



**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](http://www.questac.org)**

# Quest Rams' Standards of Conduct

Each student is expected to demonstrate:

**P**ersonal Responsibility - Take charge of your learning (minimal tardies and absences, being prepared, work completion, missing assignments etc.)

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

**I**ntegrity - Act with honesty in all you say and do (speak the truth, no cheating, plagiarism etc.)

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

**E**ngagement - 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](mailto:dbullock@questac.org)

Angelee Spader – Principal K-5

[aspader@questac.org](mailto:aspader@questac.org)

Casey Arrington – Principal 6-9

[carrington@questac.org](mailto:carrington@questac.org)

Leigh Hobson – Director of Special Education

[lhobson@questac.org](mailto:lhobson@questac.org)

Stephanie Wray – Office Manager

[swray@questac.org](mailto:swray@questac.org)

Heidi Carson – Secretary K - 5

[hcarson@questac.org](mailto:hcarson@questac.org)

Jen Jones - Secretary 6 - 9

[jjones@questac.org](mailto:jjones@questac.org)

<b>Office Hours</b>	8:00 am – 4:00 pm
<b>Phone Number</b>	801-731-9859
<b>Fax Number:</b>	801-731-9860
<b>Web Site</b>	<a href="http://www.questac.org">www.questac.org</a>

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## Quest Academy Daily Schedule

	Begins	Ends
Full-Day Kinder - 5th Grade	8:30	3:10
Half-Day Kinder	8:30	11:30

## Minimum Daily Schedule

	Begins	Ends
Full-Day Kinder - 5th Grade	8:30	1:10
Half-Day Kinder	8:30	11:30

## School Calendar

Access the school calendar at [questac.org](http://questac.org).

## Daily Lunch and Recess Schedule

Grade	Recess / PE	Lunch Time	Recess
Kinder	10:15 - 10:40	10:40 - 11:05	1:00 - 1:15
1 <sup>st</sup>	10:40 - 11:05	11:05 - 11:30	1:15 - 1:30
2 <sup>nd</sup>	11:05 - 11:30	11:30 - 11:55	2:00 - 2:15
3 <sup>rd</sup>	11:30 - 11:55	11:55 - 12:20	1:30 - 1:45
4 <sup>th</sup>	11:55 - 12:20	12:20 - 12:45	1:45 - 2:00
5 <sup>th</sup>	12:20 - 12:45	12:45 - 1:10	2:15 - 2:30

## Lunch 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 Director (Dave Bullock) who is over the elementary school and the junior high school, a principal for K-5 (Angelee Spader), a principal for 6-9 (Casey Arrington), and an office manager (Stephanie Wray). 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

Director - Dave Bullock ([dbullock@questac.org](mailto:dbullock@questac.org))

Principal (K-5) - Angelee Spader ([aspader@questac.org](mailto:aspader@questac.org))

Principal (6-9) - Casey Arrington ([carrington@questac.org](mailto:carrington@questac.org))

Office Manager - Stephanie Wray ([swray@questac.org](mailto:swray@questac.org))

Secretary (K-5) – Heidi Carson ([hcarson@questac.org](mailto:hcarson@questac.org))

Secretary (6-9) – Jen Jones ([jjones@questac.org](mailto:jjones@questac.org))

NEED	WHO TO CONTACT
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504 Plans	<ul style="list-style-type: none"> <li>● (K-5) Angelee Spader</li> <li>● (6-9) Casey Arrington</li> </ul>
Attendance Problems	<ul style="list-style-type: none"> <li>● (K-5) Angelee Spader</li> <li>● (6-9) Casey Arrington</li> </ul>
Behavior Referrals	<ul style="list-style-type: none"> <li>● (K-5) Angelee Spader</li> <li>● (6-9) Casey Arrington</li> </ul>
Board Liaison	<ul style="list-style-type: none"> <li>● Dave Bullock</li> </ul>
Budget	<ul style="list-style-type: none"> <li>● Dave Bullock</li> </ul>
Extracurricular Activities	<ul style="list-style-type: none"> <li>● (K-5) Angelee Spader</li> <li>● (6-9) Casey Arrington</li> </ul>
Free / Reduced Lunch Applications	<ul style="list-style-type: none"> <li>● Stephanie Hadley (shadley@questac.org)</li> </ul>
Grade Acceleration	<ul style="list-style-type: none"> <li>● Dave Bullock</li> </ul>
Grade Retention	<ul style="list-style-type: none"> <li>● Dave Bullock</li> </ul>
Immunizations	<ul style="list-style-type: none"> <li>● (K-5) Heidi Carson</li> <li>● (6-9) Jen Jones</li> </ul>
Library: Fees, overdue or lost books	<ul style="list-style-type: none"> <li>● Nicole Anderson <a href="mailto:nanderson@questac.org">nanderson@questac.org</a></li> </ul>
Lottery	<ul style="list-style-type: none"> <li>● Stephanie Wray</li> </ul>
Maturation & Sexual Health	<ul style="list-style-type: none"> <li>● Dave Bullock</li> </ul>
Parent Communication	<ul style="list-style-type: none"> <li>● Stephanie Wray</li> </ul>
Payments: Field Trips and Yearbooks	<ul style="list-style-type: none"> <li>● (K-5) Stephanie Wray</li> <li>● (6-9) Jen Jones</li> </ul>
POQA Liaison	<ul style="list-style-type: none"> <li>● (K-5) Angelee Spader</li> <li>● (6-9) Casey Arrington</li> </ul>
Registration	<ul style="list-style-type: none"> <li>● (K-5) Stephanie Wray</li> <li>● (6-9) Jen Jones</li> </ul>
School Land Trust	<ul style="list-style-type: none"> <li>● Dave Bullock</li> </ul>
Special Education Referrals	<ul style="list-style-type: none"> <li>● Leigh Hobson <a href="mailto:lhobson@questac.org">lhobson@questac.org</a></li> </ul>
Jr. High Student Council	<ul style="list-style-type: none"> <li>● Sven Livingston</li> </ul>
Aspire Username and Password Issues	<ul style="list-style-type: none"> <li>● (K-5) Stephanie Wray</li> <li>● (6-9) Jen Jones</li> </ul>

## 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.

### **ASPIRE**

Aspire is our Student Information System (SIS) that allows you to view your student's profile page, where you may access the following:

- Teacher/Advisor name
- Reading level
- Free/Reduced Lunch Application
- Attendance
- Unpaid fees (If applicable)
- Lunch account
  - View current balance
  - Make a payment
  - View lunch account details (payments/purchases)
- Custodial and Emergency Contact information

### **To create an Aspire account:**

- [Go to our website at questac.org](http://questac.org)
- Select the Aspire icon on the right side of the page (Snapshot below)



- Select REQUEST A USERNAME
- When prompted, enter your child's four digit *student ID* number (call the office for assistance) and *birthdate* to create your account (If you have more than one student attending, you need only enter the information for one of them. The others will be linked once the account is created)

## **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:

Half-day Kindergarten	11:30 AM
Quest 1st – 5th	3:10 PM
Quest 6th - 9th	3:20 PM

Dismissal Times Minimum Day

Half-day Kindergarten	11:30 AM
Quest 1st – 5th	1:10 PM
Quest 6th -9th	1:20 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 as 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 801-731-9859 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 designated BCI affiliates. 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.

## **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. [LINK](#)

## **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.

**Carpooling Program:** We have upgraded our Carpooling program and you can join! Connect with other Quest families in your area to arrange carpooling for the school year.

Please note: Anyone who was participating before will need to re-create their Carpool account using these steps:

- Visit our new [Parent Portal](#)
- Log in
- Create a Carpool account

## **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. Students are not allowed to leave school property after school unless they are accompanied by an adult, OR have parental permission. If you would like your student to be allowed to leave campus after school unaccompanied, please fill out this [Walk Release FORM](#).

No student is permitted to leave the school grounds at any time during regular school hours without appropriately checking out through the office.

### **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 is a great way 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. 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.

### ***Reasons for detention include but are not limited to:***

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

**Expulsion and Long-Term Suspension**

If there are repeated problems with a student's behavior or there is a serious safe school violation, long-term suspension or expulsion from school will be considered. The principal will refer expulsions 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 regularly throughout the school year. 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 an available Quest uniform item. Uniform violations will be reported to the office.

## **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.

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 and/or hallway for the bell to ring.

### **After School**

When the dismissal bell rings students must exit the school promptly with their class. All students will remain on the sidewalk 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.

For those students whose parents have filled out the [Walk Release FORM](#), they will go to the edge of sidewalk on the South-East side of Q2 and the South-West corner of Q1 to have an employee walk them across the parking lot to the sidewalk on 4000 S.

### **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. 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>

## Fees (Student)

Student fees may be paid in the office with cash or check, or online through our [website](#). These fees include, but are not limited to:

- Registration fees (6th-9th only)
- Class supply donations
- Field trips
- Library fines
- After school sports and clubs
- Dollar Dress Down Days

### To pay fees online:

- Go to the Quest Academy website and select the PAYMENTS icon on the right side of the page (Snapshot below)



- Select PAYMENT PORTAL



- Select the correct **category** for your payment. \*\*The OTHER DONATIONS AND FEES category is *only* for any fee not already listed.

## 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 or it is for a class party. 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 or class time. 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**

Parents/guardians may change or update contact info or 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. available.

## Report Cards

As a standards based grading school, grading is continuous and parents will be able to login to ASPIRE during the year to see their student's progress. At the end of the year, report cards will be sent home. 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	Extending
3	Mastery
2	Developing
1	Emerging
0	BT- Behind Target

## 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](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 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

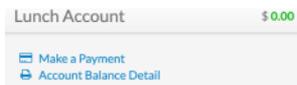
openings for the following year. This lottery is conducted the first week of February and periodically throughout the year if needed.

### Lunch Account

You may view your student’s lunch account balance anytime by logging into your parent Aspire account. Lunch payments may be made in the office with cash or check, or online with credit card or eCheck from our [website](#).

- **Create a student lunch account:**

- Login to your parent Aspire account
- Under LUNCH ACCOUNT on the right side of the page, select MAKE A PAYMENT.



- Select CREATE NEW ACCOUNT



- Enter the information requested then select CREATE PROFILE at the bottom of the page



***\*Please note:** A lunch account will need to be created for each of your students in order to make payments online\**

- **To access the online payment link from the [website](#):**

- Select the lunch icon on the right side of the page. (Snapshot below)



- Select PAY LUNCH ACCOUNT

**\*\*Please keep your student's lunch account funded. Any student with an account \$10.00 or more in the negative will be asked to call home for a payment before their lunch hour\*\***

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 [shadley@questac.org](mailto:shadley@questac.org).

### ***Free or Reduced Meals***

Your child may qualify for free or reduced price meals. The application can be found on your Aspire page (snapshot below) and only requires approximately five minutes to complete. Apply promptly in order to have your child's eligibility confirmed before school starts. *\*Only one application is required per family, and must be completed every year.*



### **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 on our website by selecting RESOURCES > POLICIES AND PROCEDURES > FORMS. Medical forms must be completed each school year.

## **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.

## **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.

## **Parking Lot and Road Safety**

We frequently receive questions regarding how to navigate the Quest parking lot. For example:

- "Where do I pick up and drop off my student?"
- "I'm hearing people talk about stacking lanes. What are they talking about?"
- "Can I park in a stall and have my student come to me?"

Whether you are new to Quest or a Quest veteran, please take a moment and view this informative AND entertaining [video](#) about the parking lot procedures at Quest. Please share with anyone who will be driving your child to and/or from school.

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.

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 congestion. Patience is absolutely necessary to ensure 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 ensure 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. Offending student's 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 either give parents a list of school supplies or ask for a monetary donation to purchase supplies for your child. You can check your teacher’s blog to see how to help. “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.

## **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.

**Toilet Training Requirement:** All Utah public school students are required to be toilet trained prior to school admittance. If you have not already done so, please see this [FORM](#) for additional details and to verify your student's status. Please complete the form for each of your Quest Academy students.

## **Treats and Parties**

To support the health and well-being of all our students, treats for children's birthdays, holidays, and special occasions are not permitted at Quest. Many families have dietary preferences or health concerns, and we aim to respect those choices across the school community.

Occasionally, classrooms will hold organized celebrations (e.g., Halloween, Christmas, Valentine's Day, Easter). In these cases, parents will receive a permission form to authorize their child's participation and consumption of specific items on the designated day.

Please also note that treats may not be used as rewards for student behavior at any time. For full details, refer to our Wellness Policy on the Quest website.

## **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 sign in at the school office and pick up a visitor's badge upon entering the building.***

## **Volunteer Hours**

Quest Academy depends heavily on volunteer help, and requests that each family contribute *30 hours of volunteer time* per school year. There are many opportunities to volunteer throughout the year, both in the classroom and through POQA (Parent Organization of Quest Academy) activities and events. Please watch for additional information coming from POQA.

### **Accounting for volunteer time:**

Each building has a computer in the lobby where parents will check in when volunteering. If volunteering in the school, families are required to sign in and wear a printed badge before moving to the classroom or activity.

## **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