



2017-2018
Quest Charter Academy Middle School
Family and Student Handbook

DREAM IT...

BE IT...

DO IT...

Quest Middle School
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QUEST CHARTER ACADEMY 2017-2018 PARENT/GUARDIAN HANDBOOK



Welcome to the 2017-2018 school year!

As you know, Quest Charter Academy is dedicated to providing a diverse student body with an innovative, world-class education rich in math, science and technology, focused on preparing students to become bold inquirers, problem-solvers and ethical leaders. Our students leave Quest skill-ready for post-secondary education ready to meet the challenges of a competitive global workforce.

We believe in providing students with a personalized education plan where they have their individual needs not only met, but exceeded. We are committed to providing innovative and intensive academic preparation that inspires and educates students to achieve the highest levels of academic knowledge and skills.

Quest embraces a collaborative partnership between teachers and parents to empower students to reach extraordinary heights. Extraordinary results require extraordinary efforts! With commitment, hard work, consistency and responsibility, every student will meet the challenge of mastering high expectations. We strive to be a welcoming, nurturing place with a system of supports serving all students, and providing academic, social, and emotional support.

While the student handbook summarizes school rules and expectations, it is not a comprehensive statement of all school expectations and procedures. Please take the time to read through the handbook and review it with your student. We are excited for the 2017-2018 school year and look forward to partnering with your family!

Sincerely,

A handwritten signature in black ink that reads "Dr. Nicole R. Couri Wood". The signature is fluid and cursive.

Nicole R. Couri Wood, Ph.D.
Executive Director, Quest Charter Academy

On a Quest to be the BEST!

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Staff Directory

ADMINISTRATION

Dr. Nicole Wood	Executive Director	H206	206	wood@questpeoria.org
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Deborah LaHood	Business Manager	H100D	311	lahood@questpeoria.org
Cindy Ardis Jenkins	Director of Development & Communications	H102	102	ardisjenkins@questpeoria.org

Middle School Staff

NAME	TITLE	ROOM	EXT.	EMAIL
Dr. Jason Surian	Principal	140	600	surian@questpeoria.org
Lisa Kurtz	Assistant Principal	140	600	kurtz@questpeoria.org
Taj Artis	Social Worker	119	619	artis@questpeoria.org
Michael Jenkins	Dean of Students	118	705	mjenkins@questpeoria.org
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Kertrina Dickerson	Family & Community Liaison	118		dickerson@questpeoria.org
Elmer Dickerson	Athletic Director	118		ad@questpeoria.org
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Channing Carroll	5 th Grade Teacher	139	703	carroll@questpeoria.org
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Dorothy Magnuson	5 th Grade Teacher	136	702	magnuson@questpeoria.org
Alyssa O'Laughlin	5 th Grade Teacher	138	710	olaughlin@questpeoria.org
Kayla Trammell	6 th Grade Science	211	611	trammell@questpeoria.org
Sarah Uftring	6 th Grade Math	213	613	uftring@questpeoria.org
Kaitlyn West	6 th Grade ELA	209	623	west@questpeoria.org
Maggie Couri	6 th Grade Social Studies	208	608	couri@questpeoria.org
Mary Barber	7 th Grade Social Studies	207	607	barber@questpeoria.org
Michelle Maarouf	7 th Grade Science & GTT	220	709	maarouf@questpeoria.org
Jace Mansfield	7 th Grade ELA	205	608	mansfield@questpeoria.org
TBA	7 th Grade Math	206	606	@questpeoria.org
Laura Johnson	8 th Grade ELA	203	603	ljohnson@questpeoria.org
Billy Mosburg	8 th Grade Science & GTT	204	604	mosburg@questpeoria.org
Tyler Padera	8 th Grade Math	222	621	padera@questpeoria.org
Amelia Readeker	8 th Grade Social Studies	202	602	readeker@questpeoria.org
Niamh Stapleton	Music	111	707	stapleton@questpeoria.org
Nikki Wagenschutz	Physical Education	GYM		wagenschutz@questpeoria.org
Jonathan Walraven	Art	120	620	walraven@questpeoria.org
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Mission and Vision

Mission

Quest Charter Academy provides a diverse student body with innovative, world-class education rich in math, science and technology, focused on preparing students to become bold inquirers, problem solvers and ethical leaders.

Vision

Quest Charter Academy will have a 100% college acceptance rate for every graduating class.

Quest Pledge

As a valuable member of the QUEST Charter Academy community, today I commit myself to growth, achievement, and success. I am respectful, responsible, courageous, curious, honest, and hardworking. I pledge to use the tools I have been given to realize my talents, fulfill my dreams, and attain my goals. I am on a Quest to be the best.

Core Values

Quest Charter Academy (QUEST) will use six core values to guide its interactions with all members of the school community:

Respect – All members of the QUEST community (students, parents, and staff) have equal worth and will be treated with dignity and consideration. Mutual respect drives every action of members of the Quest family. We treat others with fairness, justness, objectivity, and equity.

Student: Treating others the way you want to be treated. Respect is a two-way street from me to you and you to me. We show respect by accepting that other people are different but just as important as you

Responsibility – All people have choices: teachers, parents, and students will be responsible for their actions. At Quest, we treat our sense of responsibility to our students, parents, staff and partners seriously. We act with accountability, trustworthiness, and conscientiousness in all that we do.

Student: Taking care of someone or something and being able to be trusted to do what is right or to do the things that are expected or required

Integrity – Belonging to a community requires a commitment to the common good. The community is stronger when everyone can be counted upon to be honest and trustworthy. We at Quest believe in working with integrity by acting with honesty, fairness, sincerity, and decency.

Student: Doing the right thing always, even when no one is watching

Courage – Having the courage to try new things expands minds and causes students, parents, and staff to reach beyond their own expectations. Strength in actions and decisions in the face of adversity defines our drive towards providing the best educational opportunities for all students.

Student: Facing tough situations even when it is difficult to do so.

Curiosity – The ability to wonder and to create connections stimulates further learning. At QUEST, inquiry will be fostered and encouraged on the part of parents, staff, and students.

Student: By exploring new ways of doing things I further my own learning. I ask questions, I think creatively and inquire about how things might be.

Effort – Success is accomplished when students, parents, and staff do what it takes to accomplish their vision for the future. Extraordinary results require extraordinary effort!

Student: In all that I do I go above and beyond to give the best of myself to the task at hand.

To foster this kind of learning environment, students are expected to follow the directions established by the authority of the school including bus drivers and monitors when enroute to or from school and at school-related or school sponsored events, even those activities that take place outside of the school setting. Examples include athletic events, field trips, competitions, and concerts. Unacceptable behaviors that occur at such events, as outlined below, will be subject to the same penalties as misbehaviors that occur in school. All students will receive due process in the disciplinary process.

General School Information

Enrollment

Families have a choice in education and by choosing Quest Charter Academy as your child's education provider, you are entering into a year-long commitment and partnership. Families may choose to continue or discontinue the partnership for the following academic school year only during the open enrollment period which occurs each winter. We strive for a satisfaction rate of 100%; however, we recognize that our program may not be a fit for all. Families are partners and therefore we encourage your active participation to provide your child with the highest-quality educational experience.

Equal Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, gender, religious beliefs, sexual orientation, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the school will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the school remains viewpoint neutral when granting access to school facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Gender Equity

No student shall, based on gender or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

Student Identification Cards

Student identification cards must be worn and visible always during the school day. Students must present a current ID card to enter and leave a classroom with a pass, and to be admitted to extracurricular events. Stickers and other

decorations may not be placed on the front of the ID cards. The ID cards should not be altered in any way from their original condition.

Students who have lost or misplaced their ID will be required to buy a new ID without penalty provided they report to the School Office before school or as soon as they realize the ID is missing. The replacement cost is \$2.00. Failure to comply with this policy may result in disciplinary consequences.

Visitors

All visitors to campus must check in at the School Office, sign-in and wear a visitor's pass for the duration of their stay. Visitors may be asked to provide a photo ID. The photo ID will be held at the School Office until the visitor signs out of the building and leaves campus. If no photo ID is presented, the visitor may not be permitted to enter the building.

Students are not allowed to bring visitors to school. Any person wishing to visit a class and/or teacher should request permission a minimum of two school days in advance from the school administration. Approval is granted at administrator's discretion.

Locks and Lockers

All lockers must be kept locked. All students are issued a combination lock from Quest Charter Academy. Replacement locks will cost the student \$5. No personal locks are allowed.

Lockers are school property. The school retains ultimate control of all lockers, including student lockers, and said lockers are subject to search to prevent school lockers from being used in illicit ways or for illegal purposes. The school reserves the right to inspect all lockers always to detect health or safety problems or violations of school rules or the law, including but not limited to the presence of illegal drugs, weapons or contraband, notwithstanding the fact that the lockers are assigned to the individual Quest students who assume full responsibility for the security of their lockers.

Students are not to share lockers, use more than one locker, or use a locker that is not assigned to them.

Transportation/School Buses

(Please see Appendix C)

Transportation is a privilege and requires all students to maintain a safe bus environment. The school bus is an extension of the school learning environment. Eligible students are assigned to a specific bus route and pick-up/drop-off point which is determined by the official residence in Skyward. All students are expected to be at the assigned pick-up location at least 10 minutes prior to scheduled pickup time. Students will follow behavior expectations while on the bus and at the pick-up/drop-off point, follow the bus driver's directions, and give him/her your respect. Infractions that cannot be resolved by the driver will be reported to the school administration. To maintain the safety of all riders as well as pedestrians and other cars, students in violation of the expectations may receive disciplinary consequences and jeopardize their bus riding privileges. For all transportation related issues, please contact the principal office of your school.

Expectations for Bus Riders

1. All school expectations and rules apply while riding a bus.
2. Students are only permitted to exit the bus at their assigned drop-off location determined by the route.
3. Speak to the driver only when the bus is stopped, use a quiet voice, and follow the directions from the driver.
4. Remain seated and keep your arms and legs from aisle.
5. Use a quiet voice on the bus always.
6. Cross the road at least ten (10) feet in front of the bus and then only on a signal from the driver.
7. Walk single file when exiting the bus, waiting for the student closest to the bus to leave first.

8. Move away from the bus door quickly after unloading. Stay clear of the rear wheels. Never walk behind the bus.
9. When listening to music using electronic devices, headphones are required.
10. Electronic devices used for recording are NOT permitted. Any student caught recording any bus activity will be subject to disciplinary action.
11. Take all your belongings with you and keep the bus clean.
12. All riders are to follow the directions provided by the driver.
13. Remember that riding the bus is a privilege.

Students failing to meet bus expectations jeopardize riding the school bus. If disciplinary action is required due to student behavior on the bus, contact with the parent or guardian will be made by school officials. School administration will review each incident and severity of the behavior and assign an appropriate consequence which may include:

- Written warning and conference
- Parent/Guardian conference and assigned seat
- 5-day suspension from bus
- 10-day suspension from bus
- Loss of bus privileges

Attendance/Enrollment

Change of Address or Telephone

Any change of home address, as well as parent/guardian personal and work telephone number, or any other important information that we need in order to contact a parent or guardian in case of an emergency should be reported to the office immediately. Proof of residency must be provided prior to changes being made.

Attendance Procedures

Students are expected to be at school each and every day. Attendance will be taken by the classroom teacher regularly throughout the day. 5th Grade classes will report attendance two times daily; morning and afternoon. 6-8th Grade classes will report attendance per period.

Absences

Every student needs to attend school each day to benefit from the education opportunities and experiences.

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused.

Whenever it is known in advance that your student will be absent from school due to family vacation, required court appearance, business interview, college visitation or other unavoidable circumstances not considered excused, the parent/guardian must contact the Administration to request a prearranged Absence. **It is the student's responsibility to make arrangements with each of their classroom teachers regarding assignments.** This should be done at least three days prior to the student's absence.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 309-222-8719 *before 8:30 a.m.* to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian

explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Make-Up Work

If a student's absence is excused, unexcused or if a student is suspended from school, he/she will be required to make up all missed work, including homework and tests, for equivalent academic credit. The student will be given two days to complete all missing assignments.

Procedure for Arriving Late to School

If a student arrives after 8:30 a.m., they must enter at the main entrance and check-in at the School Office before reporting to class. Students arriving after 8:30 a.m. will be considered tardy.

Procedure for Leaving School Early

1. A student's parent/guardian may make arrangements, in advance whenever possible to have him/her check out prior to their usual dismissal time by calling the School Office.
2. If a student's checkout time is during a class period, the School Office will contact the room the student is located and notify the teacher. It is the parent's responsibility to sign their student out in the School Office prior to leaving the building.
3. If a student returns to school the same day, the parent shall sign the student back in at the School Office before the student returns to classes.
4. If a student becomes ill or injured in school or during lunch, the school administrative assistant will contact the parent/legal guardian.
5. Early dismissal cut-off time will be 30 minutes prior to the end of the school day to ensure an orderly and safe dismissal of all students.

Excessive Absences

Student attendance at school is a large factor in the success of students' experience at school. Students who are excessively absent from school may be required to provide documentation from a professional/medical source explaining the cause of the absences. Students with excessive absences (excused and unexcused) will be subject to administrative consequences. In response to excessive absences, the following will occur:

- 5th absence – Parent/Guardian will be notified by letter. The letter must be signed and returned promptly to school.
- 7th absence – Parent/Guardian will receive notification and will be required to meet with school administration and family liaison and addition support personnel as necessary.
- 10th absence - Contact will be made with local authorities, Regional Office of Education and Project TARGET.

Project TARGET is a truancy/dropout prevention program that works with all students in Peoria County with school attendance problems. Project TARGET caseworkers work with students and their families to determine the root cause of the poor school attendance. Referrals are made to community services identified by the needs of each family, and rewards and incentives are offered to schools and students for improved attendance. The Truancy Assessment Center is used by the police and the community to assess the needs of students taken there when found on the street during school hours. Court intervention and ticketing is used when all other options are exhausted.

Truancy

Truancy is defined as being absent from the location a student is assigned without the knowledge of parent/guardian or school personnel. Truancy is an unexcused absence from school. Truancy is a deliberate disregard for the

educational program and is considered a serious matter that will have immediate consequences. If a student is truant:

- A record of the truancy will be entered into the student's record
- A conference will be held with the student and parent/guardian
- Disciplinary action will be taken
- The student will be expected to make-up the work missed

Truancy is a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 184 regular school days without valid cause (a recognized excuse) are considered truant. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school will take further action, including:

- Referral to the Family Liaison
- Referral to Project TARGET for additional intervention and support which may include:
 - Reporting to officials under the Juvenile Court Act
 - Referral to the State's Attorney
 - Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of **State law 105 ILCS 5/26-7**.

Tardiness

Tardiness is defined as arriving either to school or to an assigned class after the morning bell has rung signifying the beginning of class (refer to bell schedule). Tardiness to school and/or to class during advisory period – whether from oversleeping, missing the bus, car problems, babysitting issues, socializing or lingering in the halls - is unacceptable. If a student arrives at school less than 45 minutes late, he/she will be considered tardy. If a student arrives after 9:15 (more than 45 minutes late), it will be considered a morning absence. If the student is tardy, they must report to the school office and receive a hall pass for admittance to class. The tardy procedures are as follows:

Tardy to school/class during a one-week period

- 1-2 times results in a warning and parent/guardian notification
- 3-4 times results in a 30-minute detention held after school and parent/guardian conference
- 5 times results in a 1-hour detention and parent/guardian conference
- 6 times results in a 2-hour detention and parent/guardian conference and loss of privilege

Academic Excellence

Parent/Student Compact

Compacts are required to be signed each year by every parent and student. Upon signing this compact, each staff member, parent and student acknowledges that student achievement requires shared responsibility and open communication among student, parent, and school. (See Appendix F)

Individual Learning Plan

Through intentional use of time and structure, a system of support for personalized learning will take place for all students. All students will receive a personalized learning pathway plan to address specific areas of need, both remedial and enrichment. Quest Charter Academy will use the following assessment tools and instructional strategies to support student learning:

Custom Learning Time

Custom Learning Time will occur one period daily for every student to allow students to work at their own level and receive support as indicated by their Individual Learning Plan (ILP), as well as, participate in a club. Students will receive an elective credit for this block. Using a Multi-Tiered System of Support (MTSS), teacher teams will be able to assess every student's learning needs and provide targeted support to build foundational skills students require to be successful in middle and high school as well as to enrich or extend learning opportunities for students ready for the next level of learning.

Diagnostic Assessment

- NWEA/MAP: All students at Quest will participate in MAP testing (Measurement of Academy Progress) three times per year - fall, winter, and spring. The MAP assessments measure the growth of every student over time regardless of on, above, or below grade level performance. Assessment information will allow for customized learning pathways to be developed and monitored through valid, reliable, and real-time data provided by the assessment.
- STAR360 is an additional assessment tool which will be used as a progress monitoring tool. STAR360 allows teachers to monitor how students are performing within skills and standards. This assessment will provide teachers with critical information to inform instructional practice to ensure students reach their intended goals within their custom learning plan.

Assessments

During the course of the calendar year, students will participate in a variety of assessments. The assessments are used to make instructional decisions to provide an individualized education for all students at Quest Charter Academy Middle School.

NWEA is administered fall, winter and spring.

Illinois State Test (PARCC) is administered in the spring.

Illinois Science Assessment (ISA) is administered in the spring for 5th and 8th Grades.

Grading Scale

All classes at QUEST will follow this standard scale for assigning letter grades for quarter and semester work. Individual teachers will establish the grading policies and procedures for their classes, and their grades will correspond to this scale.

98 - 100 = A+	87 - 89 = B+	77 - 79 = C+	67 - 69 = D+	0 - 59 = F
93 - 97 = A	83 - 86 = B	73 - 76 = C	63 - 66 = D	
90 - 92 = A-	80 - 82 = B-	70 - 72 = C-	60 - 62 = D-	

Honor Roll

Students will be recognized for receiving A's and B's for Honor Roll.

Academic Dishonesty

Academic integrity is highly valued at Quest Charter Academy. Incidents involving plagiarism and cheating are serious offenses that warrant immediate administrative attention. Students are required to submit original work. They are obligated to cite the sources of all references they use. An online resource is used to verify plagiarism within assignments. Any student who knowingly participates in behavior that results in academic dishonesty will be subject to consequences. The use of computer translators, electronic tampering, or other misuse of computer technology in the academic setting and any form of plagiarism will be considered academic dishonesty. Suspension

and/or loss of privileges are potential consequences. In addition, any stipulations outlined by sponsors of such activities will be seriously considered in the disposition of each case.

Plagiarism

Plagiarism is a serious offense, warranting harsh academic penalties. The penalties for specific types of plagiarism follow.

- If a student chooses to plagiarize, they will receive an immediate F for the assignment. Administration and parent/guardian will be notified.
- If a student knowingly allows another student to use his/her work or copy homework, the student is as guilty of dishonesty as that person is of plagiarism, and the consequence will be the same for both students.
- If plagiarism is discovered after a student has completed a course, the penalties will apply retroactively.
- If the student wishes to appeal any plagiarism penalty, contact the Principal who will schedule a conference with the teacher, counselor, department chair, parent/guardian, and the student. All will be given copies of the alleged plagiarized work. The Principal will rule on the appeal following the conference.

This plagiarism policy covers not only work done specifically for class but also contest entries, extra-credit assignments, and extracurricular work.

Internet Acceptable Use

(Please see Appendix D)

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or prescribed behavior by users; however, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with Quest's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or building Principal will make all decisions regarding whether a user has violated these procedures and may deny, revoke, or suspend access at any time. The Principal's decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software including movies, music and unapproved applications, regardless of whether it is copyrighted or de-virused;
- Downloading of copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;

- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not profanity or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be Quest property.
7. All students will sign and complete an acceptable use policy form prior to using Quest devices and participating as a member on the Quest network.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. Quest Charter Academy nor the Peoria Charter School Initiative are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Quest Charter Academy and the Peoria Charter School Initiative specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify Quest Charter Academy and the Peoria Charter School Initiative for any losses, costs, or damages, including reasonable attorney fees, incurred by either entity relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building Principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges – Quest Charter Academy and the Peoria Charter School Initiative assume no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Internet without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Webpages must provide classroom teachers and administration with e-mail or hard copy permissions before the Webpages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.

Use of Email – Quest Charter Academy's email system, and its constituent software, hardware, and data files, are owned and controlled by Quest Charter Academy and the Peoria Charter School Initiative. Quest Charter Academy and the Peoria Charter School Initiative provide email to aid students as an education tool.

1. Quest Charter Academy and the Peoria Charter School Initiative reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via Quest Charter Academy's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with Quest Charter Academy. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of Quest Charter Academy and the Peoria Charter School Initiative. Users will be held personally responsible for the content of all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of Quest Charter Academy's email system constitutes consent to these regulations.

Education of Students with Disabilities

It is the intent of Quest Charter Academy and the Peoria Charter School Initiative to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school's administration.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the Quest Executive Director or Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Athletic and Extracurricular Academic Eligibility

Yearly Eligibility

Effective the 2017-18 school year, a student who attended Quest the prior academic year, must have earned a minimum of a 2.5 cumulative GPA in the prior school year to participate in athletics and competitive teams.

Weekly Eligibility (defined as Tuesday – Monday)

Student athletes and competitive team members who have experienced any out-of-school or in-school suspensions are ineligible to play on suspension days.

A student must earn a minimum of a 2.5 GPA with no failing grades during the eligibility week which is defined from Tuesday to Monday. GPA will be calculated each Tuesday morning.

In Quests' focus on student achievement, student athletes and competitive team members who have earned a grade of D (69% or below) or less in one or more classes during a week of eligibility must attend a mandatory study session for that week. Students failing to attend the required study sessions will be considered ineligible the following week. The coach or sponsor will work with the school athletic director and administration to ensure services are provided and data is collected.

The student athlete or competitive team member will follow the ineligibility hierarchy as follows:

- First Ineligibility Week – May practice, but may NOT play
- Second Ineligibility Week – NO practice, NO play or participation
- Third Ineligibility Week – DISMISSAL from the team

* For fall semester sports and competitive activities, the first eligibility check shall be made one week prior to the official IHSA start date or competitive event contest.

* For spring semester sports and competitive activities, a student athlete and competitive team member must have passed a minimum of 25 credit hours (5 courses) during the fall semester. The first eligibility check shall be made one week prior to the official IHSA start date or competitive event contest.

Student Conduct/Expectations

(please see Appendix A)

Student Discipline Philosophy

In support of our mission to educate each student to achieve personal excellence, Quest will endeavor to create a safe and secure climate, free from the threat of harm to person or property in all school related settings. It is the shared responsibility of schools, families and communities to achieve this by teaching, recognizing and reinforcing appropriate behavior.

To the greatest extent possible Quest will use positive behavior management strategies to encourage all students to maintain personal conduct consistent with Quest expectations, avoiding any cause for disciplinary action.

Students are accountable for conducting themselves within the parameters of Quest expectations and for complying with reasonable corrective actions imposed for violations. When violations occur, incidents will be investigated thoroughly to determine appropriate disciplinary action, intervention and/or supports. Discipline will be administered in a fair and equitable, but not necessarily equal, manner in consideration of individual circumstances.

Parents/Guardians are encouraged to review Quest expectations with their student(s) at the beginning of each school year. The student handbook, which includes the Quest discipline philosophy and school rules, shall be distributed to students within seven days of the beginning of the school year or the first day of a student's attendance.

Classroom Rules and Consequences

Rules and consequences will be posted in each classroom. Consequences will be as immediate as possible. Each staff member will use his/her discretion in issues relating to classroom management.

Quest Middle School provides proactive services including counseling, social work, and a behavior diversion program. Students may also receive demerits, infractions and consequences. Please review these pages with your student to better understand the policies and assist your student in being successful at Quest Charter Academy.

Minor Behaviors

Teachers have the authority and the responsibility to maintain discipline in the classroom and other areas of school. Classroom procedures and expectations will be taught and practiced the first few days of school and reviewed several times during the school year. These expectations will be shared with parents as well. **Minor behaviors are handled by the classroom teacher.** Minor behaviors are those infractions that interfere with normal classroom, school or bus operations. These behaviors may include:

- Physical contact-non-serious (horseplay)
- Lack of cooperation
- Defiance/Disrespect
- Disruption/Disturbing others (talking out, making noises, loud voices)
- Misuse of property (repairable, minor)
- Not on task/Sleeping in class
- Not working in class
- Writing &/or passing notes
- Out of assigned seat
- Lying/Cheating
- Not prepared for class
- Dress code violation
- No pass
- Playground, cafeteria, bus infraction
- Inappropriate language (profanity, inappropriate conversation)

Minor behavior referrals are used by the teacher and other staff to warn a student that his/her behavior must change as further occurrences may result in a major behavior referral.

Consequences for Minor Behavior may include:

- conference with student about unacceptable behavior;
- warning;
- behavior/classroom management plan;
- contract;
- teacher-supervised detention (recess, lunch, PE, or after school);
- loss of privileges;
- time out in classroom;
- parent/guardian contact-phone/written/in person;
- isolation from class/peers;
- referral for intervention plan;
- referral to counselor;
- apologies-written/verbal;
- write a plan of reparation related to character traits;
- clean-up or repair or replace;
- re-teach appropriate behaviors

Major Behaviors

Major offenses are those that are frequent or serious and disrupt the classroom, school, or bus climate. **Major offenses require referral to the administration.** These office referrals will be treated as serious infractions and students will receive a major behavior report.

Major offenses may include:

- Unauthorized area without a pass

- Leaving class without permission
- Violation of closed campus
- Public display of affection
- Pushing, kicking, hitting (not horseplay)
- Disruptive/Inappropriate behavior (sustained/repetitive/high intensity)
- Refusal to follow directions (sustained/repetitive)
- Bullying
- Possession tobacco, matches, or lighter
- Computer or internet violation
- Gambling
- Cell phones or other media violation
- Inappropriate verbal language (repetitive)
- Inappropriate physical contact
- Lying/cheating (repetitive)
- Skip class/skip school
- Forgery or forging of signature
- Repeated or extreme classroom infractions
- Bus Referral (repetitive)
- Failure to serve teacher/office detention
- Failure to serve in school suspension
- Loitering

Majors Referrals Consequences may include:

- Conference with student about unacceptable behavior;
- Behavior/classroom management plan;
- Contract;
- Loss of privileges;
- Administrative time-out;
- Parent/Guardian contact-phone/written/in person;
- Isolation from class/peers, referral for intervention plan;
- Referral to counselor;
- Apologies-written/verbal;
- Write a plan of reparation related to character traits;
- Clean-up or repair or replace;
- Re-teach appropriate behaviors;
- Parent/Guardian conference;
- Service project;
- Character-building activity;
- Reparations;
- After-school detention;
- In-school suspension;
- Out-of-school suspension;
- Saturday detention.

Level 3 Offenses

Level 3 Offenses are acts directed against other people or property which may endanger the health and safety of others in the school. **Level 3 Offenses require referral to administration.** Level 3 Offenses may be violations of the law; therefore, reportable to the police.

Level 3 Offenses may include:

- Intimidation

- Fighting
- Assault/Battery
- Sexual harassment
- Hazing
- Extortion
- Vandalism (non-felony)
- Verbal abuse of any staff
- Pushing, shoving, hitting any staff
- Threats or attacks
- Gross computer misconduct
- Non-felony theft
- Use of tobacco
- Setting false alarms or extinguishers
- Possession or use alcohol or other drugs
- Fires, fireworks, explosives
- Bomb threats
- Gang related activities
- Possession or use of weapon (e.g., knife)
- Repetitive major behavior

Level 3 Offenses are serious behavior infractions. Consequences for Level 3 Offenses will result in an in-school or out-of-school suspension

Summary of Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop-out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures may include, without limitation, any of the following measures:

- Notifying parents/guardians
- Disciplinary conference
- Withholding of privileges
- Temporary removal from the classroom
- Return of property or restitution for lost, stolen or damaged property
- After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.
- In-school suspension
- Community service
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
- Suspension of bus riding privileges
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Expulsion from school and all school activities for a definite time not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other

circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

Suspension/Expulsion/Senate Bill 100

Suspension

Before a student may be suspended, the student shall be provided a conference during which the incident and consequences will be explained and the student will be given an opportunity to respond.

A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, notice is also available on Skyward, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their rights to a review of the suspension.

Expulsion

Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent certified mail, return receipt requested. The request should include the reason for the proposed expulsion, the time, date, and place for the hearing, a short description of what will take place, the length of an expulsion, and a request that the parent(s)/guardian(s) notify the district if the student will be represented by an attorney and if so, the attorney's name.

Senate Bill 100

Illinois School Code specifically defines the authority of public school districts to administer certain types of exclusionary discipline (out-of-school suspensions, expulsions, and alternative school placement) and the procedures for doing so. The law sets the general standard that schools limit the use of suspensions and expulsions for "legitimate educational purposes:"

Exclusive disciplinary consequences (1-4 day out of school of suspensions) may be assigned for misbehaviors or misconduct that poses:

1. A threat to school safety; or
2. A disruption to other students' learning opportunities.

Note: Determining whether a student's continuing presence constitutes a "threat to school safety" or a "disruption to other students' learning opportunities" is left to the discretion of the Administration and must be determined on a case-by-case basis rather than pre-determined.

Highly exclusive disciplinary consequences (greater than a 4 day suspension) may be assigned for misbehaviors or misconduct when other appropriate and available behavioral and disciplinary interventions have been exhausted, and the student's continuing presence in school would either:

1. Pose a threat to the safety of other students, staff or members of the school community; or
2. Substantially disrupt, impede or interfere with the operation of the school.

Note: Determining whether a student's continuing presence constitutes a "threat to the safety of other students, staff, or members of the school community" or would "substantially disrupt, impede, or interfere with the operation of the school" is left to the discretion of Administration and must be determined on a case-by-case basis. In

addition, determining whether “appropriate and available behavioral and disciplinary interventions have been exhausted” is also left to the discretion of school officials.

Students returning to school after exclusionary discipline are entitled to the following supports to facilitate their success:

1. A re-entry conference to facilitate the student’s successful return and re-integration into school operations.

For suspensions of three days or less in length, this conference will involve the student, his/her parents/guardians, the principal/assistant principal, counselor, and any staff member involved in the incident that led to the consequence.

2. The opportunity to make-up all work assigned during their period of exclusion for full credit. Students will be provided sufficient and reasonable time to complete missed assignments or assessments as agreed to in the re-entry conference, and
3. Reasonable and necessary supplemental instruction at a time to be determined by the school at the re-entry conference.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior after contacting an administrator

The Executive Director, building Principal, or administration is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Cell Phones

Cell phones are to be turned off and locked in a locker for the duration of the school day. **Non-disruptive use of cell phones before school and after school is permitted.** Cell phones in use without instructor authorization during class time will be confiscated.

Consequence of Inappropriate Cell-Phone Use

- 1st offense - Teacher or administrator confiscates phone which is returned at the end of the school day.
- 2nd offense - Phone is confiscated by school employee and turned in to administration; parent/guardian is contacted and the phone is returned to the student at the end of the day.
- 3rd offense- Phone is confiscated by school employee and turned in to administration; parent/guardian is contacted and the phone must be picked up in the main office by a parent/guardian.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- A firearm - meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the Executive Director, and the Executive Director's determination may be modified by the board on a case-by-case basis.
- A knife, brass knuckles or other knuckle weapon regardless of its composition, a Billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the Executive Director's determination may be modified by the board on a case-by-case basis.

Gang Activity and Gang-Related Activities

The presence of gangs or gang-related activities on school grounds is strictly prohibited. Student involvement in gangs, as a gang member or gang associate, or gang-related activities on school grounds, while school is in session, or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited.

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

As used herein, the term "gang associate" is defined as a person who on occasion spends time in the company of two or more persons who by their activities have been identified as members of a gang. The gang associate does not engage in special dress, colors, or symbols, or have the same turf concerns as do gang members. The gang associate is an individual who does not claim gang membership but whose association with gang members is social in nature.

As used herein, the phrase "gang-related incident" is defined as any incident in which there is gang motivation as one of its elements. Not all criminal activity perpetrated by persons identified as gang members meets this criterion. Any criminal activity committed by gang members, which promotes the group, can properly be labeled as a gang-related incident.

As used herein, the phrase "gang-related activity" is defined as any conduct engaged in by a student (1) on behalf of any gang; (2) to perpetuate the existence of any gang; and/or (3) to affect the common purpose and design of any gang, including but not limited to manner of dress, use of symbols, graffiti, gestures, recruitment, harassment, intimidation, threatening or retaliation.

Students involved with any behavior as related to gangs or gang-related activity will be subject to suspension or expulsion from school and other legal action as deemed appropriate.

Bullying

Bullying behaviors, including cyber-bullying, are specifically prohibited, and will not be tolerated. Bullying

includes repeated aggressive, violent, angry, intimidating and/or threatening verbal or physical behaviors that may be demonstrated through discipline problems, violent expressions in writings and/or drawings, gestures, weapons possession, gang affiliation and /or prejudicial attitudes. Students should report suspected bullying to any teacher, counselor, administrator or other official school staff member. When such behaviors or characteristics are demonstrated, a building administrator will notify parent/guardians. Consequences may range from an administrative conference to expulsion. In addition, parents/guardians will be made aware of interventions that may include information on early warning signs for aggressive behavior, referral to a building support team, student instruction in socially appropriate behaviors, referral to community organizations that teach strategies in the reduction of aggressive behaviors and/or referral for a special education evaluation. (Please see Appendix B)

Racial, Ethnic or Religious Harassment

Racial, ethnic or religious harassment is specifically prohibited and will not be tolerated. Language, gestures, apparel or behaviors, which show disrespect, intimidate, threaten or cause injury on the basis of racial, ethnic or religious origin or background will constitute racial, ethnic or religious harassment. Harassment is against the law. Consequences for engaging in racial, ethnic or religious harassment may range from verbal reprimand to suspension or expulsion from school.

Students should report suspected harassment to any teacher, counselor, administrator, or other official school staff member. A parent/guardian, friend or may accompany students advisor in making such a report. Every report will be documented and investigated in a prompt, thorough and confidential manner. Reasonable attempts will be made to provide an opportunity for informal consultation and, where appropriate, informal resolution. The complainant will have an opportunity for reasonable input into decision-making regarding the method for resolving the situation.

Sexual/Sexual Orientation Harassment

Sexual harassment is specifically prohibited and will not be tolerated. Sexual harassment is defined as unwanted and unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's education, or;
2. Submission to or rejection of such conduct is used as a basis for any education decision affecting such individual, or;
3. Such conduct has the purpose or effect of unreasonably interfering with a student's school performance or of creating an intimidating, hostile or offensive school environment.

As defined, sexual harassment includes, but is not limited to sexual flirtations, advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her gender, appearance or sexual orientation; sex-oriented verbal kidding, teasing or joking; displays of sexually suggestive objects or pictures; demands for sexual favors; subtle pressure for sexual activity; and physical contact such as patting, pinching, touching or brushing against another's body.

Students should report suspected sexual harassment to any teacher, counselor or administrator. A parent/guardian, friend or advisor may accompany students in making such a report. Every report will be documented and investigated in a prompt, thorough and confidential manner. Reasonable attempts will be made to provide an opportunity for informal consultation and, where appropriate, informal resolution. The complainant will have an opportunity for reasonable input into decision-making regarding the method for resolving the situation. Students also have the option of contacting the counselors, Principal and administration if they feel they have been the victim of sexual discrimination and or harassment.

Quest respects the right of every student to be free from harassment, including sexual orientation harassment.

Sexual harassment is against the law. Consequences for engaging in sexual harassment may range from verbal reprimand to suspension or expulsion from school and referral to the appropriate legal authorities.

Food/Beverages

In order to maintain the cleanliness of Quest, food and/or beverages (except water) are allowed in cafeteria only.

Inappropriate Items in School

Laser pointers, cameras, video equipment, pornographic and offensive material as well as other items, or other items considered to be disruptive to the school environment, that have no acceptable purpose for school may not be brought to school or on buses. If any such items are brought to school, they will be stored in the School Office until parents/guardians make appropriate arrangements for the property to be returned.

Loitering

Loitering in the hallways in such a manner as to impede or hamper passing traffic, impede or hamper access to classrooms, offices or restrooms, harass or intimidate other students, create disturbance because of excessive noise or otherwise disrupt the orderly operation of the school is prohibited. Violators will be subject to penalties ranging from reprimand to suspension.

Lunch Periods

All students will remain in school during their lunch periods. During the lunch period, students will be expected to display good manners and courtesy. Students must eat lunch only in the lunch area. Students will be expected to clean their places and dispose of all trash appropriately. Quest Charter Academy staff, on duty during the lunch period, will hold students responsible for their behavior.

Obstruction of an Investigation

Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false present a potential danger to student and staff safety will be subject to detention assignments, or suspension from school.

Phone Calls

Students will be allowed to use the School Office phone to make phone calls regarding school related needs.

Search and Seizure

To maintain order and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as, of students and their personal effects. "school authorities" include police officers.

School Property and Equipment as well as Personal Effects Left there by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Administration may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted using specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (such as

purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating either the law or the Quest's student conduct rules. The search itself must be conducted in a manner, which is reasonably related to its objectives and not excessively intrusive considering the age and sex of the student and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. During the investigation, the student may be required to share the content that is reported for the school to make a factual determination.

When feasible, the search should be conducted as follows: outside the view of others, including students, in the presence of a school administrator or adult witness, by a certificated employee of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Executive Director. The student's parents/guardians shall be notified of the search as soon as possible.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or Quest's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Planners

Students are required to have their planner with them always. If a planner is lost, the student will be required to purchase a new planner for \$5.00.

Video & Audio Surveillance

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Students who tamper with or damage the video equipment will be suspended from school.

Personal Appearance

- a. JEWELRY is NOT allowed to be worn except for small solid color stud earrings that are smaller than half the earlobe. Watches are allowed.
- b. Cosmetics should be appropriate for school.
- c. Body piercings and tattoos must be covered always.
- d. Extreme hairstyles are NOT permitted, including spiked hairstyles, Mohawk haircuts, or shaved designs in the hair, etc. Students hair must be completely braided or completely down. Students are NOT permitted to do their hair during school and hair products should not come to school. Combs/brushes/picks are NOT allowed.
- e. Extreme hair colors are NOT permitted (colors that are not natural hair colors). The ONLY hair colors that are permitted are NATURAL RED, BROWN, BLACK, AND BLONDE. If students are in violation of this rule, he/she must change their hair within one school day otherwise student will not be allowed to return to school until the hair is corrected and will receive unexcused absences.
- f. No part of the uniform should be frayed or ripped and uniforms need to be kept clean.
- g. No bandanas may be worn, including in the student's hair style.

Outerwear

- a. Hats, caps and other headgear may NOT be worn in the building. Exception is religious headwear with written notice from the parent.
- b. Students may wear Quest approved outerwear
- c. Non-Quest Outerwear such as windbreakers, jean jackets or ski jackets, should be kept in the student's locker during school hours.

ID's

- a. Students are required to have their identification card visible on their clip always.

Backpacks/Handbags/Purses

Students are not permitted to carry backpacks/handbags/purses for any reason during the regular school hours. These items must be kept in students' lockers always and student may only access lockers at designated times or with a locker pass from teacher.

School Uniforms

Shirts

- a. Students must wear official QUEST school shirts each day. Colors are orange and royal blue.
- b. Students are required to wear Quest ID on a clip (no lanyard). ID must not be altered, free of stickers and other decorations.
- c. Only white, orange, black or blue solid color tees or long sleeve shirts may be worn underneath the uniform.
- d. Non-Quest approved coats, sweatshirts, windbreakers, jean jackets, ski jackets, or any other outerwear are not permitted to be worn in school or taken anywhere in the building and must be left in the student's locker.
- e. Shirts must always be tucked into pants, shorts, skorts or capris during school hours. Students staying for activities may not change out of their uniforms unless pre-approval has been given.
- f. Only school logo cardigans will be allowed during the school day. Hooded sweatshirts and vests are not permitted to be worn in school or taken anywhere in the building and must be left in the student's locker.
- g. Sweatshirts may not be tied at the waist.

Pants

- a. All students must wear either black, navy or khaki **dress pants** or school uniform shorts, skorts, or capris. **NO cargo pants, cargo shorts, or athletic pants/shorts may be worn.**
- b. Skirts may only be worn with black, tan, orange, or blue leggings underneath. Shorts and skorts must be of modest length (two inches above the knee at most).
- c. Pants and slacks must fit properly. Pants should not sag or fit too tightly. Administration makes the final determination on the appropriate fit.
- d. No jeans of any color, spandex, jeggings, or stretchy pants may be worn.
- e. Belts must be worn always.
- f. Pants must be loose enough to be worn over the shoe.

Shoes and Socks

- a. Brown, black, or tan dress shoes are preferred. Athletic shoes may be worn.
- b. Flip-flops, sandals, moccasins, stilettos, clogs, high heels, stacks, platform shoes, slippers, hiking boots, or boots of any style are NOT permitted.
- c. Snow boots may be worn to school, but students must change into uniform shoes before advisory bell rings.
- d. Shoes must be laced up, with tongue inside, and tied securely. Pant legs must be worn over the shoe.

Quest will utilize Spirit Wear Says. On Spirit Wear Days students may wear any Quest Spirit Wear shirt/or outerwear, including hoodies

Health and Wellness

Quest Charter Academy does not have a full-time school nurse; however, first-aid-trained-professionals are available to discuss or assist with medical problems or concerns. All students will be required to have a current health card on file with the main office by October 15, 2017.

Illness or Accidents at School

Students who become ill or are injured during the school day should report to the school office for assistance. Students are not allowed to leave the building without checking out in the office. A parent or guardian will need to sign a student out in the main office.

Medication Policy

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures *must* be followed:

1. Medication to be administered by designated school personnel:
 - must be sent directly from the pharmacy or physician's office; or
 - must be brought to school by the student's parent/guardian
2. The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian (form may be obtained at health-care provider)
3. Medication must be sent to school in the original container
4. Medication container must have the following information clearly printed on outside:
 - Student's name
 - Physician's name/contact information
 - Name of the medication
 - Dosage
 - Time the medication must be taken
5. Bring only the amount of medication needed.
 - In the case of prolonged need, send in the amount for a clearly specified period, such as one week or one month. Extra medication will not be sent home with a student. Parents/guardians must pick up the medication from the office.
 - All medication will be kept in a secure location in the main office.

Students are not allowed to carry any medication with them at school. Aspirin, Tylenol, and other patent drugs *are not* available from school. NO school personnel will dispense medication other than those approved and designated to do so.

Students may carry and administer their medication *if these two conditions are met:*

- It is warranted by a potentially life-threatening condition and advised by their physician.
- A Medication Self-Administration Form signed by the student's parent, physician and principal, is on file in the office. The parent/guardian must sign a statement indemnifying the school from any liability for the self-administration.

Life-Threatening Allergies/Life-Threatening Chronic Illnesses

State law requires us to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or

life-threatening chronic illness, please notify the building principal. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. We may also be able to appropriately meet a student's needs through other means.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. For further information, please contact the building principal.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school. The school maintains student and parent resources on suicide and depression awareness and prevention. This information can be obtained from the school counselors.

Immunizations

Students must submit up to date immunization records by OCTOBER 15, 2017 to the Main Office.

Co-Curricular School Activities

Quest Charter Academy will offer a range of activities to enrich student learning during the school day and after school. Because the safety of students is very important, specific rules will apply to these activities.

Students must be in regular school attendance all day on the day of an activity to be eligible to participate in or attend any after school activity. Exceptions due to unusual circumstances may be granted by the administration.

Fieldtrips

Fieldtrips offer exciting ways to learn. QUEST students will have the opportunity to go on fieldtrips at various times throughout the school year. For all field trips, students will be expected to follow these rules:

- Students must bring to school the Field Trip Permission Slip signed by their parents or guardian by the specified date. If the slip is not returned by due date, the student will not be eligible to attend.
- Students may not call home the day of a field trip to allow student to attend trip
- Students must wear the school uniform unless otherwise specified.
- Students must abide by QUEST codes of student conduct while on the field trip.

Dances

Students must present their student I.D. to be admitted to dances. Various dances are held throughout the year. Any dancing deemed inappropriate by a supervisor or administrator is prohibited. Inappropriate dancing may result in removal from the dance. Students should consider these activities as an extension of the school day in terms of personal conduct and behavior. Students will not be allowed to return to a dance after they have left the building. Hallways and lockers not in the immediate vicinity of the dance will not be available during or after school dances. Students are to arrange for transportation to and from dances and are to leave the campus immediately after the dance. All school rules are applicable and in force during dances. A student who is suspended because of any misconduct at a school dance may not be admitted to any school dance for the remainder of that school year.

Appendices

Appendix A – Student Discipline

Student Discipline

Prohibited Student Conduct

The school administration and/or designee are authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, selling and/or under the influence of alcoholic beverages.
3. Using, possessing, distributing, purchasing, selling and or under the influence of:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish) and/or residue.
 - b. Any anabolic steroid not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
 - d. Look-alike or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - e. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of alcohol or any prohibited substances are not permitted to attend school or school functions and are treated as though they had the alcohol or prohibited substance in their possession.

4. Using, possessing, controlling, or transferring a weapon or ammunition in violation of the “weapons” section of this policy. (See page 3 of 6)
5. Using or having in their possession cellular telephones, personal digital assistants and other wireless electronic devices. All such devices shall be kept off and locked in lockers **during all school hours** both inside and outside of the school building unless, (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s I.E.P.; (c) specific written permission is given by the building principal; or (d) it is needed in an emergency that threatens the safety of the students, staff or other individuals. While riding the school bus, all devices must remain off and out of sight. Violation of this policy will subject students to normal disciplinary measures and/or confiscation of the device. Using a cellular telephone, video recording device, personal digital assistance (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat or otherwise violate student conduct rules is prohibited.
6. Possessing, selling, or transmitting pornographic materials. This includes but is not limited “Sexting” which is the act of sending, receiving or forwarding sexually explicit messages, photos, or images via cell phone, computer, or any other digital device. If there is suspicion of these actions, the Principal and/or Administrators reserve the right to confiscate the device and call the appropriate authorities for further investigation.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

8. Insubordination: Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a School staff member's request to stop, present school identification, or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, fighting, assault and battery, force, noise, coercion, threats, intimidation, fear, harassment, bullying, extortion, hazing, or other comparable conduct.
11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property or in possession of stolen property.
12. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
13. Being involved with any public school fraternity, sorority, or secret society, by:
 - Being a member;
 - Promising to join;
 - Pledging to become a member; or
 - Soliciting any other person to join, promise to join, or be pledged to become a member.
14. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. No student:
 - a. Shall wear, possess, use, distribute, display or sell clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
 - b. Shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
 - c. Shall use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to:
 1. Soliciting others for membership in any gangs; requesting any person to pay protection or otherwise intimidating or threatening any person;
 2. Committing any other illegal act or other violation of school policies;
 3. Inciting other students to act with physical violence upon any other person
15. Engaging in any activity, on or off campus, that: (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.
16. Failing to comply with the mandatory uniform policy.
17. Indecent exposure of body or engaging in an act of sexual conduct with another, or sexual harassment.
18. Accumulating four (4) suspensions during a school year may result in a recommendation for expulsion.
19. Gross disrespect, gross insubordination or gross verbal abuse of another. Gross verbal abuse includes a threat and racial or religious slur.
20. Any misrepresentation communicated to a teacher or staff member in verbal or written format such as forgery/falsifying information.

Definition of Possession

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if: (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function; or (c) the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures may include:

1. Removal from classroom.
2. Notifying parent/guardians.
3. Disciplinary conference.
4. Withholding of privileges.
5. Supervised in-school intervention or suspension for a period not to exceed 5 consecutive school days. The Building Principal or designee shall ensure that the student is properly supervised.
6. Supervised after-school intervention or Saturday intervention, provided the student's parent/guardian(s) have been notified. The student must be supervised by the detaining teacher, Building Principal or designee.
7. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The School will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian(s) the choice.
8. Seizure of contraband, electronic device or any other items in violation of Board Policy.

9. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds or attending school activities.
10. Suspension of bus riding privileges, provided that appropriate procedures are followed.
11. Alternative Probation Agreement (at the school level).
12. Board Probation Agreement.
13. Expulsion from school and all school-sponsored activities and events for a definite time not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds. Note: Violation of items 1, 2, and 3 of Prohibited Student Conduct as noted in this policy resulting in an expulsion will be reviewed for eligibility to participate in the Abeyance Program
14. Notifying juvenile authorities or other law enforcement, whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, assault, or weapons, or any other violation(s) of the law.

A student who is subject to suspension or expulsion may be eligible for an alternative school program at the discretion of the Peoria Public Schools District 150 Board of Education. Parent/guardian(s) have a right to a suspension review hearing.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for self-defense or defense of property.

Weapons

A student, who uses, possesses, controls, or transfers a weapon, or ammunition, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than two calendar years. The Principal may modify the expulsion period and the Board may modify the Principal's determination, on a case- by-case basis. A weapon means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, Billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Principal or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Required Notices

A school staff member shall immediately notify the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall, if appropriate, immediately notify the local law enforcement agency, (Peoria Police Department) and the student's parent(s)/guardian(s). "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, school property itself, and location of school activities.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or

physiological harm to someone else. The Principal or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

Delegation of Authority

Each teacher, and any other non-administrative school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certified educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Building Principal and Assistant Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The PCSI Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Student Handbook

The Principal shall prepare disciplinary rules implementing the School's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook including the School disciplinary policies and rules, shall be discussed and distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Approved: 9/13/11
Revised: 6/18/2014

Students

Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile environment are important School goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the PCSI or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item#4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105ILCS 5/27-23.7)

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
2. Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
3. Substantially interfering with the student’s or students’ academic performance; or
4. Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-Bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or

messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in the school, including without limitation administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Principal or designee shall develop and maintain a bullying prevention and response plan that advances the PCSI's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. PCSI uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of PCSI. However, nothing in the PCSI's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article 1 of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Principal/designee or any staff member with whom the students is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the Principal or any staff member. Anonymous reports are also accepted.

Complaints may be reported to:

Quest High School: Principal

Middle School: Principal

4. Consistent with federal and State laws and rules governing student privacy rights, the Principal or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Principal or designee shall promptly investigate and address reports of bullying by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

- c. Notifying the Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Principal or designee shall investigate whether a reported incident of bullying is within the permissible scope of the School's jurisdiction and shall require that the School provide the victim with information regarding services that are available within the School and community, such as counseling, support services, and other programs.

- 6. The Principal or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
- 7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
- 8. A student will not be punished for reporting bullying or supplying information, even if the School's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
- 9. The School's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
- 10. The Principal or designee shall post this policy on the School's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
- 11. The Principal or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the School already collects for other purposes. The Principal or designee must post the information developed as a result of the policy evaluation on the School's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

- 12. The Principal or designee shall fully implement the Board policies, including without limitation, the following:
 - a. Student Discipline. This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.

- b. **Restrictions on Publications and Written or Electronic Material.** This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
- c. **Harassment of Students Prohibited.** This policy prohibits any person from harassing or intimidating a student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

Adopted: 8/9/11

Revised: 4/23/15

Appendix C – Bus Expectations



Bus Expectations for Quest Students

1. Behavior on the bus will be generally what is expected in the classroom.
2. Do not talk to the driver unless it is an emergency.
3. While on the bus and while the bus is in motion, the student must stay in their seats with arms and legs out of the aisle.
4. Get permission before opening a window, and do not throw or stick anything out of the window.
5. There is to be no loud talking and/or yelling on the bus.
6. Cross the road at least ten (10) feet in front of the bus and then only on a signal from the driver.
7. While unloading, let the student closest to the front off first.
8. Move away from the bus door quickly after unloading. Stay clear of the rear wheels. Never walk behind the bus.
9. When listening using electronic devices, headphones are required
10. Electronic devices used for recording are NOT permitted. Any student caught recording any bus activity will be subject to disciplinary action.

As a student of Quest Charter Academy, I understand these expectations and will demonstrate the core values any time I ride the bus.

Signed _____ **Advisor** _____ **Date** _____

APPENDIX D – Acceptable Use Policy



Quest Charter Academy provides a wide range of technology resources for student use. These technology resources are to be used for educational purposes only. This agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all the rules and conditions listed as well as those given verbally by Quest teachers and administrators, and to demonstrate good citizenship and ethical behavior always.

By signing the Acceptable Use Policy, students and parents/guardians acknowledge the following rules and conditions: As a Quest Middle School student, I understand that the use of the school network and email is a privilege, not a right. I understand that my school network and email accounts are owned by Quest and are not private. Quest has the right to access my information at any time. I understand that Quest administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

- I am responsible for my computer account and email account.
- I am responsible for my language.
- I am responsible for how I treat others.
- I am responsible for my use of the Quest Charter Academy School Network.
- I am responsible for my conduct on all online sites.
- I am responsible to be honest while I am online.
- I am responsible for protecting the security of the Quest Charter Academy School Network.
- I am responsible for protecting school property.
- I am responsible for respecting other people’s property online.
- I am responsible for following school rules whenever I publish anything.

Parent or Guardian:

As the parent or guardian, I have read the Acceptable Use Policy and I have discussed it with my child. I understand that computer access is provided for educational purposes in keeping with the academic goals of Quest, and that student use for any other purpose is inappropriate. I recognize it is impossible for Quest to restrict access to all inappropriate materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children’s computer activities at home should be supervised as they can affect the academic environment at school. I hereby give permission for my child to use technology resources at Quest Charter Academy.

Parent or Guardian’s Name (please print) _____
Parent or Guardian’s Signature _____
Date _____

Student:

I understand and will obey the rules of the Quest Charter Academy Acceptable Use Policy (AUP). I will use Quest technology resources productively and responsibly. I will not use any technology resource in any way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action as stated in the student handbook.

Student Signature: _____
Date: _____

APPENDIX E – Handbook Receipt

STUDENT HANDBOOK RECEIPT

I acknowledge that I have received a copy of the handbook. I understand that it is my responsibility to read and abide by the outlined in this document.



rules

Parent/Guardian

Date

Student Signature

Date

Appendix F – Parent and Student Compacts

<p><u>The Parent Pledge</u> I understand that my participation in my student’s education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities to the best of my ability:</p>	<p>1st quarter</p>	<p>2nd quarter</p>	<p>3rd quarter</p>	<p>4th quarter</p>
<p>See that my child is on time and attends school every day in uniform</p>				
<p>Support the school in efforts in maintaining discipline and a positive culture; be a good role model</p>				
<p>Participate in home visits, orientation, parent/teacher conferences, Back-To-School Night and any other school events</p>				
<p>Support my child by checking Skyward for progress and communicating with teachers</p>				
<p>Parent will have a current phone number and/or email address in Skyward, and will respond to communication in a timely manner</p>				

Parent/Guardian

Date

<u>The Student Pledge</u> I realize that my education is important. I know I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:	1st quarter	2nd quarter	3rd quarter	4th quarter
Arrive to school and each class every day on time, and in full and proper uniform				
Consistently be an engaged learner, bringing required materials to class				
Be responsible for my own behavior, treat fellow students, teachers and school property with respect				
Consistently complete and return all assignments including homework on time and communicate with teachers about class progress				
Consistently take home all notes, graded papers or other school documents				
Participate in conferences				
Participate in a minimum of one extra-curricular activity (clubs, athletics, other school events)				

Student Signature

Date