



**2019-2020**  
**Quest Charter Academy**  
**Family and Student Handbook**

**DREAM IT...**

**BE IT...**

**DO IT...**



## QUEST CHARTER ACADEMY 2019-2020 PARENT/GUARDIAN HANDBOOK

Welcome to the 2019-2020 school year!

The school year has begun. I am excited to have everyone back and to see and hear the familiar sounds of school in session. It will be a fantastic school year!

As you know, the administration team and staff at Quest Charter Academy are dedicated to providing our diverse student body with an innovative, world-class education, rich in science, technology, engineering, arts and math. We are razor focused on preparing students to become bold inquirers, problem-solvers and ethical leaders. Our students leave Quest with post-secondary education skills ready to meet the challenges of a competitive global workforce.

We believe in providing students with a personalized education plan where they have their individual needs not only met but exceeded. We strive to provide a welcoming, nurturing environment where all students receive academic, social, and emotional supports. This ensures that each student is inspired to reach their highest level of academic achievement.

Extraordinary results require extraordinary efforts! We have set “growth” as our central theme for the year. By following our values of commitment, hard work, consistency, respect and responsibility, every student will meet their growth targets that have been set for them this year.

Quest embraces a collaborative partnership between teachers and parents. So, please feel free to contact your child’s teachers should you have any questions or concerns. I am also available by phone or email. Finally, it is important to note that our student handbook summarizes school rules and expectations. So, please take the time to read through and review it with your student (s).

Again, I am excited for the 2019-2020 school year to be underway and look forward to having a very successful school year.

Thank you for choosing Quest.

Regards,

Dr. Taunya L. Jenkins  
Executive Director

***On a Quest to be the BEST!***

### **Peoria Charter School Initiative Board of Directors**

Mr. Tom Fliege, President	Dr. Venus Evans-Winters
Mr. Will Ball, Vice President	Dr. Jack Gilligan
Mr. Glenn Ross, Chief Financial Officer	Mr. Jerome Guilford
Mr. Rennie Atterbury, Secretary	Mr. Carl Cannon
Mrs. Marti Bloodsaw	Mr. Bud Grieves
Ms. Renee Charles	Mrs. Jan Leonard

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### Middle School Staff Directory

ADMINISTRATION & SUPPORT	TITLE/POSITION	ROOM	EXT	EMAIL
JENKINS, Taunya Dr.	Executive Director	140	205	<a href="mailto:tjenkins@questpeoria.org">tjenkins@questpeoria.org</a>
GREEN, Chatea	Principal	108	2001	<a href="mailto:green@questpeoria.org">green@questpeoria.org</a>
BROWN Sr., Derrick	Assistant Principal	212	2002	<a href="mailto:brown@questpeoria.org">brown@questpeoria.org</a>
LAHOOD, Deb	Business Manager	100D	311	<a href="mailto:lahood@questpeoria.org">lahood@questpeoria.org</a>
CLOSEN, Barb	Dir. of Curric. & Inst.	213	213	<a href="mailto:closen@questpeoria.org">closen@questpeoria.org</a>
DENNY, Kerri	Dean of Students	118	2007	<a href="mailto:denny@questpeoria.org">denny@questpeoria.org</a>
YOUNG, Jacinta	Administrative Assistant	107	2000	<a href="mailto:young@questpeoria.org">young@questpeoria.org</a>
BROWN, Derrick	Elite	118	2118	<a href="mailto:dbrown@questpeoria.org">dbrown@questpeoria.org</a>
TERRELL, Vatonya	Elite	118	2118	<a href="mailto:terrell@questpeoria.org">terrell@questpeoria.org</a>
WELLS, Alonzo	Elite	118	2118	<a href="mailto:wells@questpeoria.org">wells@questpeoria.org</a>
DICKERSON, Elmer	Athletic Director	213	220	<a href="mailto:ad@questpeoria.org">ad@questpeoria.org</a>
BLAIR, Liz	Resource Officer	210	2003	<a href="mailto:blair@questpeoria.org">blair@questpeoria.org</a>
<b>TEACHERS</b>				
JACKSON, Debra	Special Ed Teacher	208	2208	<a href="mailto:jackson@questpeoria.org">jackson@questpeoria.org</a>
MCDONALD, Melinda	5th Grade Teacher	207	2207	<a href="mailto:mcdonald@questpeoria.org">mcdonald@questpeoria.org</a>
MAGNUSON, Dorothy	5th Grade Teacher	209	2209	<a href="mailto:magnuson@questpeoria.org">magnuson@questpeoria.org</a>
DEMPSEY, Brandon	6th Grade Math	213	2213	<a href="mailto:dempsey@questpeoria.org">dempsey@questpeoria.org</a>

<b>HENSON, Haley</b>	<b>6th Grade Social Studies</b>	<b>206</b>	<b>2206</b>	<b>henson@questpeoria.org</b>
<b>WELCH-FARRELL, Jennifer</b>	<b>6th Grade Science</b>	<b>203</b>	<b>2203</b>	<b>welch-farrell@questpeoria.org</b>
<b>CONNER, Robert</b>	<b>6th Grade ELA</b>	<b>211</b>	<b>2211</b>	<b>conner@questpeoria.org</b>
<b>HARRIS, Philip</b>	<b>7th Grade Social Studies</b>	<b>205</b>	<b>2205</b>	<b>harris@questpeoria.org</b>
<b>RUPP, Cody</b>	<b>7th Grade Science</b>	<b>220</b>	<b>2220</b>	<b>rupp@questpeoria.org</b>
<b>DARLING, Lori</b>	<b>7th Grade ELA</b>	<b>202</b>	<b>2202</b>	<b>darling@questpeoria.org</b>
<b>ALEXANDER, Mickayla</b>	<b>7th Grade Math</b>	<b>222</b>	<b>2222</b>	<b>alexander@questpeoria.org</b>
<b>RENICK, Ashley</b>	<b>8th Grade ELA</b>	<b>136</b>	<b>2136</b>	<b>renick@questpeoria.org</b>
<b>CHRISTOPHER, Braden</b>	<b>8th Grade Math</b>	<b>139</b>	<b>2139</b>	<b>christopher@questpeoria.org</b>
<b>WEIBURG, BreAnn</b>	<b>8th Grade Social Studies/ Science</b>	<b>133</b>	<b>2133</b>	<b>weiburg@questpeoria.org</b>
<b>PUBLES, Idaliza</b>	<b>ELL Teacher</b>	<b>204</b>	<b>2204</b>	<b>publes@questpeoria.org</b>
<b>ELIAS, Mari</b>	<b>Band, Music</b>	<b>111</b>	<b>2111</b>	<b>elias@questpeoria.org</b>
<b>WALRAVEN, Jonathan</b>	<b>Art Teacher</b>	<b>Basement</b>	<b>2005</b>	<b>walraven@questpeoria.org</b>
<b>VEDELL, Kevin</b>	<b>P.E Teacher</b>	<b>Gym</b>		<b>vedell@questpeoria.org</b>
<b>WALTZ, Brady</b>	<b>Technology</b>	<b>119</b>	<b>619</b>	<b>waltz@questpeoria.org</b>
<b>WILLIAMS, Jleese</b>	<b>SEL</b>	<b>138</b>	<b>2138</b>	<b>williams@questpeoria.org</b>
<b>ARMMER, Mavis</b>	<b>Interventionist</b>	<b>119</b>	<b>2119</b>	<b>armmer@questpeoria.org</b>
<b>CROWDER, Donna</b>	<b>SEL</b>	<b>138</b>	<b>2138</b>	<b>crowder@questpeoria.org</b>
<b>KIM, Soo Yun</b>	<b>Special Education</b>	<b>222</b>	<b>2222</b>	<b>Kim@questpeoria.org</b>



### High School Staff

ADMINISTRATION & SUPPORT	TITLE/POSITION	ROOM	EXT	EMAIL
JENKINS, Taunya Dr.	Executive Director	206	300	<a href="mailto:tjenkins@questpeoria.org">tjenkins@questpeoria.org</a>
MCCRACKEN, Robyn	Principal	100C	1001	<a href="mailto:mccracken@questpeoria.org">mccracken@questpeoria.org</a>
WILLIAMS, Jeanine	Assistant Principal	100B	1002	<a href="mailto:williams@questpeoria.org">williams@questpeoria.org</a>
LAHOOD, Deb	Business Manager	102	311	<a href="mailto:lahood@questpeoria.org">lahood@questpeoria.org</a>
CLOSEN, Barb	Dir. of Curriculum & Instruction	213	303	<a href="mailto:closen@questpeoria.org">closen@questpeoria.org</a>
TAYLOR, Kamara Dr.	Director of Family Engagement, Community and Career Connections	213	1213	<a href="mailto:taylor@questpeoria.org">taylor@questpeoria.org</a>
STENGER, Susan	Administrative Assistant	100	1000	<a href="mailto:stenger@questpeoria.org">stenger@questpeoria.org</a>
ALBERT, Marcus	Elite	103	1008	<a href="mailto:albert@questpeoria.org">albert@questpeoria.org</a>
BROWN, Felicha	Career & College Specialist	108	1108	<a href="mailto:fbrown@questpeoria.org">fbrown@questpeoria.org</a>
DICKERSON, Elmer	Athletic Director	213	307	<a href="mailto:ad@questpeoria.org">ad@questpeoria.org</a>
GRIDER, Gene	Maintenance Director	213	306	<a href="mailto:grider@questpeoria.org">grider@questpeoria.org</a>
HAWKS, Adell	Dean of Students	104	1004	<a href="mailto:hawks@questpeoria.org">hawks@questpeoria.org</a>
LOWE, Marc	HS Compliance Officer	104	1104	<a href="mailto:lowe@questpeoria.org">lowe@questpeoria.org</a>
LUFT, Carmen	Assistant Business Manager	100A	304	<a href="mailto:luft@questpeoria.org">luft@questpeoria.org</a>
TROYER, April	Student Support Manager	212	1005	<a href="mailto:troyer@questpeoria.org">troyer@questpeoria.org</a>
<b>TEACHERS</b>				
BENSEN, Richard	Biology, Anatomy, Physc/Forensics	113	1113	<a href="mailto:bensen@questpeoria.org">bensen@questpeoria.org</a>

<b>BIEHL, Thomas</b>	<b>English &amp; Creative Writing</b>	<b>216</b>	<b>1216</b>	<b>biehl@questpeoria.org</b>
<b>BROOKS, Dustin</b>	<b>Long Term Substitute</b>	<b>104</b>	<b>1104</b>	<b>brooks@questpeoria.org</b>
<b>CAZEL, Travis</b>	<b>HS Eng - 4 and RWW1</b>	<b>214</b>	<b>1214</b>	<b>cazel@questpeoria.org</b>
<b>COLLINS, John</b>	<b>Algebra, Math Concepts, Biology</b>	<b>208</b>	<b>1208</b>	<b>collins@questpeoria.org</b>
<b>TBD</b>	<b>US History, Economics, Sociology</b>	<b>218</b>	<b>1218</b>	<b>@questpeoria.org</b>
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<b>EGGERS, Meghan</b>	<b>English I/Poetry</b>	<b>215</b>	<b>1215</b>	<b>eggers@questpeoria.org</b>
<b>FINNEY, Tim</b>	<b>Math Concepts, PTLW &amp; Computer Prog.</b>	<b>209</b>	<b>1209</b>	<b>finney@questpeoria.org</b>
<b>GOLDENSOPH, Justin</b>	<b>Pe/Health</b>	<b>110</b>	<b>1110</b>	<b>goldensoph@questpeoria.org</b>
<b>LEFEBVRE, Julianne</b>	<b>21st Century, Alg II, Pre-Calc</b>	<b>207</b>	<b>1207</b>	<b>Lefebvre@questpeoria.org</b>
<b>MOENS, Kimberly</b>	<b>ELL, Span 1, Span II</b>	<b>109</b>	<b>1109</b>	<b>moens@questpeoria.org</b>
<b>MOORE, Yunek</b>	<b>Fr Success, Keyboarding, Tech Elec</b>	<b>107</b>	<b>1107</b>	<b>moorel@questpeoria.org</b>
<b>SHUTE, Abigail</b>	<b>Art Teacher</b>	<b>106</b>	<b>1106</b>	<b>ashute@questpeoria.org</b>
<b>SHUTE, Michelle</b>	<b>HS SPED 4</b>	<b>214</b>	<b>1214</b>	<b>shute@questpeoria.org</b>
<b>SLEVIN, Meaghan</b>	<b>World History</b>	<b>210</b>	<b>1210</b>	<b>slevin@questpeoria.org</b>
<b>SPIEZIA, Anthony</b>	<b>Geometry, Business Math &amp; Statistics</b>	<b>219</b>	<b>1219</b>	<b>spiezia@questpeoria.org</b>
<b>STEINBACH, Nick</b>	<b>HS SPED 5</b>	<b>208</b>	<b>1208</b>	<b>steinbach@questpeoria.org</b>
<b>STRONG, Amanda</b>	<b>HS Eng. 2 and Creative Writing</b>	<b>217</b>	<b>1217</b>	<b>strong@questpeoria.org</b>
<b>TOWNSEND, Sophie</b>	<b>Physcial Sci, Chem, Physics</b>	<b>111</b>	<b>1111</b>	<b>townsend@questpeoria.org</b>
<b>WILFINGER, Keith</b>	<b>Music</b>	<b>103</b>	<b>1103</b>	<b>wilfinger@questpeoria.org</b>

## Vision and Mission

### Vision

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

### Mission

Quest Charter Academy's mission is to provide a diverse student body with an innovative, rigorous world-class education rich in math, science, technology, engineering, and arts focused on preparing students to become bold inquirers, problem-solvers and ethical leaders.

### 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.*

**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.*



**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.*

**Honesty–** Belonging to a community stronger unity requires a commitment to the common good. Community requires everyone being able to be counted on to be honest and trustworthy. We at Quest believe in working with integrity by acting with honesty, fairness, sincerity, and decency.

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

**Hard working –** 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.

## **General School Information**

### **Enrollment**

Families have a choice in education and by choosing Quest Charter Academy as your child's education provider, you are entering into a year-long commitment and partnership. Families may choose to continue or discontinue the partnership for the following academic school year only during the open enrollment

period which occurs each winter. We strive for a satisfaction rate of 100%; however, we recognize that our program may not be a fit for all. Families are partners and therefore we encourage your active participation to provide your child with the highest-quality educational experience.

### **Equal Opportunities**

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, gender, religious beliefs, sexual orientation, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

Further, the school will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the school remains viewpoint neutral when granting access to school facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

### **Gender Equity**

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

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

### **Student Identification Cards**

Student identification cards must be worn and always visible during the school day. Students must present a current ID card to enter school and to be admitted to extracurricular events. Stickers and other decorations may not be placed on the front of the ID cards. The ID cards should not be altered in any way from their original condition.

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

### **Visitors**

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

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

### **Delivering Messages**

Office personnel will **NOT** deliver messages to students throughout the school day. It is the responsibility of each parent/guardian to notify their students of household information prior to them coming to school each day.

### **Locks and Lockers**

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

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

Students are not to share lockers, use more than one locker, or use a locker that is not assigned to them. Students can not decorate lockers, only administrative signage will be approved. This includes decorating the inside of the student's locker.

### **Transportation/School Buses**

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

### **Expectations for Bus Riders**

1. All school expectations and rules apply while riding a bus.
2. Students are only permitted to enter and exit the bus at their assigned drop-off location determined by First Student.
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 arms and legs out of the aisle.
5. Use a quiet voice (1) on the bus always.
6. Cross the road at least ten (10) feet in front of the bus and then only on a signal from the driver.
7. Walk single file when exiting the bus, waiting for the student closest to the bus to leave first.
8. Move away from the bus door quickly after unloading. Stay clear of the rear wheels. Never walk behind the bus.
9. When listening to music using electronic devices, headphones are required.
10. Electronic devices used for recording are NOT permitted. Any student caught recording any bus activity will be subject to disciplinary action.
11. Take all belongings when leaving the bus.
12. Keep the bus clean.
13. Follow the directions provided by the driver.
14. Remember that riding the bus is a privilege.

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

- Written warning and conference with an administrator - parent notifications
- Assigned seat - parent notification
- 3-day suspension from bus - parent notification
- 5-day suspension from bus - parent notification
- 10-day suspension from bus - parent notification
- Loss of bus privileges for the remainder of the semester - parent notification

The consequences will follow the sequential steps for each semester unless the severity of the incident warrants otherwise. Loss of bus privileges includes all school activities. Administration reserves the right to provide the appropriate consequence.

## **Attendance/Enrollment**

### **Change of Address or Telephone**

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

### **Absences**

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



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

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

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

In the event of any absence, the student's parent/guardian is required to call 309-222-8719 ext. 2006 **before 8:30 a.m.** to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, the absence will be deemed unexcused. The student will be expected to submit a signed note from the parent or guardian explaining the reason for the absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

### **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 (excused and unexcused) will be subject to administrative consequences. In response to excessive absences, the following will occur:

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

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

## Truancy

Truancy is defined as being absent from the location a student is assigned without the knowledge of parent/guardian or school personnel. Truancy is an unexcused absence from school. Truancy is a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. Students who miss 5% or more of the prior 184 regular school days without valid cause (a recognized excuse) are considered truant.

If a student is truant:

- A record of the truancy will be entered into the student's record.
- A conference with an administrator will be held with the student and parent/guardian.
- Disciplinary action will be taken for unexcused absences that reach an excess of ten per semester.
- The student will be expected to make-up the work missed within the allotted time frame.

Truancy is a serious issue and will be dealt with in a serious manner by the school and district. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school will take further action, including:

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

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

## Procedure for Arriving Late to School

If a student arrives between 8:30 a.m. and 9:00 a.m., they must enter at the main entrance and check-in at the School Office before reporting to class. Students who arrive later than 9:00 a.m. are required to sign-in at the School Office with a parent/guardian. Meetings will be scheduled with the student, family and administration for any student demonstrating habitual attendance concerns. Disciplinary action will be enforced for students who arrive late more than five times in a quarter.

## Procedure for Leaving School Early

1. A student's parent/guardian must make arrangements, 24 hours in advance except in dire emergencies to have him/her check out prior to their usual dismissal time by calling the School Office.

2. If a student has made appropriate arrangements to leave early and the student's checkout time is during a class period, the administrative assistant in the main office will contact the room the student is located and notify the teacher. It is the parent's responsibility to sign their student out in the School Office prior to leaving the building.
3. If a student returns to school the same day, the parent must sign the student back in at the School Office before the student returns to classes.
4. If a student becomes ill or injured in school or during lunch, the school administrator will contact the parent/legal guardian.
5. Early dismissals by students will be tracked. **No early dismissals between 3:00-3:30 p.m.** Over five early dismissals per semester will be considered excessive and require administrative intervention.

### **Tardiness**

Tardiness is defined as arriving to an assigned class after the bell has rung signifying the beginning of class (refer to bell schedule). Students who are tardy to class are subject to disciplinary action. Please see Quest School-wide Discipline Procedures and Expectations in this handbook. The tardy procedures are as follows:

- 1st Tardy - Warning
- 2nd Tardy - Parent Contact
- 3rd Tardy - Major Referral

## **Academic Excellence**

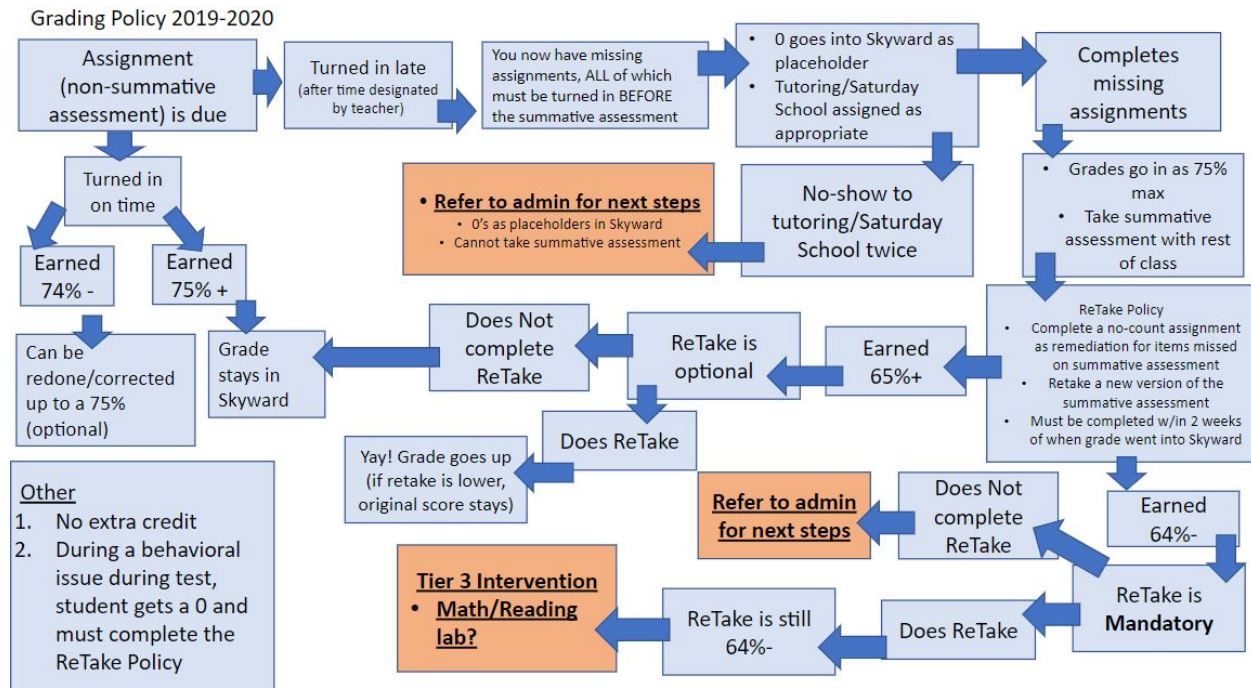
### **Parent/Student Compact**

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

### **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.

A= 90 -100 B = 80-89 C = 70-79 D = 60-69 F = 59 or below



### Summit Grading Plan

- Projects and checkpoints must be turned in by the due date whether it's completed or not. Students must push the button on the day the checkpoint is due. One project must be completed each grading period.
- Projects will be graded on the rubric provided by Summit. If the project is late, then the grade will go down depending on how many days past due and that grade will be recorded in Skyward with a comment as to why the Summit and the Skyward scores are different. \*Checkpoints are on a stoplight system. If students have completed the work on time and correctly they will score a green light and earn full credit of points (determined by teacher), if work is turned in halfway completed the students will earn yellow and half the credit of points, and red if student did not complete the assignment for no credit earned until turned in. When putting the score into Skyward with a comment if the assignment was late. \*A syllabus will be created per project that communicates the due dates for projects & power focus areas.
- Every student will set a SMART goal on a daily basis for each subject area

- Four grades will be required every other week in Skyward. One of those grades can be a participation grade. Participation grade includes setting a daily SMART goal, achieving that goal, and pushing the request feedback button on time for assignments.
- Power Focus Areas: Students will be required, before a content assessment can be accepted, to take the diagnostic and work through the playlist taking Cornell Notes. The Cornell Notes can be used while taking the content assessment. Students will have up to 5 times to take a content assessment by the assigned date and earn an 8/10 or better.

### **Honor Roll**

Students will be recognized for:

High Honor Roll for all “A’s” - 4.0 GPA

Honor Roll for “A’s” and “B’s” - 3.875 - 3.125 GPA

Merit Honor Roll for all “B’s” - 3.0 GPA

Academic Recognition is for all students maintaining “C’s” or above

### **Individual Learning Pathway**

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 to address specific areas of need, both remedial and enrichment. Teachers and administration will make decisions based on individual student needs. Quest Charter Academy will use the following assessment tools and instructional strategies to support student learning:

### **Targeted Instruction**

Targeted instruction will occur one period daily for every student to allow students to work at their own level and receive support as indicated by their Individual Learning Plan (ILP). MS will refer to this time as WIN (What I Need) or One-On-One time and at the HS as Chomp Time. Using a Multi-Tiered System of Support (MTSS), teacher teams will be able to assess every student’s learning needs and provide targeted support to build foundational skills students require to be successful in middle and high school as well as to enrich or extend learning opportunities for students ready for the next level of learning. ILP’s will be reviewed quarterly and adjusted as needed.

### **Diagnostic Assessment**

- NWEA/MAP: All students at Quest will participate in MAP testing (Measurement of Academy Progress) three times per year - fall, winter, and spring. The MAP assessments measure the growth of every student over time. Students will be given a growth goal each fall for the end of year testing in the spring. Success is determined by the achievement of each student’s growth goal. Assessment information will allow for customized learning pathways to be developed and monitored through valid, reliable, and real-time data provided by the assessment.

- STAR360 is an additional assessment tool which will be used as a progress monitoring tool. STAR360 allows teachers to monitor how students are performing within skills and standards. This assessment will provide teachers with critical information to inform instructional practice to ensure students reach their intended goals within their custom learning plan.

### **Make-Up Work**

If a student's absence is excused, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

If a student's absence is unexcused or due to suspension, he/she will be permitted to make up all missed work, including homework and tests, for the equivalent academic credit.

All make-up work and or re-do work must be submitted within a week of student's return to school or of the work being assigned.

### **Academic Dishonesty**

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

### **Plagiarism**

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

- If a student chooses to plagiarize, they will receive an immediate zero for the assignment. Administration and parent/guardian will be notified.
- If a student knowingly allows another student to use his/her work or copy homework, the student is as guilty of dishonesty as that person is of plagiarism, and the consequence will be the same for both students.
- A student plagiarizing will have the opportunity to earn a maximum of a 59% for the remaining assignments in the quarter.

- If the student wishes to appeal any plagiarism penalty, the student must submit a written appeal within three days of receiving the zero. The Principal will schedule a meeting with the Quest's Academic Committee, parent/guardian, and the student within a week of receiving written notice. All will be given copies of the alleged plagiarized work and written appeal. The Academic Committee Chair will rule on the appeal following the meeting.

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

### **Internet Acceptable vs Unacceptable 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 prescribed behavior by users; however, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Students will be educated in online internet safety prior to accessing Quest Charter Academy technology and the internet.

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

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

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

- Using the network for any illegal activity including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software including movies, music and unapproved applications, regardless of whether it is copyrighted or de-virused;
- Downloading of copyrighted material for other than personal use including but not limited to pictures, music, audio clips, videos;
- Using the network in an attempt to access ANY social media platform to include but not limited to Facebook, Twitter, Instagram, and Snapchat;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;

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

Any violation of the acceptable use policy will be a Major Offense please see Quest School-wide Discipline Procedures and Expectations. In addition, administration has the right to revoke technology privileges at any time.

### Network Etiquette

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

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

Any violation of the Network Etiquette use policy will be a Major Offense please see Quest School-wide Discipline Procedures and Expectations. In addition, administration has the right to revoke technology privileges at any time.

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

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

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building Principal. Keep your account and password



confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges for the remainder of the quarter and/or until restitution of property has been secured. Vandalism is defined as any malicious attempt to harm or destroy a device or data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

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

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

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

## Use of Email

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

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

Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

5. Use of Quest Charter Academy's email system constitutes consent to these regulations.

### **Use and Care of Mobile Devices:**

Students are responsible for the general care of any Chromebook or mobile device assigned to them and should be the only user of said device. Chromebooks that are broken or fail to work properly due to NO fault of the student will be taken care of by the teacher or staff member following established procedures. The student could be issued a replacement Chromebook while his/her Chromebook is being repaired presuming the student is deemed not at fault for failure of unit and dependent upon equipment availability. Students found to be negligent in their care of a device will be subject to replacement costs.

### **General Care Guidelines:**

1. Chromebooks will only be used during the school day.
2. At the end of each day, students should shut down the Chromebook, return it to the charging cart, place it into the appropriate slot and connect it to the charger.
3. Chromebooks must always have all district-assigned tags on the case. Tags must not be removed or altered in any way.
4. No food or drink should ever be near the Chromebook.
5. When necessary, students should transport Chromebooks with care.
6. Chromebook lids should always be closed and tightly secured when moving.
7. Never lift a Chromebook by lifting from the screen. Always support from its bottom.
8. Do not lean or put pressure or heavy items on the top of the Chromebook when it is closed.
9. Do not place anything near the Chromebook screen that could put pressure on the screen.
10. Do not poke or scratch the screen with anything that will damage the screen surface.
11. Do not place anything on the keyboard before closing the lid.
12. If necessary, dust the screen only with a soft, dry microfiber cloth or anti-static cloth. Do not use any cleaning solvents.

### **Education of Students with Disabilities**

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

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

A copy of the publication “Explanation of Procedural Safeguards” is available upon request to parents of students with disabilities. It can be obtained from each school’s administration.

### **Accommodating Individuals with Disabilities**

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

## **Athletic and Extracurricular Academic Eligibility**

### **Eligibility**

Effective the 2018-19 school year, all students must maintain grades of C or higher in all classes to participate or attend any athletic or extracurricular event.

### **Weekly Eligibility (defined as Tuesday – Monday)**

Student athletes and competitive team members who have experienced an out-of-school or in-school suspension for any given week are ineligible to play or participate for that week. If a student accumulates three or more referrals he/she will not be allowed to participate in any sport or extracurricular activity.

All students must maintain grades of C or higher to participate or attend any athletic or extracurricular event. Students having a D or F are ineligible for a week which is defined from Tuesday to Monday. Eligibility will be calculated each Tuesday morning.

All students who have earned a grade of D or F in one or more classes during a week of eligibility are expected to attend study session(s) for that week. Students failing to attend a study session will be considered ineligible the following week. Teachers, coaches and sponsors will work with the school athletic director and administration to ensure services are provided and data is collected.

The student athlete or competitive team member deemed ineligible will not be allowed to practice, play or attend activities during the week.

IHSA Requirement for Spring Semester Sports and Competitive Activities: A student athlete and competitive team member must have passed a minimum of 25 credit hours (5 courses) during the fall semester. The first eligibility check shall be made one week prior to the official IHSA start date or competitive event contest.

## **Student Conduct/Expectations**

### 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 and culture, free from the threat of harm to person or property in all school related settings. It is the shared responsibility of schools, families and communities to achieve this by teaching, recognizing and reinforcing appropriate behavior.

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

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

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

### Quest School-wide Discipline Procedures and Expectations

Rules and consequences will be posted in each classroom.

<b>Major Referral Progressive Action - Parent contact will occur with each major referral</b>	
<b>Offense</b>	<b>Administrative Action</b>
1st Major Referral	Dean of Discipline uses one or more of the following interventions: Conference with student, loss of privilege, administrative time-out, parent contact (phone/written/conference), referral to counselor, restorative action
2nd Major Referral	Saturday School
3rd Major Referral	1 day of In-School Suspension (ISS) / Restorative action taken by student prior to return to class
4th Major Referral	2 days of ISS / Restorative action taken by student prior to return to class
5th Major Referral	3 days of ISS / Parent and student must attend Administrative Conference prior to students returning to class / Parent will sign

	discipline progression document
6th Major Referral	3 days of ISS / Parent and student must attend Administrative Conference and sign a Discipline Contract Major Referrals beyond this result in out-of-school suspension and administrative conference. Upon reaching the 9th offense, the students enrollment status will be reviewed by the academic committee.

<b>Non-negotiable Offenses</b>	
Student directs inappropriate language at a Quest staff member	Major Referral write-up / A minimum of 2 day of ISS / Restorative action taken by student prior to return to class
Student walks out of class or away from a Quest staff member who is speaking to the student	Major Referral write-up / A minimum of 1 day of ISS / Restorative action taken by student prior to return to class
Derogatory Language/ Use of Profanity	Major Referral write-up / A minimum of 1 day of ISS / Restorative action taken by student prior to return to class
Cell Phones	Cell phones must be off and out of site this includes earbuds. Students are not allowed to charge cell phones in class
<b>ANY OFFENSE</b> that is a threat to school safety or a disruption to other students' learning opportunities.	These offenses are added with suspension.

<b>Suspension Progressive Action</b>	
1st Suspension	Student returns only after parent and student attend Administrative Conference / Parent will sign discipline progression document
2nd Suspension	Student returns only after parent and student attend Administrative Conference and sign a Discipline Contract / Student's enrollment status will be reviewed by Executive Director
3rd Suspension	Student's enrollment status will be reviewed by Academic Committee

<b>Cell Phone Policy</b>	
1st Cell Phone Violation	Loss of phone until the end of the day. Returned to student.
2nd Cell Phone Violation	Loss of phone until the end of the day. Returned to parent at the end of the day / Every offense after the 2nd cell phone violation is a major referral
3rd Cell phone violation	Loss of phone for an entire semester / Phone will be checked in at main office daily

<b>Uniform and Tardy Policy</b>	
1st Violation	Swept into Tardy Hall / Documentation / Returned to class (uniform must be corrected)
2nd Violation	Parent contact / Return to class (uniform must be corrected)
3rd Violation	Major Referral / Each additional offense is a Major Referral

<b>Bus Violations</b>	
1st Violation	Warning - parent notification
2nd Violation	Assigned seat - parent notification
3rd Violation	Bus suspension - 5 days - parent notification
4th Violation	Bus suspension - 10 days - parent/guardian notification
5th Violation	Removal from bus for the remainder of the Semester

Consequences will occur within a timely manner. Each staff member will follow the established school-wide discipline plan. Steps may be altered based on the gravity of the student's offense.

Quest Charter Academy provides proactive services including counseling, social work, and a behavior diversion program. Please review these pages with your student to better understand the policies and assist your student in being successful.

### Minor Behaviors

Every adult in the building has the authority and the responsibility to maintain discipline in the classroom and other areas of school. Classroom procedures and expectations will be taught and practiced the first few days of school and reviewed periodically throughout the school year. These expectations will be shared with parents as well. **Minor behaviors are handled by the classroom teacher.** Minor behaviors are those infractions that interfere with normal classroom, school or bus operations.

These behaviors may include but are not limited to:

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

### Major Behaviors

Major offenses are egregious in nature disrupting the learning environment. **Major offenses require referral to the administration.** These Major Referrals will be treated as serious infractions and students will earn consequence(s) according to Quest's Discipline Progression.

Major offenses may include and in not limited to:

- Unauthorized area without a pass
- Any horseplay involving physical contact
- Leaving class without permission
- Violation of closed campus
- Public display of affection
- Pushing, kicking, hitting (not horseplay)

- Disruptive/Inappropriate behavior (sustained/repetitive/high intensity)
- Refusal to follow directions (sustained/repetitive)
- Bullying
- Possession tobacco, matches, or lighter
- Computer or internet violation
- Wilful neglect, or mistreatment of technology assets
- Gambling
- Cell phones or other media violation
- Inappropriate verbal language
- Inappropriate physical contact
- Lying/cheating (repetitive)
- Skip class/skip school
- Forgery or forging of signature
- Failure to serve teacher/office detention
- Failure to serve in school suspension
- Loitering

### Level 3 Offenses

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

Level 3 Offenses may include but not limited to:

- Intimidation
- Fighting
- Assault/Battery
- Sexual harassment
- Hazing (could include social media threats)
- Extortion
- Vandalism (non-felony)
- Verbal abuse of any staff
- Pushing, shoving, hitting any staff
- Threats or attacks
- Gross computer misconduct
- Non-felony theft
- Use of tobacco
- Setting false alarms or extinguishers
- Possession, use and/or distribution of alcohol or other drugs
- Fires, fireworks, explosives
- Bomb threats
- Gang related activities



- Possession or use of any instrument with the intent to cause bodily harm of another

## **Summary of Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop-out of school voluntarily due to behavioral or academic difficulties.

### **Suspension/Expulsion/Senate Bill 100**

#### Suspension

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

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

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

#### Expulsion

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

#### Senate Bill 100

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

Exclusive disciplinary consequences (1-3 day out of school or suspensions) may be assigned for misbehaviors or misconduct that poses:

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

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

Highly exclusive disciplinary consequences (greater than a 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 must be determined on a case-by-case basis. In addition, determining whether "appropriate and available behavioral and disciplinary interventions have been exhausted" is also left to the discretion of school officials.

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

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

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

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

## Cell Phones

Cell phones and earbuds are to be off and out of sight during the school day with the exception of the lunch period at the HS. **Non-disruptive use of cell phones before school and after school is permitted.** Cell phones in use without instructor authorization during class time will be confiscated by an administrator or their designee.

1st Cell Phone Violation	Loss of phone until the end of the day. Returned to student.
2nd Cell Phone Violation	Loss of phone until the end of the day. Returned to parent at the end of the day / Every offense after the 2nd cell phone violation is a major referral
3rd Cell Phone Violation	Loss of phone for an entire Semester / Phone will be checked in at main office daily

## Weapons

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

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

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

## Gang Activity and Gang-Related Activities

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

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

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

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

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

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

## **Bullying**

Bullying behaviors **in any form which includes cyberbullying** are specifically prohibited and will not be tolerated. Bullying includes repeated aggressive, violent, angry, intimidating and/or threatening verbal or physical behaviors that may be demonstrated through discipline problems, violent expressions in writings and/or drawings, gestures, weapons possession, gang affiliation and /or prejudicial attitudes. Students should report suspected bullying to any teacher, counselor, administrator or other official school staff member. When such behaviors or characteristics are demonstrated, a building administrator will notify

parent/guardians. Consequences may range from an administrative conference to expulsion. In addition, parents/guardians will be made aware of interventions that may include information on early warning signs for aggressive behavior, referral to a building support team, student instruction in socially appropriate behaviors, referral to community organizations that teach strategies in the reduction of aggressive behaviors

### **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 to expulsion from school.

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

### **Sexual 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 submit the written form to report suspected sexual harassment to any teacher, counselor

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

Quest respects the right of every student to be free from harassment, including sexual orientation harassment. Sexual harassment is against the law. Consequences for engaging in sexual harassment may range from verbal reprimand to suspension or expulsion from school and referral to the appropriate legal authorities.

### **Food/Beverages**

In order to maintain the cleanliness of Quest, food and/or beverages (except water) are allowed in the cafeteria only. **Outside food is not allowed to be ordered, delivered or brought in by parent and/or any other individual.**

### **Balloons/Banners/Other items**

In order to maintain the order and consistency of each school day, no items such as balloons, banners, tierras etc. are allowed to be delivered or brought to the school for delivery to students. Additional celebratory items are not permitted in the school during the school day.

### **Inappropriate Items in School**

Laser pointers, cameras, video equipment, pornographic and offensive material as well as other items, or other items considered to be disruptive to the school environment, that have no acceptable purpose for school may not be brought to school or on buses. If any such items are brought to school, they will be confiscated and stored in the School Office until parents/guardians make appropriate arrangements for the property to be returned. In appropriate cases, items may be kept for legal actions. Students bringing an inappropriate item to school will result in a major referral being assigned to the student.

### **Loitering**

Loitering in the hallways in such a manner as to impede or hamper passing traffic, impede or hamper access to classrooms, offices or restrooms, harass or intimidate other students, create disturbance because of excessive noise or otherwise disrupt the orderly operation of the school is prohibited. Loitering is a Major Referral.

## **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. **Outside food is not allowed to be ordered, delivered or brought in by parent and/or any other individual.**

## **Obstruction of an Investigation**

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

## **Phone Calls**

Students will be allowed to use the School Office phone to make phone calls regarding school related needs during non-instructional time only.

## **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/ Personal Effects**

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 such as bookbags, 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.

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

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, bookbags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating either the law or the Quest's student conduct rules. The search itself must be conducted in a manner, which is reasonably related to its objectives and not excessively intrusive considering the age and sex of the student and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates

the school's disciplinary rules or school district policy. During the investigation, the student may be required to share the content that is reported for the school to make a factual determination.

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

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

### **Seizure of Property**

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

### **Video & Audio Surveillance**

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

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

### **Personal Appearance**

Personal appearance deemed a distraction and/or safety concern will be addressed by the administration.

### **Outerwear**

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

### **Student ID's**



- a. Students are required to have their identification card visible on a lanyard provided by the school. Lanyard replacements will be available for all students at the cost of \$3.00. ID replacement is \$2.00. Each student will receive one complimentary lanyard at the start of the school year.

### **Backpacks/Handbags/Purses**

Students are not permitted to carry backpacks/handbags/purses for any reason during the regular school hours. Exceptions include: small purses/bags approved by administration due to medical concerns and transparent bags provided by Quest. These items must be kept in students' lockers always and student may only access lockers at designated times.

## **School Uniforms**

### Shirts

- a. Students must wear official QUEST school shirts each day. Colors are orange, sky and royal blue.
- b. Students are required to wear Quest ID at all times. ID must not be altered and free of stickers or other decorations.
- c. Only white, orange, black or blue solid color tees or long sleeve shirts may be worn underneath the uniform.
- d. Non-Quest approved coats, sweatshirts, windbreakers, jean jackets, ski jackets, or any other outerwear are not permitted to be worn in school or taken anywhere in the building and must be left in the student's locker.
- e. Shirts must always be tucked into pants, shorts, skorts or capris during school hours. Students staying for activities may not change out of their uniforms unless pre-approval has been given.
- f. Quest logo cardigans will be allowed during the school day.
- g. Sweatshirts may not be tied at the waist.

### Pants

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

### Shoes and Socks

- a. Brown, black, or tan dress shoes are preferred. Athletic shoes may be worn.

- b. Flip-flops, sandals, moccasins, stilettos, clogs, high heels, stacks, platform shoes, slippers, hiking boots, or boots of any style are NOT permitted.
- c. Snow boots may be worn to school, but students must change into uniform shoes before advisory bell rings.
- d. Shoes must be tied securely.

## **Health and Wellness**

Quest Charter Academy does not have a full-time school nurse; however, first-aid-trained-professionals are available to discuss or assist with medical problems or concerns. All students will be required to have a current health card on file with the main office by October 15, 2018.

### **Illness or Accidents at School**

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

### **Medication Policy**

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

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

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

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

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

### **Life-Threatening Allergies/Life-Threatening Chronic Illnesses**

State law requires us to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. We may also be able to appropriately meet a student's needs through other means.

### **Care of Students with Diabetes**

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

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

### **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and

depression awareness and prevention are important goals of the school. The school maintains student and parent resources on suicide and depression awareness and prevention. This information can be obtained from the school counselors.

### **Immunizations**

Students must submit up to date immunization records by OCTOBER 15, 2018 to the Main Office.

## **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 and be eligible according to school-wide criteria to participate in or attend any school activity whether it be during or after school. Exceptions due to unusual circumstances may be granted by the administration.

### **Fieldtrips**

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

- Students must be academically eligible to participate in school field trips. To be academically eligible to participate in field trips the student may have no current grades lower than a C.
- 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. No calls will be made by the student to have the form sent to school.
- Students may not call home the day of a field trip to allow student to attend trip
- Students must wear the school uniform unless otherwise specified.
- Students must abide by QUEST codes of student conduct while on the field trip.

### **Dances**

Students must be eligible to attend according to the outlined Eligibility Guidelines. Students must have attended school all day to attend. Students must present their student I.D. to be admitted to dances. Various dances are held throughout the year. Any dancing deemed inappropriate by a supervisor or administrator is prohibited. Inappropriate dress and/or dancing may result in removal from the dance. Students should consider these activities as an extension of the school day in terms of personal conduct and behavior. Students will not be allowed to return to a dance after they have left the building. Hallways and lockers not in the immediate vicinity of the dance will not be available during or after school dances. Students are to arrange for transportation to and from dances and are to leave the campus immediately

after the dance. All school rules are applicable and in force during dances. A student who is suspended because of any misconduct at a school dance may not be admitted to any school dance for the remainder of that school year.

## Appendices

### Appendix A – Student Discipline

#### Student Discipline

##### Prohibited Student Conduct

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

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

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

4. Using, possessing, controlling, or transferring a weapon or ammunition in violation of the “weapons” section of this policy. (See page 3 of 6)
5. Using or having in their possession cellular telephones, personal digital assistants and other wireless electronic devices. All such devices shall be kept off and locked in lockers **during all school hours** both inside and outside of the school building unless, (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s I.E.P.; (c) specific written permission is given by the

building principal; or (d) it is needed in an emergency that threatens the safety of the students, staff or other individuals. While riding the school bus, all devices must remain off and out of sight. Violation of this policy will subject students to normal disciplinary measures and/or confiscation of the device. Using a cellular telephone, video recording device, personal digital assistance (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat or otherwise violate student conduct rules is prohibited.

6. Possessing, selling, or transmitting pornographic materials. This includes but is not limited “Sexting” which is the act of sending, receiving or forwarding sexually explicit messages, photos, or images via cell phone, computer, or any other digital device. If there is suspicion of these actions, the Principal and/or Administrators reserve the right to confiscate the device and call the appropriate authorities for further investigation.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Insubordination: Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a School staff member's request to stop, present school identification, or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, fighting, assault and battery, force, noise, coercion, threats, intimidation, fear, harassment, bullying, extortion, hazing, or other comparable conduct.
11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property or in possession of stolen property.
12. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
13. Being involved with any public school fraternity, sorority, or secret society, by:
  - Being a member;
  - Promising to join;
  - Pledging to become a member; or
  - Soliciting any other person to join, promise to join, or be pledged to become a member.
14. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. A “gang” as defined in this policy is any group of two or more persons whose

purposes include the commission of illegal acts. No student:

- a. Shall wear, possess, use, distribute, display or sell clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
- b. Shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, 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 2.
4. Withholding of privileges.
5. Supervised in-school intervention or suspension for a period not to exceed 5 consecutive school days. The Building Principal or designee shall ensure that the student is properly supervised.
6. Supervised after-school intervention or Saturday intervention, provided the student's parent/guardian(s) have been notified. The student must be supervised by the detaining teacher, Building Principal or designee.
7. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The School will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian(s) the choice.

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

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

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

## **Weapons**

A student, who uses, possesses, controls, or transfers a weapon, or ammunition, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than two calendar years. The Principal may modify the expulsion period and the Board may modify the Principal's determination, on a case-by-case basis. A weapon means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, Billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Principal or designee

may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

### **Required Notices**

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

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Principal or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

### **Delegation of Authority**

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

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

## **Student Handbook**

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

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

Approved: 9/13/11

Revised: 6/18/2014

Revised: 8/22/2018

## 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 this 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 is consistent with the definitions, expectations and requirements found in all district plans. Each numbered requirement 1-12 below, 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, Assistant Principal or Dean

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

Revised: 8/20/2018

## **Appendix D – 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.

<b>Bus Violations</b>	
1st Violation	Warning - parent notification
2nd Violation	Assigned seat - parent notification
3rd Violation	Bus suspension - 5 days - parent notification
4th Violation	Bus suspension - 10 days - parent/guardian notification
5th Violation	Removal from bus for the remainder of the Semester

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

## Student Computer Usage Agreement

### QUEST CHARTER ACADEMY

PURPOSE: Quest Charter Academy (QCA) provides Chromebook computers for students to use at school as a means to promote achievement and provide flexible learning opportunities. In addition to these rules, the use of any school-provided technology or network resources also requires students to abide by the QCA Computer Usage Agreement. Additional rules may be added as necessary and will become a part of these rules.

Our expectation and belief is that students will responsibly use school technology and that they understand the appropriate and acceptable use of both the technology and school network resources. We also expect that students will make a good faith effort to keep their school-issued devices safe, secure and in good working order. Our processes include the following specific procedures, responsibilities, restrictions and care.

#### Procedures

- **Grades 5-9: Students will be required to pay a \$100 dollar rental fee and will be assigned a chromebook. They will check out prior to school starting then check in at the end of the day with their designated teacher. Exceptions to this will be if student is eligible to take home their chromebook.**
- **Grades 10-12: Students will be assigned a specific Chromebook in each class period which is asset tagged and labeled with a number corresponding to a specific cart location.**
- **All Chromebooks have GPS tracking and can be located by teachers and administrators at any time.**

#### RESPONSIBILITIES

The student will:

1. Adhere to all guidelines as stated in the QCA Computer Usage Agreement.
2. Adhere daily to the procedure guidelines to check-out and check-in on Chromebooks.
3. Just a reminder: files stored, and information accessed, downloaded or transferred on school-owned technology are not private insofar as they may be viewed, monitored or archived by the school at any time.

#### RESTRICTIONS & CARE

1. Students will NOT mark, deface, or place stickers on their Chromebooks. Students wishing to personalize their Chromebooks may purchase a protective case themselves that meets school guidelines.
2. It is expected that students will apply common sense to the care and maintenance of district-provided 1:1 technology. In order to keep their Chromebooks secure and damage free, please follow these additional guidelines:
  - a. Do not loan out device.
  - b. Do not leave device unattended
  - c. Do not eat or drink while using the device or have food or drinks in close proximity.

- d. Keep your device away from precarious locations like table edges, floors or seats.
  - e. Do not stack objects on top of your device.
  - f. Handle the laptop with both hands.
  - g. Never handle a laptop by the screen.
  - h. Clean your laptop with your advisory teacher's supervision.
  - i. Use only a soft, lint free cloth and if necessary, lightly moisten only with water.
  - j. Use canned air to blow dust and dirt out keyboards.
  - k. Use alcohol on a cotton swab to clean keys.
3. Despite these safeguards, we understand that is always a risk that district-provided technology may be damaged. **Notify your teacher immediately should there be problems with school computers.**

#### **Procedures for processing damaged/lost devices**

Although we understand accidents happen, students are expected to handle their assigned device responsibly while it is within their possession. If the issue of a broken/missing device arises, our technology damage assessment team will evaluate the situation and upon final analysis the following procedures will apply.

#### **Student found at fault**

Should negligence be found on part of the student a **\$100 repair/replacement fee** will be required prior to student being provided access to a replacement device. Student will work with the Business Manager for payment. Student account will be placed on hold until restitution is received.

#### **Student NOT found at fault**

We acknowledge that there may be times when a student's device either stops working due to mechanical failure, or due to extenuating circumstances. If our technology damage assessment team deems the student was **NOT** at fault then the above fee will be waived and the student will be provided access to a replacement device based on availability.

*\*\*\*\*QCA is not responsible for any loss of data resulting from use of school-issued technology and makes no guarantees that the technology or the school network systems that support student use will be available at all times.*

By signing this, you agree to abide by the procedures, responsibilities, restrictions and care of QCA school-issued technology. You understand that should you fail to honor all the terms of Computer Usage Agreement, access to 1:1 technology, the Internet, and other electronic media may be denied in the future.

Furthermore, students may be subject to disciplinary action as outlined on page 18 of the Handbook

### **Internet Acceptable Use**

- *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. Administration will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.*

### **Internet 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.*

**As the student,** my signature indicates I have read or had explained to me and understand these rules and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

**Student (please print):** \_\_\_\_\_ **School:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**As the parent,** my signature indicates I have read or had explained to me and understand these rules and accept responsibility for my student abiding by the terms and conditions outlined and using these resources for educational purposes.

**Parent (please print):** \_\_\_\_\_ **School:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**APPENDIX G – Handbook Receipt**

**STUDENT HANDBOOK RECEIPT**

I acknowledge that I have received at least one copy of the handbook for my family. I understand that it is my responsibility to read and abide by the rules outlined in this document.

\_\_\_\_\_

Parent/Guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

**Technology Agreement and Rental Information**

**Hello Parent/Guardian,**

**In order to provide an ever-increasing demand of an enhanced digital footprint Quest has added the following safeguards for the 2019-2020 school year for 5<sup>th</sup> – 9<sup>th</sup> Grades.**

- **A technology rental cost of \$100 upfront or \$50 a semester to provide your student with up to date tools and resources. (Payments can be made at your home school starting July 24 to August 7 from 9 AM to 3 PM.) Payment will need to be made by the 1<sup>st</sup> day of school.**
- **A Chromebook will be assigned to your student that will be checked out first thing every morning and checked in at the end of the day. (Grades 8 and 9 will have the opportunity to take home their Chromebook if all guidelines are met.)**
- **Each student will be assigned a Chromebook to use for the year and will be their responsibility to ensure no damage occurs to the device.**
- **A \$75 repair charge will be assessed for any damage done to the device.**
- **Your student’s Chromebook will be protected inside a case. This case will be color coded to their grade level and will have a spot for their ID card to be inserted to display.**
- **A \$25 replacement fee will be assessed for any damage done to the case.**

**Please read through the following guidelines with your student and ensure they understand them.**

- 1. The Chromebook is the student’s responsibility and for educational use only.**
- 2. Any incidents involving damage to the Chromebook should be reported immediately the student's designated mentoring teacher.**
- 3. All Chromebook activity will be monitored for any unauthorized usage. Administration will determine student consequences if there are misuse issues on a case by case basis.**

**This document should be signed and returned with your rental cost by August 7th, 2019.**

**Student Name/ Signature:**

**Date**

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**Parent/ Guardian Name/ Signature:**

**Date:**

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**Please be advised that If rental cost is not paid the student will have limited access to classroom device to use as a loaner for up to 10 school days.**



**Appendix H – Parent and Student Compacts**

<p><b><u>The Parent Pledge</u></b>            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				

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date