



**Quest Academy**  
Parent Handbook  
2009-2010

**Mission Statement:**

The mission of Quest Academy is to provide students a challenging, technology-rich environment, enabling young citizens to become leaders prepared for the challenges of an evolving global community.

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**West Haven, UT 84401**  
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[www.questacademycharter.org](http://www.questacademycharter.org)

Quest Academy is an equal opportunity provider and employer.

## Quest Rams' Standards of Conduct

Each student is expected to:

**R**emember to conduct yourself as a honorable student of Quest Academy. *Actions speak louder than words.*

**E**veryone has the right to be in a safe place. *Keep your hands and feet to yourself.*

**S**peak when it is appropriate, not when it is time to listen. *Do not interrupt.*

**P**articipate in class. *Work with your teachers and peers. Follow directions.*

**E**ngage yourself. *Commit to do something meaningful.*

**C**ontrol yourself. *Have power over your actions.*

**T**reat others like you want to be treated. *Be kind to one another.*

## Goals of Quest Academy

The students of our school will:

- Demonstrate the ability to identify, plan for, pursue and reach their academic objectives
- Demonstrate responsible behavior and contribute to the well-being of the community
- Demonstrate an understanding and appreciation for the diversity of our school and our community

## Table of Contents

<b>Mission Statement</b>	<b>1</b>		
<b>Quest Academy Rams’ Standards of Conduct...</b>	<b>2</b>	<b>Gum.....</b>	<b>10</b>
<b>Goals of Quest Academy.....</b>	<b>2</b>	<b>Hall Passes.....</b>	<b>10</b>
<b>Daily Schedule .....</b>	<b>5</b>	<b>Harassment, Hazing and Initiations.....</b>	<b>10</b>
<b>Ram Field Guide A - Z</b>		<b>Homework Recovery.....</b>	<b>11</b>
<b>AOT Program (Always on Time).....</b>	<b>6</b>	<b>Honor Code.....</b>	<b>11</b>
<b>Assembly Behavior.....</b>	<b>6</b>	<b>Images and Video.....</b>	<b>11</b>
<b>Arrival and Dismissal.....</b>	<b>6</b>	<b>Immunizations.....</b>	<b>11</b>
<b>Attendance.....</b>	<b>6</b>	<b>Labeling.....</b>	<b>11</b>
<b>Background Checks.....</b>	<b>7</b>	<b>Library.....</b>	<b>11</b>
<b>Backpacks/Book Bags.....</b>	<b>7</b>	<b>Lost and Found.....</b>	<b>11</b>
<b>Being Prepared for Class.....</b>	<b>7</b>	<b>Lottery for Enrollment.....</b>	<b>11</b>
<b>Business Hours.....</b>	<b>7</b>	<b>Medication.....</b>	<b>11</b>
<b>Books.....</b>	<b>7</b>	<b>Name Badge.....</b>	<b>11</b>
<b>Citizenship.....</b>	<b>7</b>	<b>Parents’ Organization (POQA).....</b>	<b>11</b>
<b>Closed Campus.....</b>	<b>7</b>	<b>Parking Lot and Road Safety.....</b>	<b>11</b>
<b>Communication/ Newsletter.....</b>	<b>7</b>	<b>Personal Conduct.....</b>	<b>12</b>
<b>Computer Usage.....</b>	<b>7</b>	<b>Personal Property.....</b>	<b>12</b>
<b>Curriculum.....</b>	<b>7</b>	<b>Physical Education &amp; Outdoor Recess.....</b>	<b>12</b>
<b>Discipline.....</b>	<b>7</b>	<b>Planners and Homework.....</b>	<b>12</b>
<b>Directors.....</b>	<b>9</b>	<b>Professional Development Days.....</b>	<b>13</b>
<b>Dress Code.....</b>	<b>9</b>	<b>School Closing – Weather.....</b>	<b>13</b>
<b>Electronic Devices (see Personal Property)..</b>	<b>12</b>	<b>Search and Seizure.....</b>	<b>13</b>
<b>Emergency Lockdown Procedures.....</b>	<b>9</b>	<b>Supplies.....</b>	<b>13</b>
<b>Extracurricular Activities.....</b>	<b>9</b>	<b>Substance Abuse.....</b>	<b>13</b>
<b>Field Trips .....</b>	<b>9</b>	<b>Theft, Extortion.....</b>	<b>13</b>
<b>Fighting.....</b>	<b>10</b>	<b>Vandalism and Arson.....</b>	<b>13</b>
<b>Fire Alarms and Evacuations.....</b>	<b>10</b>	<b>Treats and Parties.....</b>	<b>13</b>
<b>Food Services.....</b>	<b>10</b>	<b>Visitors.....</b>	<b>13</b>
<b>Grades and Progress Reports.....</b>	<b>10</b>	<b>Volunteer Hours.....</b>	<b>13</b>
<b>Grading Scale .....</b>	<b>10</b>	<b>Weapons.....</b>	<b>13</b>

Information contained in this handbook, as well as additional information can be found on our school’s website.  
 (www.questacademycharter.org)

## **Administration/Office**

Catherine Montgomery - Principal  
Nannette Scamahorn - Quest Office Manager  
Angelee Spader – A.M. Quest Secretary  
Becky Chidester – P.M. Quest Secretary

### **Office Hours**

7:45AM – 4:15PM

### **Phone Numbers:**

801-731-9859  
801-399-3066

### **Message from the Principal:**

Welcome to our school community! We are excited to have each one of our students here at Quest. Our goal is to provide each child a challenging, rich educational experience enhanced by technology. That means learning with technology and about technology, while following our state's core curriculum requirements.

Parents, please visit and volunteer in your student's classes at any time. We are glad to have you involved in your child's education.

Mrs. Montgomery

# Daily Schedule

## Daily Schedule (Kindergarten Only)

### *Kindergarten AM*

*\*Early Dismissal Days: 8:30-10:30*

8:25 AM      1st Bell  
8:30 AM      Tardy Bell  
11:20 AM     Dismissal

### *Kindergarten PM*

*\*Early Dismissal Days: 11:00- 1:00*

12:10 PM     Tardy Bell  
3:00 PM      Dismissal

## *Daily Schedule (Grades 1-6) Monday- Friday*

*\*Early Dismissal Days: 1:00*

8:25 AM      1st Bell  
8:30 AM      Tardy Bell  
3:00 PM      Dismissal

	<i>AM Recess</i>	<i>PM Recess</i>
Kindergarten	9:40 - 9:55	1:00 - 1:15
1st Grade	10:00 - 10:15	1:45 - 2:00
2nd Grade	10:00 - 10:15	1:45 - 2:00
3rd Grade	10:15 - 10:30	2:00 - 2:15
4th Grade	10:15 - 10:30	2:00 - 2:15
5th Grade	10:35 - 10:50	None
6th Grade	10:35 - 10:50	None

## Gym/Lunchroom

*Lunch (30 minutes)*

1st Grade	11:00 - 11:30
2nd Grade	11:15 - 11:45
3rd Grade	11:30 - 12:00
4th Grade	11:45 - 12:15
5th Grade	12:00 - 12:30
6th Grade	12:15 - 12:45

\*Early dismissal once a month for teacher professional development.

## Rams' Rules and Regulations A-Z

### Always on Time

Students are encouraged to always be on time for class. Late students disrupt the teaching/learning environment for all. Timeliness is emphasized by the Always on Time (AOT) Program. On a specific day teachers will be asked to lock their doors. After the bell rings, students in the halls on those days will be issued one block of detention.

### Assembly Behavior

Assemblies are planned for student learning and enjoyment. Students are expected to be orderly while entering the gymnasium and sit with their classes. Students who disrupt the assembly will be removed and referred for appropriate disciplinary action. This may include detention, suspension or the student forfeiting their opportunity to attend assemblies for the remainder of the year.

### Arrival and Dismissal

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

**Dismissal:** Dismissal procedures are important for staff and students. Teachers attend weekly staff meetings and prepare for the next school day. Students are ready to go home after an intensive, productive day of study. For these reasons, it is imperative to pick up your student in a timely manner at the end of the day. To ensure that all parents are aware of the expectations for dismissal, the following policy was approved by the Quest Board of Directors.

- Students must be picked up no later than 30 minutes after dismissal time.

Dismissal Times:

AM Kindergarten 11:30 AM

PM Kindergarten 3:00 PM

Quest 3:00 PM

- A record will be kept of students left at school for more than 30 minutes after dismissal time.
- After the third occurrence, an evaluation will be made regarding further action. The administration will then determine whether or not the Department of Child and Family Services will be contacted.

### Attendance

**Legal Parameters.** Parents/guardians are required by state law to see that their students attend school regularly. Students are expected to attend classes on time every school day. All students are expected to be in school with a 95% attendance rate. All parents have signed a contract to have their children in school at least 95% of the time. Please plan your vacation schedule around the students' vacation time. Please access our website for the 2009-10 calendar. Do not use children for babysitting during the school day. Health appointments need to take place outside the school day if possible.

**Check-in/Check-out.** If a child is checking in or out, a parent/guardian must sign the appropriate sheet or check out through the computer system in the office. If a student is 15 minutes late to school, the parent must come in with the student and sign the student In/Out record sheet. School personnel must make personal contact with the parent/guardian before the child can leave. A child will not be released from school to anyone but the legal guardian or designated adult by the parent/guardian on the emergency form. Parents should ensure that this information is current.

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

**Tardiness.** Students who come to school after the tardy bell must check in at the office and pick up a tardy slip. The school does not excuse tardiness without a written excuse.

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

### **Background Checks**

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

### **Backpacks/Book Bags**

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

### **Being Prepared for Class**

If you find your student having a problem in class, please ask their teacher for help or contact the school. An unprepared student can disrupt a whole classroom. In an effort to cut back on students being tardy to class, unannounced AOT (Always on Time) drills will be conducted. Teachers will lock their doors after the bell has rung. Students in the halls and late for class will be required to serve 1 block of detention.

### **Business Hours**

Office hours are 7:45 am to 4:15 pm. Students are expected to leave the building no later than 30 minutes after dismissal unless under the supervision of teachers/advisors or parents. Conferences with teachers should be pre-arranged either before or after school. Our teachers are very busy with students during school hours, please be considerate of their time.

### **Books**

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

### **Citizenship**

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

### **Closed Campus**

Quest is a closed campus. No student is permitted to leave the school grounds at any time during regular school hours without appropriately checking out through the office. Students are not to leave at lunch unless they are cleared through the office beforehand by a parent and there is sufficient time to return to school without being tardy or absent for the next class. Students and visitors must enter and exit through the front doors of the building.

### **Communication/ Newsletter**

Newsletters from teachers, administration, or parental organizations will be periodically sent home or emailed to our parent listserve. Please check your email or your children's backpacks for communication from the office.

### **Computer Usage**

Computers are available for student use in each classroom and in computer labs. Students must have teacher's permission to use classroom computers. All students must sign the Internet User Agreement form before accessing the internet. If this agreement is broken, disciplinary actions will be taken.

### **Curriculum**

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

We will participate in the End-of-Level testing in May. The emphasis of this testing is proficiency in Language Arts, Math and Science. Throughout the year, teachers will assess proficiency in each of these subject areas and adjust instruction based on test results.

### **Discipline**

Quest Academy will provide students a safe, challenging academic environment. To ensure this environment, a school wide discipline plan is implemented and carried out by all staff members. Parents will be involved at every level of intervention.

Students enrolled at QA agree to accept the rules and adhere to them in order to promote a positive, healthy school environment.

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

**Detention:** Detention is used as a disciplinary tool and will be used to warn students their behavior is unacceptable. When teachers, administrators or staff feel a student has broken rules to the point that discipline is necessary, the student may be required to serve detention. Detention will be served in blocks of 45 minutes each, depending on the

child's age and the severity of offense. Detention will be served every day after school from 3:15-4:00. There are three levels of detention. The level of detention assigned is determined by the severity of the discipline issue. If a student does not appear for their block of detention, more detention time will be assigned. The parent will be notified before a student is kept after school.

Level I = 1 Block (45minutes)

Level II = 2 Blocks of time

Level III = 3 Blocks of time

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

- Disruptive behavior in the classroom, school or on school property
- Three tardies in a quarter
- Three times a student is without a planner
- Three times without a visible name badge
- Non-compliance with the dress code
- Disrespect for other students, faculty, and staff
- Unprepared for class
- Throwing things
- Public displays of affection
- Defacing/destroying school property
- Use of vulgarity, profanity, or use of obscene gestures
- Bullying
- Hazing
- Note writing and passing
- Cheating
- Violation of the "no touch" policy
- Littering in the halls or school grounds
- Illegal electronic device usage
- Other

***Suspension.*** At all times, QA's administrators have the authority to suspend a student. The length of suspension can be 1-10 days.

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

- After five detentions, a student could be suspended for 1-10 days
- Continued deliberate disobedience/disrespect displayed
- Negative behavior that disrupts students, teachers or the learning environment
- Behavior that has a negative effect on the image of the school
- Failure of the student to comply with disciplinary action of the school
- Fighting
- Theft
- Vandalism
- Harassment
- Other

If a student is suspended, parents will be called and expected to pick up their student immediately.

Students who have been suspended from school must not come on campus during the suspension period, not even for extracurricular activities.

To be reinstated, students will return to school accompanied by a parent/guardian for a conference with an administrator.

Following a second suspension, a contract between all parties will be drawn up outlining behavior the student needs to engage in to stay enrolled at the school. If the contract is broken the student may be recommended for expulsion.

***Expulsion.*** If the behavior contract is not adhered to or there are repeated problems with a student's behavior, expulsion from school will be considered. The principal will refer the matter to the Board of Directors. The Board of Directors in executive session will review the student's history and will make the final decision.

***No Tolerance Issues.*** These are the items that fall under QA's No Tolerance Policy which can result in immediate suspension and/or expulsion. Issues may include but are not limited to:

- The selling, possession, and use of illegal drugs (The use of tobacco and alcohol, under age, is an illegal activity)

- Possession of any type or look-alike weapon on school property
- A serious breach of conduct such as:
  - a. Life threatening or intimidating actions
  - b. Sexual harassment
  - c. Pornography
  - d. Bullying
  - e. Obscenities
  - f. Computer Use Contract violation
  - g. Vandalism of other student's or school property

#### **Directors**

Quest Academy is governed by a Board of Directors. The Board meets every 2nd Tuesday at 6:00 PM. in the QA Library. These meetings are open. The QA Board makes all policy decisions for QA. For information on individual Board members, look on the school website.

#### **Dress Code**

All students are expected to take pride in their appearance and to dress and groom in a manner that will not distract from the academic environment at QA. This means clothing must be modest, and promote a safe environment. It is the responsibility of parents and students to ensure compliance with the dress code.

- Shirts may be either solid white, red or navy blue with or without the school logo. They must have a collar and be long enough to remain tucked in.
- They can be long or short sleeved
- Capped sleeved shirts are not allowed
- Shirts worn under the outer shirt must be solid white, red or navy blue
- Pants must be khaki or navy blue corduroys or Docker-type. No stretch material or denim jeans of any color may be worn
- Pants may be no larger than one size from a student's fitted size
- Pants must stay fitted around the waist
- Belts are required if pants do not stay at the waistline
- Hooded sweatshirts may not be worn in class
- Solid white, red or navy blue sweaters and vests with no hoods may be worn in class.
- All students must wear closed toe and closed heel shoes with socks.
- Body piercing is limited to earrings only
- Hair must be clean, well-groomed and not distracting. Only natural human hair colors will be allowed.
- Hats or head gear are prohibited
- Boys will be clean shaven
- Modesty is required for all girls' shirts
- Snow boots may be worn outside, but shoes must be worn inside the school.

**Girls:** A choice of pants/capris, shorts, skirts or skorts that are no more than two inches above the knee. Midriff must remain covered. A simple test to be done at home to check shirt length is to have the student raise her hand to see if the midriff is covered.

**Boys:** A choice of pants or knee length shorts.

#### **Emergency Lockdown Procedures**

A principal or administrative staff will activate the Emergency Lockdown Procedure when the safety and welfare of the students, faculty or staff are in danger. This can be because a breach of physical security or protocol has happened, or when notified by authorities of a dangerous situation in close proximity to the facility such as a fleeing or violent felon in the area or an act of terrorism.

#### **Extracurricular Activities**

Participation in inter-scholastic athletics, student government, student clubs, ceremonies and other extracurricular activities is a privilege not a constitutionally protected civil right. Students given such privilege are representatives of QA and are expected to exemplify QA standards at all times. Eligibility is based on citizenship and a GPA of 2.5. Students who are suspended or expelled may lose the privilege of participating in all extracurricular activities during the period of discipline.

#### **Field Trips**

Student participation in school field trips will be based upon the discretion of the teachers and their evaluation of the student's academic performance and behavior. If participation is not granted, 24 hour notice will be given to parents.

### **Fighting**

Fighting will not be tolerated at school or at any school function or school-sponsored activity. Students who fight, threaten, or are audience to a fight will be suspended and suffer appropriate legal consequences. People who promote, instigate, or encourage fighting will like-wise be held responsible.

### **Fire Alarms and Evacuations**

All individuals in the school building must exit the building immediately under adult supervision when the alarm sounds. Evacuation maps and procedures are posted in each classroom. If the alarm sounds at times other than during class, each student must assemble where her/his homeroom teacher has designated as their meeting area.

In case of long-term evacuation, students will go with their classroom teachers.

### **Food Services**

We expect students to demonstrate good citizenship and proper manners in the cafeteria. Unsatisfactory behavior will not be tolerated.

**Payment** for food services can be made by cash or check at the front office, and also by check or credit card online, is expected to be paid before meals are given. Please be sure to retain your receipts until the end of the year.

Reminder notices will be sent home with your student(s).

#### Lunch

Reduced \$ .40

Full Pay \$ 1.60

**Lunch** will be available each day in the cafeteria.

### **Grades and Progress Reports**

Because each student's academic progress is extremely important, the school will communicate student progress in several ways:

**Student Status Reports.** Administrators and teachers will initiate progress reports if concerns arise regarding a student's progress. Parents/guardians may also request progress reports by accessing the SIS System. Each student will have his/her own account and password. These will be issued at the beginning of the year.

**Report Cards.** Report cards will be sent home with students the week following the end of each term. Each term's grades will appear on the student's permanent record.

If parents/students have questions concerning grades, they should contact the teacher(s) immediately.

### **Grading Scale**

Grades are figured as follows:

A 95-100%	C 73-76%
A- 90-94%	C- 70-72%
B+ 87-89%	D+ 67-69%
B 83-86%	D 63-66%
B- 80-82%	D- 60-62%
C+ 77-79%	F 0-59%

### **Gum**

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

### **Hall Passes**

Hall passes will be issued by the teacher during class if a student needs to access his/her locker, visit another classroom or go to the office. Students should use the restroom before school, during lunch, during passing time between classes and after school. In the event of an emergency, a student may sign-out and then sign back in to class.

*Behavior in the halls should reflect the standards of respect, safety and appropriate manners. HALLS=QUIET*

### **Harassment, Hazing and Initiations**

Harassment is defined as unwanted verbal or physical advances or threats. The difference between fun and harassment is how it makes the victim feel. Harassment, hazing, or initiations of any type are not permitted in school or extracurricular activities. Students guilty of harassment of any type, threats, hazing, intimidation or initiations may be suspended and/or referred to law enforcement for disciplinary action.

### **Homework Recovery**

The administration and teachers at Quest Academy School want you to be a successful student. Please refer to the teacher's disclosure statement for further information.

### **Honor Code**

Integrity is an individual's most important asset. Honesty and respect for one another are important traits to develop and maintain not only for a successful school year but for the experiences of life. Therefore, this school will not tolerate lying, cheating or stealing.

Violations of the honor code may result in detention, suspension or expulsion. Cheating violations will result in a grade of 0 on the assignment or test and detention. Continued violations may result in a letter grade of "F" for the quarter and suspension.

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

### **Images and Video**

Due to technological advancements, video and still images are easily taken, even using cell phones. Any use of a camera or imaging device in the school must be approved by the administration. Inappropriate use will be referred for disciplinary action; criminal use will be referred for legal action. Only G videos may be shown in grades K-6 and then only in conjunction with a specific need in a lesson plan. Teachers should receive prior approval from the principal.

### **Immunizations**

The State of Utah has legislated (HB 27 and HB9) that no student may attend a public school unless a certificate of immunization is on file at the school or parents/guardians have shown sufficient evidence of exemption.

Immunizations must be given by a licensed physician or representative of the County Health Department.

### **Labeling**

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

### **Library**

Library books and materials are provided for use by our students. Students are expected to return materials in a timely manner. Students who fail to return materials on time keep others from using them. Failure to return any library materials or returning them in poor condition may result in a fine being assessed and possible exclusion from library usage.

**Hours.** The library is open before and after school for supervised student and parent use. Students are welcome to come in and use the library if instruction is not being conducted.

### **Lost and Found**

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

### **Lottery for Enrollment**

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

### **Medication**

If it becomes necessary for a student to take any form of medication at school, the appropriate forms are available in the office. All medication will be kept in and dispensed through the office. Students may not carry medicine around or store it in their lockers. Students with asthma may carry their breathalyzer with them.

### **Name Badges**

Everyone is required to have on a name badge to attend class. To replace a lost name badge your child will need to pay \$5.00 for a new one in order to attend class. Please reinforce having name badges as they create a safer environment at the school. A student without a name badge three times during a quarter will receive detention.

### **Parents' Organization (POQA)**

All families of students enrolled at Quest Academy are members of the POQA. The POQA is operated by a Council made up of parent members. For more information about POQA, see the school website.

### **Parking Lot and Road Safety**

**Student Pick-up at Dismissal.** Students must remain on the sidewalk areas during pick-up. To reduce congestion, parents/guardians should avoid parking in driving areas. Parents are encouraged to park in designated parking areas.

**Violations: Individuals conducting themselves or operating vehicles in an unsafe manner will be referred to law enforcement.**

### **Personal Conduct**

Students are expected to behave in a manner that is respectful of others at all times at school or during school related activities. Keep your hands and feet to yourself.

Throwing snowballs and/or other items that may cause injury shall not be permitted. Skateboards and shoes that have wheels are not permitted. Laser pointers are not permitted. Students will not congregate in front of the school following dismissal.

***Inappropriate Gestures/Language:*** Students are expected to show respect to others. Any indecent gesture, foul language, act of lewdness or indecent exposure is contrary to the ideals and standards of the school and will be promptly disciplined.

***Public Displays of Affection:*** Public displays of affection such as kissing, embracing, etc. are not acceptable on school property. The student will be disciplined.

### **Personal Property**

Students are responsible for any items that are brought to school. If any personal item is used, seen or heard during class it will be confiscated. If any personal item is used in a way which compromises the safety of the other students, it will be confiscated. Inappropriate behavior regarding such items may warrant disciplinary action at the discretion of administration. (See Consequence Rubric below)

#### ***Electronic Devices:***

***Cell Phones:*** Cell phones may only be turned on and used before and after school hours. If a cell phone is heard or seen during school hours, it will be confiscated, sent to the administration and only returned to a parent. If you choose to bring a cell phone to school, it should be turned off during the school day and placed in your backpack or purse which should be left in the hook areas of the classroom.

***CD Players & I-Pod devices*** CD and IPOD type electronic devices are not allowed.

#### ***Consequence Rubric:***

**This applies to both cell phones and CD/IPOD devices.**

**1<sup>st</sup> Offense:** A student will receive one warning prior to discipline for violating this policy.

**2<sup>nd</sup> Offense:** Device will be confiscated and sent to administrator. Parent/Guardian contacted. Device returned to Parent/Guardian only. *Level I detention will be served.*

**3<sup>rd</sup> Offense:** Device will be confiscated and sent to administrator for the remainder of the semester.

Parent/Guardian contacted. Device returned to Parent/Guardian only. Student will not be allowed to bring device to school again during the semester. *Level II detention will be served.*

**4<sup>th</sup> Offense:** Device will be confiscated and sent to administrator for the remainder of the year. Parent/Guardian contacted. Device returned to Parent/Guardian only. *Level III detention will be served. Further violations will result in suspension.*

An individual who finds or confiscates an electronic device may search the device for the purpose of determining the device's owner. If used inappropriately, it may be subject to search by the principal if there is a reasonable suspicion that the device has been used to cheat or to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, school guests, or school employees.

The school is not responsible for loss, damage, or theft of any electronic device.

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

The school may contact law enforcement if circumstances warrant.

The principal may impose other additional disciplinary consequences if the principal determines it is appropriate and reasonable under the circumstances

### **Physical Education & Outdoor Recess**

Children are expected to participate in outdoor and physical education activities with their class. Consideration will only be given to children who have a medical excuse with a doctor's or parent's note for not participating.

Outdoor recess will be conducted in a spirit of goodwill and sportsmanship. Students are expected to have best behavior at all times on the playgrounds.

### **Planners and Homework**

All students are required to have a planner with them. The planner will be used to convey information to parents and to relate all information in regards to class assignments. Students are to make daily use of their planners by recording assignments and due dates as directed by teachers. Students should take their planners home, have them reviewed by their parents and return with them each school day. Parents and teachers may also use the student's planners to exchange information. Parent's signatures in student's planners may be required.

### **Professional Development Days**

The last Wednesday of each month will be designated as Professional Development day. Students will attend a minimum school day which will end at 1:00 PM.

### **School Closing – Weather**

School will close at the discretion of the principal. Please listen to the radio station KSL 1160 and/or watch Channel 5 morning news for school closure announcements.

### **Search and Seizure**

School officials have the authority to search a student's person or personal property while located on school property or at a school-sponsored activity, when they have reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule. As outlined in the Safe School Policy.

### **Supplies**

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

### **Substance Abuse**

Any student who possesses, controls, uses, sells, or arranges the sale of real, look-alike or pretend illegal drugs or controlled substances, including alcohol and tobacco, may be suspended, tested for drugs, expelled, referred for police investigation and /or prosecuted.

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

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

### **Treats and Parties**

Treats and favors for children's birthday parties, holidays, and special occasions are not permitted. Many parents object to their children eating sweets or other foods that may interfere with family diets or health considerations. Other parents feel too much pressure to provide treats when financial limitations make it difficult to do so. Teachers recognize these special occasions with their students in other ways that do not use food. Surprise parties for teachers are not allowed. Students are not allowed to collect money for the purpose of buying a gift for a teacher.

### **Visitors**

Parents and guardians are encouraged to visit the school frequently and take an active role in the education of their children. Arrangements to visit a classroom may be made by contacting the teacher to set up a convenient time.

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

Please leave small children at home if you plan on assisting in the classroom. Teachers may not conduct private conferences with parents during instructional time unless a prior arrangement with the teacher has been made.

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

### **Volunteer Hours**

Families of Quest students are encouraged to volunteer 30 hours each school year per family. Volunteer opportunities can be obtained from the school website, contacting your student's teacher, or contacting a member of the POQA Council.

### **Weapons**

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

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

For a complete copy of the Quest Safe Schools Policy, please speak with the school's secretary. A copy is also posted on the website.