



QUEST ACADEMY

**Parent Handbook
Grades K - 5**

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.

**4862 West 4000 South
West Haven, UT 84401
801-731-9859 Phone
801-731-9860 Fax
www.questac.org**

Quest Rams' Standards of Conduct

Each student is expected to demonstrate:

Personal Responsibility - Take charge of your learning (minimal tardies and absences, being prepared, work completion, missing assignments 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 (speak the truth, no cheating, plagiarism etc.)

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

Engagement - Be an active learner (participate in class discussions, complete projects and collaborate in groups)

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 - 5

swray@questac.org

Heather Ward – Secretary 6 – 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 Daily Schedule

Daily Schedule

1st - 5th Kindergarten
Begins: *Morning (AM)*
8:30 am **Begins:** 8:30 am
Ends: **Ends:** 11:15 am
3:00
Afternoon (PM)
Begins: 12:15 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
1:00
Afternoon (PM)
Begins: 11:00 am
Ends: 1:00 pm

School Calendar

Access the school calendar at questac.org.

Daily Lunch and Recess Schedule

Grade	Recess / PE	Lunch Time
1 st	10:30 – 10:55	10:55 – 11:20
2 nd	10:55 – 11:20	11:20 – 11:45
3 rd	11:20 – 11:45	11:45 – 12:10
4 th	11:45 – 12:10	12:10 – 12:35
5 th	12:10 – 12:35	12:35- 1:00

Morning Recess / PE

The lunch 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”.

Who to Go to For What

Principal - Dave Bullock (dbullock@questac.org)

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

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

Office Manager - Toni Painter (tpainter@questac.org)

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

Secretary (5-9) – Heather Ward (hward@questac.org)

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	<ul style="list-style-type: none">(K-5) Angelee Spader(6-9) Nicki Slaugh
Attendance Problems	<ul style="list-style-type: none">(K-5) Angelee Spader(6-9) Nicki Slaugh
Behavior Referrals	<ul style="list-style-type: none">(K-5) Angelee Spader(6-9) Nicki Slaugh

Board Liaison	Dave Bullock
Budget	Dave Bullock
Email (OneCall Now)	Toni Painter
Extracurricular Activities	<ul style="list-style-type: none"> • (K-5) Angelee Spader • (6-9) Nicki Slaugh
Free / Reduced Lunch Applications	<ul style="list-style-type: none"> • Madeline Chestnut mchestnut@questac.org
Grade Acceleration	Dave Bullock
Grade Retention	Dave Bullock
Immunizations	<ul style="list-style-type: none"> • (K-4) Stephanie Wray • (5-9) Heather Ward
Library: Fees, overdue or lost books	<ul style="list-style-type: none"> • Nicole Anderson nanderson@questac.org
Lottery	Toni Painter
Maturation & Sexual Health	Dave Bullock
Payments: Field Trips and Yearbooks	<ul style="list-style-type: none"> • (K-4) Stephanie Wray • (5-9) Heather Ward
POQA Liaison	<ul style="list-style-type: none"> • (K-5) Angelee Spader • (6-9) Nicki Slaugh
Registration	<ul style="list-style-type: none"> • (K-4) Stephanie Wray • (5-9) Heather Ward
School Land Trust	Dave Bullock
Special Education Referrals	<ul style="list-style-type: none"> • Casey Arrington carrington@questac.org
Student Council	Nicki Slaugh
Aspire Username and Password Issues	<ul style="list-style-type: none"> • (K-5) Toni Painter • (6-9) Heather Ward

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	11:15 AM
PM Kindergarten	3:00 PM
Quest 1st – 5th	3:00 PM
Quest 6th - 9th	3:10 PM

Dismissal Times Minimum Day

AM Kindergarten	10:30 AM
PM Kindergarten	1:00 PM

Quest 1st – 5th	1:00 PM
Quest 6th -9th	1:10 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 which requires us 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 current school year 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 should check in at the office in their 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 should be checked out in their respective office.

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 Academica West at (801) 444 - 9378.

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 our website.

https://www.questac.org/?page_id=42

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.

Citizenship

Ram PRIDE Citizenship Code of Conduct

Personal Responsibility - Take charge of your learning (minimal tardies and absences, being prepared, work completion, missing assignments 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 (speak the truth, no cheating, plagiarism etc.)

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

Engagement - Be an active learner (participate in class discussions, complete projects and collaborate in groups)

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

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.

Facebook and Instagram (questacademyelementary) are great ways to see what is happening in the school. Also, the teacher's blogs are always up to date and have school information as well as classroom information.

Computer Usage

Computers (desktops, laptops, and ipads) are available for student use in computer labs and portable computer labs (COWS). All students must sign the Computer Use Agreement form 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 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, Writing, 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 and 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). 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 that 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.

At Administrations discretion, students may be asked to participate in “Saturday School” rather than serving detention or being immediately suspended at the time of their infraction. Saturday School constitutes a suspension and will be documented as such. Students serving a Saturday School suspension will meet a Quest employee at the school to serve their detention/suspension. Details regarding restorative justice practices will be determined by the Administration and the student’s parents/guardians.

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 of the month at 6:00 PM. in the Q1 Coding Lab. These meetings are open to the public. The agenda for all Board meetings are 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 our 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 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

Our 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 we are 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 and can also be accessed through the Utah State Board of Education website: <https://www.schools.utah.gov/schoolfees?mid=4340&tid=3>

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 email and direct communication.

Aspire -Student Information (formally SIS)

Parents/guardians may change or update contact info in 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.

Report Cards

As a standards based grading school, grading is continuous and parents will be able to login to TeacherEase during the year to see their student's

progress. At the end of the year, report cards will be available on TeacherEase. 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
4	Mastered
3	Proficient
2	Approaching Proficiency
1	Needs Improvement
0	Refusal to Try

Citizenship Grading Scale

Students are given a citizenship grade for each area of PRIDE. PRIDE stands for Personal Responsibility, Respect, Integrity, Discipline, and Engagement.

SU - Superior

E - Excellent

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

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.

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://www.questac.org/?page_id=42

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 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.

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 school. Questions about the lunch program or free and reduced lunch applications should be directed to mchestnut@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. All medication forms are available in the office.

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: https://www.questac.org/?page_id=42

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 more than 1,000 students being 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.

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 their 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.

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.

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 our 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 our website for additional information.

Tutoring

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 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 our Safe School Policy is available on our website.

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 one-week period. 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. and 2 renewals on the rest of 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.

Mrs. Anderson, Librarian