

2017-2018

**Quest Charter Academy High School
Family and Student Handbook**



**DREAM IT...
BE IT...
DO IT...**

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



Quest Charter Academy is dedicated to providing 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. Our students leave Quest skill-ready for post-secondary education ready to meet the challenges of a competitive global workforce.

At Quest, we are on a Quest to be the best. 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 an 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 in order 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. We hope you will take the time to read through the handbook and review it with your student. We are excited for the 2016-2017 school year and look forward to partnering with your family!

A handwritten signature in black ink that reads "Dr. Nicole R. Couri Wood". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Nicole R. Couri Wood, Ph.D.
Executive Director, Quest Charter Academy
"We are on a Quest to be the BEST!"

Board of Directors

Tom Fliege- Board President
Will Ball- Vice President
Glenn Ross- Chief Financial Officer
Rennie Atterbury- Secretary
Laraine Bryson
Jan Leonard
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Robert Gates
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Staff Directory

QUEST CHARTER ACADEMY ADMINISTRATION

Wood, Dr. Nicole	Executive Director	H206	206	wood@questpeoria.org
Ardis Jenkins, Cindy	Development Director	H102	102	ardisjenkins@questpeoria.org
Closen, Barb	Curriculum and Instruction	H213	213	closen@questpeoria.org
LaHood, Debra	Business Manager	H100D	311	lahood@questpeoria.org

QUEST CHARTER ACADEMY HS

	<u>TITLE/SUBJECT</u>	<u>ROOM #</u>	<u>EXT #</u>	<u>E-MAIL</u>
McCracken, Robyn	Principal	H100C	303	mccracken@questpeoria.org
Herrmann, Adam	Assistant Principal	H100B	302	herrmann@questpeoria.org
Stenger, Susan	Administrative Assistant	H100	300	stenger@questpeoria.org
Troyer, April	Student Support Manager	H103	103	troyer@questpeoria.org
Felicha Brown	Career Specialist	H103	103	fbrown@questpeoria.org
Dickerson, Ketrina	Family Liaison	H213	213	dickerson@questpeoria.org
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Souter, Pam	English	H108	108	souter@questpeoria.org
Heckman, Rachel	English	H217	217	heckman@questpeoria.org
Slevin, Meaghan	English	H210	210	slevin@questpeoria.org

Belvins, Larry	Math	H208	208	blevins@questpeoria.org
LeFebvre, Julianne	Math	H207	207	lefebrve@questpeoria.org
Maggio, Dennis	Math	H219	219	maggio@questpeoria.org
Benson, Richard	Science	H113	113	benson@questpeoria.org
Townsend, Sophie	Science	H216	216	townsend@questpeoria.org
Martinelli, Joseph	Social Studies	H111	111	martinelli@questpeoria.org
Donlan, Colleen	Social Studies	H211	211	donlan@questpeoria.org
Underhill, Michael	Social Studies/PLTW	H209	209	underhill@questpeoria.org
Underhill, Elizabeth	Technology	H218	218	eunderhill@questpeoria.org
Justin Goldensoph	Physical Education/Health	Gym	Gym	goldensoph@questpeoria.org
Adams Jaime	Reading Interventionist	H212	212	adams@questpeoria.org
Bigelow, Kimberly	Foreign Language Lab	H109	109	bigelow@questpeoria.org
Drake, Adam	Music	H110	110	drake@questpeoria.org
Beintum, Jason	Art	H106	106	beintum@questpeoria.org
Hawks, Adell	Discipline Officer	H214	214	hawks@questpeoria.org
Welch-Farrell, Jennifer	Special Education	H215	215	welchferrell@questpeoria.org

Mission and Vision

Mission

Quest Charter Academy is dedicated to providing 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 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 at all times, 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 en route 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.

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 during the open enrollment period, which occurs each winter, to continue or discontinue the partnership for the following academic school year. 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.

General School Information

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 in a student's possession 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-

Students can purchase replacement cards in the Main Office for a fee of \$5.00.

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 immediately

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Locks and Lockers

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

NOTE: Lockers are school property. The school retains ultimate control of all lockers-

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

Student Parking Regulations

Parking is authorized in the student-designated parking spaces only between the hours of 7:30 – 4:00.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Transportation/School Buses

Transportation is a privilege and requires all students to maintain a safe bus 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 the 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 Administration. In order to maintain the safety of all riders as well as

pedestrians and other cars, students in violation of the expectations jeopardize their bus riding privileges. For all transportation related issues, please contact the Main Office

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 at all times.
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 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.

Consequences for bus infractions include written warning and parent conferences up to a 10-day bus suspension and or loss of bus privileges

* A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

Attendance

Bell Schedule

Period					
1st	8:45-9:30				
2nd	9:34-10:19				
3rd	10:23-11:08				
Lunch A	11:12-11:41	4th	11:12-11:57	4th	11:12-11:57

4th	11:45-12:30	Lunch B	12:01-12:30	5th	12:01-12:46
5th	12:34-1:19	5th	12:34-1:19	Lunch C	12:50-1:19
6th	1:23-2:08				
7th	2:12-2:57				
8th	3:01-3:46				

Change of Address or Telephone

Report to the office immediately any change of home address, home or parent's/guardian's work telephone number or any other important information that we may need in order to contact a parent or guardian in case of an emergency. Proof of residency must be provided prior to changes being made.

Absences

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

There are two types of absences: excused and unexcused. Excused absences include: college visit, 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 a potential unexcused absence. **It is the student's responsibility to make arrangements with each of their classroom teachers regarding assignments during their absence.** Notification should be done at least three (3) days prior to the student's absence. The school may require documentation explaining the reason for the student's absence.

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests.

Procedure for Arriving Late to School

If a student arrives after 8:45a.m., they must enter at the main entrance and check-in at the Main Office before reporting to class.

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 Main Office.
2. If a student's checkout time is during a class period, the Main Office will contact the room the student is located and notify the teacher, it is the student's responsibility to sign out in the Main Office prior to leaving the building.
3. If a student returns to school the same day, he/she must sign back in before returning to classes.
4. If a student becomes ill or injured in school or during lunch, the Main Office administrative assistant will contact the parent/legal guardian.

Excessive Absences

Students who are excessively absent from school will be required to provide documentation from a professional/medical source explaining the cause of the absences. Students with excessive absences will be subject to administrative consequences.

Truancy

Students who miss 5% (10 school days) or more of the prior 184 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

If a student is truant:

- A record of the truancy will be entered into the student's record
- A conference with student and parent, when deemed necessary, will be held
- Disciplinary action will be taken
- Students will be expected to make up the work missed

Tardiness

Tardy Sweeps

In an effort to increase instructional time tardy sweeps will be conducted daily. Students not reporting to class on time will be swept into Tardy Hall. Students who are tardy will receive a zero-participation grade for the class period they miss. Students unwilling to abide by the expectations set in Tardy Hall will be subject to additional consequence

Academic Excellence

Parent/Student Compact

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.

Compacts are required to be signed each year by every parent and student.

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. Consequences for such behavior before include but are not limited to: Suspension and/or loss of privileges Suspension and/or loss of privileges are potential consequences.

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 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. He or she 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.

High School Graduation Requirements

To prepare students to meet top colleges' entrance requirements, Quest's graduation requirements exceed those of traditional Illinois public high schools and include:

- 28 credits of coursework
- 10 hours of job shadowing
- 40 hours of community service
- Senior capstone project
- Completion of a college plan and resume, as well as necessary admission, scholarship, and financial aid application

Math	English	Science	Social Studies	Electives/Enrichments
<i>4 credits</i>	<i>6 credits</i>	<i>3 credits</i>	<i>3 credits</i>	<i>12.5 credits</i>
Algebra 1	English I, II, III, IV	Physics	Psychology	Web Design
Geometry	Poetry	Earth Science	American History	Graphic Design
Algebra II	Creative Writing	Biology	American Government	PE/Health
Pre-Calculus	RWW I	Chemistry	Economics	Foreign Language
Business Math		Anatomy	Civics	PLTW - IED
			Sociology	PDS
				Studio Production
				Art I, II
				Choir
				Band

Drumline
 Programing I, II
 Web Design I, II
 Software Apps I, II

Grade level promotions in the high school are based on the number of credits earned as shown in the following table:

Grade		Credits Earned
9 th	Freshman	0-8
10 th	Sophomore	9-16
11 th	Junior	17-24
12 th	Senior	25 -32

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-	

Merit / Honor / High Honor Roll:

Students will be listed on the Merit Roll by attaining a 3.00 or higher (but less than 3.50) GPA per semester. Attaining 3.50 or higher (but less than 3.90) GPA per semester will list the student on the Honor Roll. Student with a 3.90 or higher GPA per semester will be listed on the High Honor Roll. Students must not receive any 'D' or 'F' grade to be listed on Merit/Honor/High Honor Roll.

- 3.00 – 3.49: Merit Roll
- 3.50 – 3.89: Honor Roll
- 3.90 – 4.00: High Honor Roll

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 in order 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 learning needs and provide targeted support to build foundational skills students require in order 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 MAPs testing three times per year; fall, winter, and spring. The MAPs assessment measures 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 will critical information to inform instructional practice to ensure students reach their intended goals within their custom learning plan.

Athletic and Extracurricular Academic Eligibility

Yearly Eligibility

Effective the 2017-18 school year, a student in attendance at Quest the prior academic year, must earn a **minimum of a 2.5 cumulative GPA** in the prior school year in order 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 suspension are ineligible to play on suspension days.

A student must have no failing grades during the eligibility week which is defined from Tuesday to Monday.

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 1 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 Administration to ensure services are provided and data is collected.

The student athlete or competitive team member will follow the ineligibility hierarchy as follows and enforced by the Athletic Director

- First Ineligibility Week – May practice, 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.

Internet Acceptable Use

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 proscribed 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 the District'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 or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her 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:

1. 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;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. 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;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

Network Etiquette

The user is expected to abide by the generally 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 swear, or use vulgarities 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 may 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 private property.

No Warranties

The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district 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. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district 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

The District assumes 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 Web without explicit written permission.

1. For each re-publication (on a Web site 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 Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages 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 Web site displaying the material may not be considered a source of permission.

Use of Email

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves 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 the school district'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 the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and 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 the School District's email system constitutes consent to these regulations.

Education of Students with Disabilities

It is the intent of the district 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.

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 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.

Student Conduct/Expectations

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 their conduct 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. A student handbook, which includes the Quest discipline philosophy, and school rules, shall be distributed to students within 7 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 and will hopefully be an effective deterrent. Each staff member will use his/her discretion in determining such disruptions and will handle appropriately via behavior management and classroom management.

Outlined in the following pages are possible 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.

Restorative Practices Principles and Values: Guidelines for Developing Best Practices in Classroom Management

1. Acknowledge that relationships are central to building community.
2. Ensures equity of voice among all members in the community. All voices are valued, everyone is heard.
3. Establishes a culture of high expectations with high support, emphasizing doing things "WITH" not "TO" or "FOR".
4. Builds systems that address misbehavior and harm in a way that strengthens relationships and focuses on the harm done rather than only rule-breaking.
5. Engages in collaborative problem solving.
6. Enhances accountability, responsibility and empowers change and growth for all members of the community.

Minor Behaviors

Teachers have the authority and the **required** 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. Those expectations will be shared with parents as well. **Minor behaviors are handled by the classroom teacher.** Minors behaviors are those infractions that interfere with normal classroom and school operations

Those 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
- Out of assigned seat
- Lying/Cheating
- Not prepared for class
- Dress code violation
- Inappropriate language (profanity, inappropriate conversation)

Minor Behavior Referrals are used to document student behavior and 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:

- Minor Behavior Referrals
- Parent contact-phone/written/conference
- Conference with student about unacceptable behavior
- Warning
- Behavior/classroom management plan

- Teacher supervised detention
- Loss of privileges
- Time out in classroom
- Referral to counselor
- Apologies-written/verbal
- Restorative conference

Major Behaviors

Major offenses are those that are frequent or serious and severely disrupt the classroom and school climate. **Major offenses require a referral to the Administration.**

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)
- Severely disruptive/inappropriate behavior
- Refusal to follow directions (sustained/repetitive)
- Bullying
- Possession tobacco, matches, or lighter
- Computer or internet violation
- Gambling
- Cell phones * See specific cell phone policy or other media violation
- Inappropriate verbal language (repetitive)
- Inappropriate physical contact
- Lying/cheating (repetitive)

- Skip class/skip school
- Forgery
- Repeated or extreme classroom infractions
- 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
- Loss of privileges
- Administrative time-out
- Restorative conference
- Behavior contract
- Disciplinary Probation
- Parent contact-phone/written/conference
- Referral to counselor
- Apologies-written/verbal
- After-school detention
- In-school suspension
- Temporary removal from class
- Out of school suspension

LEVEL 3 Offenses

Level 3 Offenses are acts directed against other people or property and that 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/electronic 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 behaviors

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

Suspension

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. 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.
3. 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, 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 (1-3 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 will be determined on a case-by-case basis rather than pre-determined.

Highly exclusive disciplinary consequences (greater than 3-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 will 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.
 - a. This conference will involve the student, his/her parents/guardians, the principal/assistant principal, counselor, and/or any staff member involved in the incident that led to the consequence.
2. Opportunity to make-up all work assigned during their period of exclusion for full credit. Students will be provided
 - a. Sufficient and reasonable time to complete missed assignments or assessments as agreed to in the re-entry conference, and
 - b. Reasonable and necessary supplemental instruction at a time to be determined by the school at the re-entry conference

Cell Phones

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, electronic devices including headphones must be kept out of sight

Students in violation of this procedure are subject to the following consequences:

First offense – The device will be confiscated by school personnel. Student will spend the remainder of the day in In-School Suspension. Parent is contacted.

Second offense – The device will be confiscated. Student will spend the remainder of the day in In-School Suspension and serve an additional day of In-School Suspension. Parent is contacted

Third offense and subsequent offense - The device will be confiscated. Student will spend the remainder of the day in In-School Suspension and serve an additional day of In-School Suspension. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for an amount of days to be determined. If the student is found in possession of the device during this period or have a subsequent offense, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, during the student's lunch period, and passing period. This does not include the hallway during instructional time.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

School officials may conduct an investigation or 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 a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Weapons Prohibition

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:

- (1) 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 superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) 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 alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the Executive Director 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 effect 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 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, or administrator. 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.

Cyber Bullying

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.

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 or administrator. A parent/guardian, friend or advisor in making such a report may accompany students. 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 in making such a report may accompany students. 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, too numerous to mention, 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 Main Office until parents/guardians make appropriate arrangements for the property to be returned.

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.

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. This paragraph applies to student vehicles parked on school property. In addition, Administration shall require each high school student, in return for the privilege of parking on school property, school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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 through the use of 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 is a reasonable ground for suspecting that the search will produce evidence the particular 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 in light of 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. In the course of the investigation, the student may be required to share the content that is reported in order 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 Superintendent. 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.

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.

School Uniforms

1. Shirts

- a. Students must wear an official QUEST school shirt each day. Colors are orange and royal blue.
- b. Students are required to wear Quest neckwear.

- 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. Hooded sweatshirts of any kind are prohibited

2. Pants

- a. All students must wear either black, navy or khaki **dress** pants or school uniform shorts, skorts, or capris.
- 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.
- d. No jeans of any color, spandex, jeggings, or stretchy pants may be worn.

3. Shoes and Socks

- a. All shoes must be closed-toed
- b. Flip-flops, sandals, moccasins, stilettos, clogs, high heels, stacks, platform shoes, slippers, hiking boots, or boots of any style are NOT permitted.

4. Personal Appearance

- a. Personal appearance will not be a distraction to instructional environment. Students who are determined to be a distraction to the instructional environment based on personal appearance will be subject to consequence ranging from removal of item to removal from school until appropriate dress is attained

5. Outerwear

- a. Hats, caps, bandanas, 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.
- d. Lanyards must be worn around the neck at all times.

6. ID's

- a. Students are required to have their ID on them at all times on their lanyard around their neck.

- b. Lanyards provided by the school will be the Quest logo or solid color. If you chose to purchase your own lanyard it should be school appropriate and not cause a distraction in anyway.
- c. If a student loses his ID they will be required to purchase a new ID.
- d. If a student loses his lanyard they will be required to purchase a new lanyard

7. BACKPACKS/HANDBAGS

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

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.

Illness or Accidents at School

Students who become ill or are injured during the school day should report to the main office for assistance. Students are not allowed to leave the building without checking out in the office. Students who do not inform the office and leave will receive an unexcused absence any may face further consequences.

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 for a school day.
- 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.

State law requires our school district 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. Our school district also may 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.

Immunization

Students must submit up to date immunization records by OCTOBER 15, 2017 to the Main Office. Incoming freshman must have a physical submitted by the same date

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 in order to be eligible to participate in or attend any after school activity. Exceptions due to unusual circumstances may be granted by the administration.

Field Trips

Field Trips offer exciting ways to learn. QUEST students will have the opportunity to go on field trips 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.

Appendix

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, hand-shakes, 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

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.

15. Failing to comply with the mandatory uniform policy.

16. Indecent exposure of body or engaging in an act of sexual conduct with another, or sexual harassment.

17. Accumulating four (4) suspensions during a school year may result in a recommendation for expulsion.

18. Gross disrespect, gross insubordination or gross verbal abuse of another. Gross verbal abuse includes a threat and racial or religious slur.

19. 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 psycho stimulant 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 period 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 the purpose of 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 – 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 rules outlined in this document.

Parent/Guardian

Date

Student

Date

APPENDIX – E 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>	1st quarter	2nd quarter	3rd quarter	4th quarter
See that my child is on time and attends school every day in uniform				
Support the school in efforts in maintaining discipline and a positive culture; be a good role model				
Participate in home visits, orientation, parent/teacher conferences, Back-To-School Night and any other school events				
Support my child by checking Skyward for progress and communicating with teachers				
Parent will have a current phone number and/or email address in Skyward, and will respond to communication in a timely manner				

Signature:

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)				

Signature: _____

Date: _____