



**QUEST ACADEMY**

## **Parent Handbook Grades 6 - 9**

### **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 – Director  
[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

Daily – *Begins 8:10 am and Dismissal 3:20 pm*

Minimum Day (Every Friday) – *Begins 8:10 am and Dismissal 1:20 pm*

## Full Day

6/7 Lunch

6/7 Lunch		
Period	Class Start	Class End
Student Prep Period	8:10 AM	8:40 AM
1	8:45 AM	9:42 AM
2	9:47 AM	10:44 AM
3	10:49 AM	11:47 AM
Lunch	11:51 AM	12:31 PM
M&M	12:35 PM	1:16 PM
4	1:21 PM	2:18 PM
5	2:23 PM	3:20 PM

8/9 Lunch

8/9 Lunch		
Period	Class Start	Class End
Student Prep Period	8:10 AM	8:40 AM
1	8:45 AM	9:42 AM
2	9:47 AM	10:44 AM
3	10:49 AM	11:47 AM
M&M	11:51 AM	12:31 PM
Lunch	12:35 PM	1:16 PM
4	1:21 PM	2:18 PM
5	2:23 PM	3:20 PM

## Early Out

6/7 Lunch

6/7 Lunch		
Period	Class Start	Class End
Student Prep Period	8:10 AM	8:40 AM
1	8:45 AM	9:29 AM
2	9:34 AM	10:18 AM
3	10:23 AM	11:07 AM
Lunch	11:12 AM	11:42 AM
4	11:47 AM	12:31 PM
5	12:36 PM	1:20 PM

8/9 Lunch

8/9 Lunch		
Period	Class Start	Class End
Student Prep Period	8:10 AM	8:40 AM
1	8:45 AM	9:29 AM
2	9:34 AM	10:18 AM
3	10:23 AM	11:07 AM
4	11:12 AM	11:56 AM
Lunch	12:01 PM	12:31 PM
5	12:36 PM	1:20 PM

## 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
504 Plans	<ul style="list-style-type: none"> <li>• (K-5) Angelee Spader</li> <li>• (6-9) Casey Arrington</li> </ul>
<u>A</u> ttendance 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 (<a href="mailto:shadley@questac.org">shadley@questac.org</a>)</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***

### ***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. Cell-phones and electronic devices are not allowed during assemblies.

### ***Arrival and Dismissal***

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

**Dismissal:** Dismissal procedures are important for staff and students.

Teachers attend weekly staff meetings and 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 Quest Board of Directors approved the following policy.

- Students must be picked up no later than 30 minutes after dismissal time. A record will be kept of students left at school for more than 30 minutes after dismissal time.

Dismissal Times:

Grades 6-9	Regular Day	3:20 PM
	Minimum Day	1:20PM

- After the **second occurrence**, an evaluation will be made regarding further action. The administration will then determine whether or not the Department of Child and Family Services will be contacted.

## ***Attendance***

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

Parents/guardians are required by state law to see that their students attend school regularly. Students are expected to attend classes on time **every** school day. All students are expected to be in school with a 95% attendance rate. Please plan your vacation schedule around the students’ vacation time. Please access our website for the current 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 in grades 6–9 should check in at the Junior High building.

## ***Check Out***

School personnel must make personal contact with the parent/guardian before the child can leave the school grounds before school is dismissed. A child will not be released from school to anyone but the legal guardian or designated adult which the parent/guardian has listed an emergency contact in Aspire. Parents should ensure that this information is current.

Students in grades K-5 must be checked out at the elementary building and students in grades 6 – 9 must be checked out at the middle school building.

## ***Excusing Absences***

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

***Truancies*** (sluffing). Students are considered truant when they are out of class or school without an official excuse. The law requires parents to see that their students attend school regularly. Discipline for truancy will be handled by the administration. Teachers are not obligated to allow students to make-up assignments or tests that have been missed due to truancy. Parent conferences will be required if students are continually absent or truant. Parents are welcome to request assistance. If reasonable efforts and interventions do not remedy the problem sufficiently, students will be referred to Juvenile Court.

## ***Background Checks***

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

## ***Backpacks/Book Bags***

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

## ***Being Prepared for Class***

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

# **Bully and Hazing Policy**

This policy is accessible on the Quest Academy website. It can also be accessed through: [https://www.questac.org/?page\\_id=42](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.

## ***Books***

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

## ***Citizenship***

### **Ram Pride Code of Conduct**

**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 (speaking the truth, no cheating or 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, work collaboratively in groups)

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

Citizenship scores will be kept in the grade book 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:

- 4: Honors**
- 3: Satisfactory**
- 2: Needs Improvement**
- 1: Unsatisfactory**

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

Attendance	<ul style="list-style-type: none"><li>• No more than 2 tardies</li><li>• No more than 5 excused absences or check in/out</li><li>• No unexcused absences</li></ul>
Ram PRIDE Code of Conduct	<ul style="list-style-type: none"><li>• No discipline referrals</li><li>• Follows the PRIDE standards</li></ul>

It is vital that students do their best to maintain good citizenship and academic marks to meet eligibility requirements. Students participating in Student Council, Rampage, Competition Clubs and Athletics must maintain a 2.5 GPA and have no 1's and no more than one 2 per term in behavior/citizenship grade.

Citizenship grades will be entered at the midterm and final grading periods. Citizenship grades can be checked on ASPIRE.

### ***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, Google Classroom, Facebook, Instagram and/or website frequently to assure you receive timely information.

Quest also maintains a daily event calendar that identifies important events and activities throughout the school year. The calendar can be accessed via Quest's web page.

## ***Computer Usage***

**Grades 6-9** - All students must sign the Computer Use Agreement form before accessing the Internet. If this agreement is broken, disciplinary actions will be taken.

**Grades 6-9** - All students must sign the Chromebook Use Agreement before taking their Chromebooks home. Any damage to the Chromebook will require families to pay for the repairs.

Portable computer labs located in specific classrooms are also available for student use.

## ***Curriculum***

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

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

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

Student grades are based on mastery of Common Core Standards. Teachers regularly assess students on various standards, which ultimately determine student grades. Though homework and assignments may receive

participation grades, this type of work will not be used to show whether a child has mastered standards.

## ***Discipline***

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

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

## ***Detention***

Detention is used as a disciplinary tool and will be used to warn students 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"><li>● Disruptive behavior</li><li>● Public displays of affection</li><li>● Three uniform violations</li><li>● Bullying</li><li>● Violation of the Wellness Policy</li><li>● Three name-tag violations</li></ul>	<ul style="list-style-type: none"><li>● Three name-tag 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><li>● Three unexcused tardies to class</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>● Violation of the “no touch” policy</li></ul>
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## **Suspension**

At all times, QA’s administrators have the authority to suspend a student from school or assign them Saturday School for in school suspension. The length of suspension can be 1-10 days.

***Reasons for suspension include but are not limited to:***

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

## ***Expulsion***

If the behavior contract is not adhered to, there are repeated problems with a student's behavior or there is a serious safe school violation, expulsion from school will be considered. The Director 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:
  - Life threatening or intimidating actions
  - Sexual harassment
  - Pornography
  - Bullying
  - Obscenities
  - Computer Use Contract violation
  - Vandalism of other student's or school property

## ***Directors***

A Board of Directors governs Quest Academy. The Board meets every 2nd Tuesday at 6:00 PM. in the Q2 Library.. These meetings are open to the public. The agenda for all Board meetings is posted on the Quest Academy website and on the front door of the school 24 hours prior to the Board meeting. The QA Board makes all policy decisions for QA. Administration is required to enforce the policies. Information on individual Board members can be found on the school website.

## ***Dress Code***

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

### **Shirts**

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

### **Pants**

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

### **Jackets and Sweaters**

- Coats and jackets, including hoodies, cannot be worn in the school unless it has the school logo on it.
- 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 items. 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.

## ***After School***

All students will remain on the curb until their ride has arrived. Students will not be allowed to remain in the school, including the front vestibule or the gym, or out on the playground unless they are under the direct supervision of a parent, guardian, staff member or teacher. Students will be allowed back into the school to call home if their ride has not arrived 20 minutes after dismissal.

## ***Electronic Devices***

Quest's Electronic Device policy can be found on the school website. At no time can an electronic device be used to harass or intimidate another individual or be used to access inappropriate material. It is also important to note that Quest is NOT responsible for any lost or stolen electronic devices. Cell phones may be used by students as a learning device in the classroom with each individual teacher's discretion.

Students will be given the following consequences if cell phones are used inappropriately during class.

### ***Cell Phone Consequences***

***(after one initial warning)***

***-Any inappropriate use of cell phones is considered an offense in this policy***

- First offense - phone is confiscated by teacher/administrator and can be picked up by the student at the end of the day.
- Second offense - phone is confiscated by teacher/administrator and is sent to the office and a parent can pick it up at the end of the day.
- Third offense - phone is confiscated by teacher/administrator and phone is sent to the administrator and parent will be contacted. Student will not be allowed phone privileges for 8 weeks.
- Fourth offense - phone is confiscated by teacher/administrator and phone is sent to the administrator and parent will be contacted. Student loses phone privileges for the remainder of the year.

If a cell phone is found it will be turned into the front office to determine the owner. Moreover, if a cell phone is used inappropriately, and 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, it may be subject to search by administration. If needed, the school may contact law enforcement if circumstances warrant.

If the device does not distract from the instructional or educational process and is not otherwise used inappropriately, administration may give permission for that student to possess an electronic device for good cause, including medical reasons.

**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 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.

### ***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 in several ways:

### ***Checking Student Grades***

To provide a better learning experience for students and parents, Quest Junior High is using a Google-Based Platform grade book to fit our mastery learning. Parents and students will be provided with a unique link that allows them to view the grades in a student tracker. Additionally, students in grades 6-9 will be filling out a digital planner throughout the week. The purpose of this planner is to track student progress and personal goals.

### ***Report Cards***

For this school year, we will be recording final grades on a quarterly basis. Students will receive an official report card by mail a week after each quarter ends.

### ***Gum***

Gum chewing is not allowed at Quest Academy. If a student is breaking the rules by chewing gum, citizenship will be docked and detentions may be assigned.

## ***Hall Passes***

Teachers will issue Hall passes during class if a student needs to leave the classroom for any reason. Students will be given 10 hall passes per quarter to use as they wish. 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 are given a four-minute transition between each class. Students are expected to use non-disruptive, respectful behavior in the hallway before school, after school, and during class transitions. Running, pushing, slamming lockers and other disruptive behavior may result in a deduction in citizenship points or a detention referral.

## ***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 also 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 test and the possibility of detention. Continued violations may result in a letter grade of "F" for the semester and suspension.

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

### ***Images and Video***

Due to technological advancements, video and still images are easily taken, even using cell phones. Any use of a camera or imaging device in the school must be approved by the administration. Inappropriate use will be referred for disciplinary action; criminal use will be referred for legal action. Only G videos may be shown in grades K-5 and then only in conjunction with a specific need in a lesson plan. Teachers should receive prior approval from administration.

### ***Immunizations***

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

### ***Labeling***

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

### ***Library***

Students are provided library books and materials for use. 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 after school for supervised student and parent use. Students are welcome to come in and use the library if instruction is not being conducted.

### ***Lost and Found***

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

## ***Lottery for Enrollment***

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

## ***Lockers***

Students are assigned an individual locker that they are responsible for the school year.

## ***Locks***

Students may bring a lock from home or check one out, free of charge, from the front office. School locks must be turned in at the end of the year. A \$20.00 fee will be charged for any unreturned school locks.

## ***Hanging Items***

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

## ***Vandalism***

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

## ***Lunch***

We expect students to demonstrate good citizenship and proper manners in the cafeteria. Unsatisfactory behavior will not be tolerated. Students may bring a lunch from home or purchase lunch. Questions about the lunch program or free and reduced lunch applications should be directed to [mchestnut@questac.org](mailto: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.

Students are not allowed to order lunch from an on-line app, such as, doordash, uber eats, grubhub, etc.

## **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. The necessary forms are available in the office. All medication will be kept in and dispensed through the office. Students may not carry medicine around or store it in their lockers. Students with asthma may carry their inhaler with them provided the appropriate medical forms have been completed.

## ***Name Badges***

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

## **Parent Involvement Policy (LEA)**

This policy is accessible on the Quest Academy website. It can also be accessed through: [https://www.questac.org/?page\\_id=42](https://www.questac.org/?page_id=42)

## ***Parent Organization (POQA)***

All families of students enrolled at Quest Academy are members of the POQA. A Council made up of parent members operates POQA. 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 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 assure no accidents or injuries occur.

***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 holding hands, 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, which 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 (PE)***

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. PE will be conducted in a spirit of goodwill and sportsmanship.

Students must change into assigned PE clothes to participate in PE. Lockers are provided in the gym locker room. Lockers are for student use ONLY during their assigned PE class. Students may use their own lock to secure valuables and clothing but the lock must be removed from the locker at the end of the student's PE period.

## ***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***

As outlined in the Safe School Policy, when school officials 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 school officials have the authority to search a student's person, personal property, or locker while located on school property or during a school-sponsored activity.

## ***Snacks and Soda***

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

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

## ***Supplies***

Teachers will provide parents a list of school supplies that the students will need for the upcoming school year. 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.

## ***Tardies***

It is extremely important that students are in class and ready to learn when the bell rings. Late students not only miss important instruction or bell work but also disrupt the learning process for others. Teachers will greet all students at the door prior to class. Students who are repeat offenders on this issue, may be served lunch detention.

## **Theft, Extortion, Vandalism and Arson**

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

## ***Treats and Parties***

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

## ***Tutoring***

Quest's teachers are available in their classroom each day from Monday through Thursday from 3:25pm-4:00pm. Students are expected to arrive to tutoring by 3:25pm. Any siblings that are waiting will be asked to remain seated in the lobby.

## ***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 convenient time. If your student forgot something at home and you are delivering it to the school, please leave it with the front office. We must respect the teaching time of the teacher and the students so interruptions are

minimized. Teachers are unable to conduct private conferences with parents during instructional time unless a prior arrangement with the teacher has been made.

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

## ***Volunteer Hours***

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

## ***Weapons***

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

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

A copy of our Safe School Policy is available on our website.

## ***Behavior Intervention Process***

If a student is not following the class rules resulting in a behavior that disrupts the learning of others, interferes with the student's ability to learn, or creates a distraction so the student or other students in the class are unable to focus on their work or classroom instruction, the teacher will start the behavior process. Step 1 - Teacher and student meeting. Step 2 – teacher and student meeting, lunch detention assigned and parent notified. Step 3 - lunch detention assigned and requires the teacher, student, and parent to meet to discuss behavior and intervention plan. Step 4 – lunch detention assigned, refer to administration, parent meeting held and behavior contract created.

### ***Library Disclosure (Grades 6-9)***

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

Mrs. Anderson, Library Assistant

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