfactory behavior will not be tolerated. Students may bring lunch from home or purchase lunch through the contracted vendor services. More information regarding participation in the vendor lunch program can be found at the office or on Quest's website. Questions about the lunch program or free and reduced lunch applications should be directed to cisakson@questac.org.

Each morning teachers will determine which students have not ordered school lunch or do not have a home lunch. Students will call home to determine if an adult can bring the student lunch. If lunch cannot be provided by a parent or guardian the student will be given an emergency snack such as a granola bar or a yogurt to eat during lunch. After the third time, the administration will then determine whether or not the Department of Child and Family Services will be contacted.

Medication

If it becomes necessary for a student to take any form of medication at school, prescribed or otherwise, the school must receive the appropriate forms from the child's doctor; this includes over the counter medication such as cough drops and Tylenol. The necessary forms are available in the office. All medication will be kept in and dispensed through the office. Students may not carry medicine around or store it in their lockers. Students with asthma may carry their inhaler with them provided the appropriate medical forms have been completed.

Name Badges

Everyone is required to wear their name badge to attend class (the name badge must be that of the current school year). Please reinforce having name badges as they create a safer environment at the school. To replace a lost name badge, your child will need to pay \$5.00 for a new one. A student without a name badge will be referred to the office to call home. Parents/guardians will be expected to bring their child's name badge or pay \$5.00 for a replacement. Only then will students be allowed to return to class.

Parent Involvement Policy (LEA)

This policy is accessible on the Quest Academy website. It can also be accessed through:

http://www.questacademycharter.org/Docs/PoliciesProcedures/QA_Parent_Involvement_Policy.pdf

By signing the accountability page at the end of this document, parents and students understand that they agree to abide by this policy.

Parent Organization (POQA)

All families of students enrolled at Quest Academy are members of the POQA. The POQA is operated by a Council made up of parent members. For more information about POQA, see the school website. All fundraising efforts are completed through the POQA organization.

Parking Lot and Road Safety

Students must remain on the sidewalk areas in front of the school during pick-up. Students are not allowed to leave the sidewalk without an adult escort. To reduce congestion, parents/guardians should avoid parking in driving areas. Parents are encouraged to park in designated parking areas. Both sides of the 4000 S roadway have been designated NO PARKING zones by the Utah Department of Transportation and violators will be ticketed.

Because Quest has nearly 1,000 students that are transported to and from school in private vehicles, the parking lot will be congested. Carpooling is the best way to reduce the congestion. Patience is absolutely necessary to assure the safety of students and families and to keep the traffic flowing smoothly.

Parents are encouraged to volunteer in the parking lot to assist with moving traffic through the stacking lanes as well as helping to assure our students and families are safe.

Violations: Individuals conducting themselves or operating vehicles in an unsafe manner will be referred to law enforcement.

Personal Conduct

Students are expected to behave in a manner that is respectful of others at all times at school or during school related activities and adhere to the following rules:

- Keep hands, feet and objects to yourself (No Touch Policy). A violation of this may be cause for a detention referral.

- Throwing snowballs and/or other items that may cause injury shall not be permitted.
- Skateboards and shoes that have wheels are not permitted.
- Laser pointers are not permitted and use of a laser pointer is a safe school violation resulting in suspension.
- Students will not congregate in the front lobby of the school following dismissal.

Inappropriate Gestures/Language: Students are expected to show respect to others. Any indecent gesture, foul language, act of lewdness or indecent exposure is contrary to the ideals and standards of the school and will be promptly disciplined.

Public Displays of Affection: Public displays of affection such as kissing, embracing, etc. are not acceptable on school property. The student will be disciplined.

Personal Property

Students are responsible for any items that are brought to school. If any personal item is used, seen or heard during class without a teacher's explicit permission, the item will be confiscated. If any personal item is used in a way that compromises the safety of the other students, it will be confiscated. Inappropriate behavior regarding such items may warrant disciplinary action at the discretion of administration.

Physical Education & Outdoor Recess

Children are expected to participate in outdoor and physical education activities with their class. Consideration will only be given to children who have a medical excuse with a doctor or parent's note for not participating. Recess and PE will be conducted in a spirit of goodwill and sportsmanship. Students are expected to have best behavior at all times on the playgrounds. During inclement weather (a "feels like" temperature of less than 20° F or significant precipitation or wind) students will not be allowed outside and recess/PE will be held indoors.

Professional Development Days

There are 15 professional development days throughout the school year. Most, but not all, are on the last Friday of the month. On these days students will attend a minimum school day that will end at 1:00 PM.

School Closing – Weather

School will close at the discretion of the principal. Please listen to the radio station KSL 1160 and/or watch Channel 5 morning news for school closure announcements. If Quest’s network server is available an email will be sent to all parents subscribed to Quest’s listserv informing parents of the closure.

School-wide Rules

There are five school wide rules that all students must follow. These rules will be taught in the classroom, rehearsed, and reinforced throughout the year.

1. Silent Movement
 - a. In the hallway hands should be to the side or folded, feet, mouths, and voices silent.
 - b. In the classroom, unless it is an approved group activity, student’s voices should be quiet when a teacher, fellow student, or guest is talking.
2. Raise Hands – students raise hands to ask a question or make a comment unless the teacher provides a specific signal or has determined the activity does not require this.
3. Self-Start – Students will start on regular daily assignments or tasks without being prompted.
4. Follow Directions – Students must follow directions the first time given.
5. 12-inch Whisper – except when the teacher provides other instructions.

Search and Seizure

School officials have the authority to search a student's person or personal property while located on school property or at a school-sponsored activity, when they have reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule as outlined in the Safe School Policy.

Snacks and Soda

Quest's Wellness Policy does not allow teachers to provide snacks or treats in the classroom. However, because of medical conditions many students require a snack throughout the day. If your student needs a snack during the day please provide the office with a letter explaining the reason for the snack and the time of day the snack should be provided. The letter does not need to be provided by a physician. You will also need to provide the office with the snacks. Notify your child's teacher that you have provided a snack to the office and when the child should be excused from class to consume their snack. All snacks must be consumed in the office, not in the classroom.

Students are **NOT** allowed to drink soda, or soda-like beverages at Quest Academy. Students breaking this rule are in violation of Quest's Wellness policy and may receive detention.

Supplies

Teachers will give parents a list of school supplies that the students will need for the upcoming school year. "NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS. OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL." Teachers are provided a quarterly stipend to purchase supplies for the classroom including paper, pencils, erasers, crayons, markers, art paper, glue, etc. Teachers are more than happy to accept donations of any additional classroom supplies you would like to provide.

Substance Abuse

Any student, who possesses, controls, uses, sells, or arranges the sale of real, look-alike or pretend illegal drugs or controlled substances, including alcohol and tobacco, may be suspended, tested for drugs, expelled, referred for police investigation and /or prosecuted.

Theft, Extortion, Vandalism and Arson

Any student involved in stealing, extortion, vandalism of school or personal property, or in causing fires of any nature may be suspended and referred to law enforcement. Students found in possession of any incendiary device such as matches, lighters are also in violation. Any student who destroys or defaces school or personal property will be responsible for restitution and may be referred to law enforcement.

Treats and Parties

Treats and favors for children's birthday parties, holidays, and special occasions are **NOT** permitted. Many parents object to their children eating sweets or other foods that may interfere with family diets or health considerations. Other parents feel too much pressure to provide treats when financial limitations make it difficult to do so. Teachers recognize these special occasions with their students in other ways that do not use food. Additionally, treats cannot be used to reward students for appropriate behavior. Please see the Wellness Policy on Quest's website for additional information.

Tutoring

Quest's teachers are available for before or after-school tutoring several days each week. Please contact your child's teacher for tutoring schedule.

Visitors

Parents and guardians are encouraged to visit the school frequently and take an active role in the education of their children. Arrangements to visit a classroom may be made by contacting the teacher to set up a time. If your

student forgot something at home and you are delivering it to the school, please leave it with the front office. We must respect the teaching time of the teacher and the students so interruptions are minimized. Teachers are unable to conduct private conferences with parents during instructional time unless a prior arrangement with the teacher has been made.

All non-employee adults must check in at the school office and pick up a visitor's badge upon entering the building.

Volunteer Hours

Families of Quest students are encouraged to volunteer 30 hours each school year per family. Volunteer opportunities can be obtained from the school website, contacting your student's teacher, or contacting a member of the POQA Council. Please leave small children at home if you plan on assisting in the classroom.

Weapons

Bringing any weapon (including look-a-likes) is a violation of school policy. Those who bring chains, knives, fire arms, laser flashlights, or any type of weapon or any item that can be used as a weapon or any item that resembles a weapon to school will serve a minimum 10-day out-of-school suspension and may be referred to law enforcement.

Items prohibited by law such as possession or use of drugs, alcohol, tobacco, firecrackers, including any item resembling the above mentioned items shall not be allowed on school property or at school sponsored events. Students caught with or using an unlawful substance or in possession of an unlawful item will serve a minimum 45 day out-of-school suspension and may be referred to law enforcement.

A copy of Quest's Safe School Policy is on Quest's website.

Quest Academy Compact

Student/Parent/Teacher/Principal

STUDENT RESPONSIBILITIES	PARENT/GUARDIAN RESPONSIBILITIES
<p>It is important that I learn, therefore I will:</p> <ul style="list-style-type: none"> ● Attend school regularly and on time. ● Complete assignments and homework. ● Bring homework and supplies to school each day. ● Work to the best of my ability. ● Work cooperatively with classmates, teachers and staff. ● Respect myself, other people, and my school. ● Follow all school rules. ● Accept responsibility for my own actions. 	<p>I want my child to achieve, therefore I will:</p> <ul style="list-style-type: none"> ● Make certain my child attends school regularly and on time. If my child is absent, I will notify the school. ● See that my child is well rested and has breakfast each day. ● Set aside a specific time and place for homework, assisting as necessary. ● Attend the parent teacher conferences and communicate regularly with my child's teacher to ensure his/her academic success. ● Support the school and staff in maintaining proper discipline. ● Read with my child and let him/her observe me reading regularly.

	<ul style="list-style-type: none"> ● Encourage positive attitudes toward school. ● Volunteer in my child’s classroom as appropriate. ● Review information and work sent home.
<p>TEACHER RESPONSIBILITIES</p> <p>It is important that my students achieve, therefore I will:</p> <ul style="list-style-type: none"> ● Hold expectations high for all students, believing that all students can learn. ● Provide high-quality instruction in a supportive and non-threatening environment. ● Provide meaningful homework. ● Communicate regularly with my students and their families through conferences, notes, phone calls, etc. ● Provide opportunities for parents to assist in the classroom in meaningful ways and to observe classroom activities. 	<p>PRINCIPAL RESPONSIBILITIES</p> <p>I support this compact, therefore I will:</p> <ul style="list-style-type: none"> ● Provide an equitable learning environment for all children. ● Encourage the staff to provide parents with the information about the total school program. ● Encourage our staff to provide avenues for positive and meaningful parent involvement.

COMPUTER ACCEPTABLE USE AGREEMENT

1. Introduction to the Parent or Legal Guardian:

Electronic Information resources are available to qualifying students in the QUEST ACADEMY. These resources include the use of the computer and access to the Local Area Network and Internet services. Our goal, in providing electronic services to students, is to promote educational excellence by facilitating resource use, innovation, communication, and acceptable use.

Student use of the Internet is monitored. Students who abuse acceptable use, which includes, but is not limited to: copyrighted material, threatening or obscene material, pornography, gambling, unauthorized games or websites, and inappropriate language on the computers or in the computer room will be subject to discipline.

To qualify for electronic information resource services, students must be willing to abide by the rules of acceptable use. Please work with us in helping your elementary school age child understand and abide by these simple but important rules of appropriate use. Thank you.

2. For the Student – Acceptable Use:

Acceptable use means that as a student in QA, you will promise to use the computer, other electronic devices and those special learning tools and programs, such as the Internet, with respect. Acceptable use means you will promise to abide by the school rules as outlined here and as will be taught to you by your teachers and

computer specialists in your own classroom. You must understand that the use of these electronic teaching and learning tools are designed to support your education. If rules are broken, a student may lose his/her privilege in using the computer and the Internet. Please pay special attention to the following:

3. Be Polite and Show Respect: When using the computer or other electronic device to write, send or receive messages or information, always use kind and proper language and abide by the rules of friendliness. Treat others and equipment with respect. You may be alone in your use of the computer, but what you write or receive, using electronic machines, may be viewed by others with or without your knowledge. Parents or legal guardians may gain access to their student's e-mail upon request. You must not vandalize or abuse the equipment. Show respect for property, others and self. The computer and electronic resources belong to QUEST ACADEMY.
4. Damage To Computers and Other Electronic Devices: Students who damage computers willfully or through neglect are financially responsible for the replacement or repair of damaged item(s). This includes, but not limited to, pulling off keys, dropping computers, and spilling liquid onto.
5. Be Honest and Obey the Rules: Do not do things on the computer or other electronic device that would be against the rules, the law, or may be looked upon as dishonest. Use the computer and the Internet for **appropriate educational purposes** only.

6. Keep Personal Things Private: It is expected that students not tell or show others any personal or family information over the Internet, such as: school, home address, phone numbers, passwords, personal photos when used with names, birthdates, or Social Security Numbers. Do not log on or use another person's account. Keep personal and electronic information private.

7. My Promise to Follow the Rules:

My parent or guardian has reviewed the Quest Academy Acceptable Use Agreement with me. I understand the importance of being polite, respectful, honest, and the need to obey the rules for the use of the computer, other electronic devices, and the Internet. I also know I should not give out personal information about my family or myself over the Internet. I understand that the computer, the Internet and other electronic information resources are to be used for educational purposes. I also understand that if I break the rules, my use of these educational tools may be taken away from me and that other disciplinary or legal actions may be taken. I promise to follow the rules.

8. For the Parent or Legal Guardian:

As the parent or legal guardian, I have read and I have reviewed with my student the QA Acceptable Use Agreement. I understand that the use of these electronic information resources is for educational purposes. I recognize QA has initiated reasonable safeguards to filter and monitor inappropriate materials. I understand that while the QA has also taken steps to restrict student access on the Internet to inappropriate information and sites, it is

impossible to restrict access to all controversial materials. I further recognize that if my child does not abide by the rules of acceptable use, he/she may be disciplined. I will not hold QA responsible for materials my child may acquire on the Internet. I hereby give permission to QA to permit my child to have access to the Local and Wide Area Networks and the Internet.

Quest Academy Charter Library Disclosure – K - 5

1. Each K-5 grade class has an assigned library time each week. Please help your student remember to bring all books on his/ her class library day.
2. Books are checked out for a two-week period. Books are due after two weeks. Students may not check out additional books over the set quantity limit, nor renew a book not in the student’s possession. There is a limit of 1 renewal on popular titles.
3. The library will have limited open library time.
4. **Students are accountable for lost or damaged books/media checked out on their account and must pay for their replacement.** Students with lost or overdue books may not check out books over the set limit until the book is returned or paid for. **Do Not attempt to repair a book yourself.** All books must be returned prior to summer break or transferring from Quest Academy.
5. Please help your student take proper care of books. This includes washing hands before handling books, keeping books away from **food and drinks, younger children, pets,** and the outdoor elements; not marking on or bending pages, keeping books in a safe place when not in use and carrying books to and from school in a closed bag/ backpack.
6. High standards of behavior are expected at all times. Students will adhere to our school-wide rules. This means they will listen attentively during instruction time, be courteous to others, take care of the library books, give others “think time”, and come into, utilize, and leave the library in a quiet, orderly manner. Students who cannot follow these expectations may be asked to exit the library.

Ms. Ingersoll, Librarian and Mrs. Anderson, Library Assistant

Donations are accepted and may be used within the library, individual classrooms, or the professional collection.

Quest Academy 2016-2017 K - 5 Parent/Student Handbook Acknowledgment

Please read and discuss the information included in the Parent/Student Handbook with your child. Return this page to your child's teacher after you and your child have signed it. In order to attend Quest Academy each student must have a signed form in his or her file.

I understand that if parents and/or students are unable to meet the obligations or continuously disregard the obligations stated in the Parent/Student Handbook the administration may recommend that the student attend another school. If necessary, the school will pursue the withdrawal or transfer through administrative procedures as set forth by the Quest Academy Charter.

Use of Student Work, Information or Photo - The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Parents and eligible students have a right to opt out of the inclusion of information about the student as directory information, photo/image, and student work. If you wish to opt out, you must check the box(es) below and return this form no later than September 30 or ten days following the student's enrollment in the School, whichever is later. This election is good for the remainder of the current school year.

RETURN THIS PAGE TO YOUR CLASSROOM TEACHER

Please check all that apply:

- DO **NOT** INCLUDE MY STUDENT'S DIRECTORY INFORMATION THAT MAY BE RELEASED WITHOUT MY CONSENT INCLUDING, BUT NOT LIMITED TO YEARBOOKS, NEWSLETTERS, BROCHURES, AWARDS, CALENDAR.
- DO **NOT** PUBLISH MY STUDENT'S PHOTO/IMAGE OR THEIR WORK ON THE TEACHER'S BLOG OR QUEST'S WEBSITE.

As a parent or guardian of a student at Quest Academy Charter school I **acknowledge that I have read and shared** the 2015-2016 **Parent/Student Handbook** with my child including the **Teacher/Parent/Student/Principal Compact**, the **Library Disclosure**, and the **Computer Acceptable Use Agreement**. I also acknowledge that I have a copy of the handbook and understand that I can access another copy on the school's website if needed. I also have **updated** contact information for the 2015-2016 school year on Aspire.

Date Signed _____

Student Name _____

Student Signature _____

Parent Name _____

Parent Signature _____