

# Quest Academy Charter School 2020-2021 Handbook



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[WWW.QUESTCHARTER.ORG](http://WWW.QUESTCHARTER.ORG)

# Welcome to Quest

On behalf of the board, teachers, and staff, I would like to welcome you to the Quest family.

This handbook has been written to provide you with important information you need to know regarding Quest. Please keep it handy as a quick reference for any questions you may have.

E. Readmond

Administrator

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## History of Quest Academy

In 1993, the Helen Paesler School opened to accommodate the rigorous training schedule of the Gym Carolina competitive team gymnasts. The goal was to provide a high quality education with a flexible schedule while keeping up with their rigorous gym schedule. In 1999, John and Sally Medicke opened Quest Academy to provide the same vision to gymnasts and other students pursuing their passion in athletics and fine arts.

## Mission Statement

The mission of Quest Academy is to provide a quality, accelerated academic program for motivated students **pursuing high intensity training outside the classroom.** The students may be involved in athletic participation or performances in fine arts. The activity does not equate with religious or youth activities and should include professional instruction outside the home.



## **Staff Directory**

Administrator

Administrative Assistant

Administrative Assistant

Testing and Technology

Special Programs

Kindergarten

Grade 1

Grade 2

Grade 3

Grade 4

Grade 5

Grade 6

Grade 7

Grade 8

Elizabeth Readmond

Jackie Williams

Caroline Russell

Jackie Alluisi

Lynn Orlando

TA Tracy Betts

Katherine Liotcheva

Shannon Kelly

Laura Zielinski

Karen Blalock

Amanda Damar

Ali Patno

Patrick O'Connell

Robin Thoman

Shana McMasters

## **Board of Directors**

**President**--Mr. Brock Lavrack

Board Members

Mr. John Medicke

Mrs. Libby Emswiler

Mrs. Loren Hatfield

Mrs. Tammy Vinson

Mr. John Watson

Mr. Ben Wetzel

## Activity Requirements

*The mission of Quest Academy is to provide a quality, accelerated academic program for motivated students **pursuing high intensity training outside the classroom**. The students may be involved in athletic participation or performances in fine arts. The activity does not equate with religious or youth activities and should include professional instruction outside of the home.*

So what does high intensity training mean? Quest students need to be in an activity each week for the hours designated by grade (see below). Ice Hockey, Figure Skating, Gymnastics, Swimming, Soccer, Tennis, Tae-Kwon-Do, Horse Back Riding, Football, Baseball/Softball, Basketball, Golf, Ballet/ Dance, Piano, and Acting/Theater are all activities which fall under our mission. Boy Scouts, Girl Scouts, Indian Princess, Indian Guides, church choir, church youth group, and art classes do not fall under our Mission Statement.

If you are not sure about your child's activity, please feel free to ask. At the end of each quarter, an activity form will be sent home to be completed and returned verifying activity hours. (see addendum #1)

### **Requirement hours for outside participation are as follows:**

Kindergarten: a minimum of one and a half hours per week

Grades 1 and 2: a minimum of 3 hours per week

Grades 3-8: a minimum of 5 hours per week

## **Extracurricular Activity Absences**

Absence due to the student's pursuit of a chosen activity outside school can be excused when the parent submits the appropriate form outlining the necessary information. Forms (see addendum #2) must be submitted to the principal **at least five (5) days** before the requested days of absence. During the absence, the student is responsible for the work missed at school.

For an absence from school to be excused, the activity must be sponsored by or related to the student's chosen activity as outlined in the application to attend Quest Academy.

## **School Absence**

Students are expected to be in attendance every day school is in session. Family events should be scheduled during school breaks so as not to compromise the quality of your child's education. However, Quest understands there are times families have opportunities to travel during scheduled school days. If this opportunity arises, please fill out the Educational/Family trip form (see addendum #3) ahead of time to be approved as an excused absence or determined not to be excused.

Excused absences allow for students to be given work ahead of time and make up work missed.

**Please note if your child has 5 or more absences (excused or unexcused) at the time of request, the trip will not be excused.**

\*\* North Carolina Absenteeism and Student Chronic Absenteeism (see addendums #4 and #5).

## **Tardiness**

If your child arrives to school late, it causes a disruption to classroom instruction for the student, as well as the rest of the class. Please sign your child in at the front desk. Parents should not accompany their child to the classroom, as it will add to the distraction during valuable class time. If you need to communicate with the teacher, send a note with your child (See addendum #6).



## Arrival and Departure Procedures

Our school day for students begins at 8:30 a.m. and ends at 1:30 p.m.

When students arrive to school, they should immediately go to their classroom. If a child arrives to school after 8:30, **an adult must sign them in.** Following dismissal, students should not be on campus after 1:45.

## Morning Drop-off of Students

All students will be dropped off at the covered area on the east side of the school. Only the inside lane will be used for drop off. **Do not drop off students from the outside lane.** Make sure your student is under the canopy before you begin to move. It is imperative parents follow the guidelines to help ensure the safe drop off and pick up of students. Once you have dropped off your student, proceed to the exit and move to the appropriate lane based on whether you are turning left or right onto Strickland Road. Once dropped off, students will walk to the front door and enter the school. For safety purposes the side doors will always be locked from the outside.

**Do not drop your child in the front of the building unless you are accompanying your child into the building for assistance or for conferences.**

## Afternoon Pick-up (Grades 1-8)

All students will be picked up at the covered area on the east side of the school. When you enter the school campus, proceed straight ahead around the back of the school while getting into the left or right lane based on whether you will turn right or left onto Strickland Road when exiting the campus. There will be a single solid white line indicating where you are to stop for pick up. By moving to a single line, others will be able to get into position for picking up as well. Our students know they don't go to their car until directed by the **faculty member** monitoring the pick-up process. For safety reasons, students should get in on the passenger side.

## **Afternoon Kindergarten Carpool**

When you enter the campus to pick up a kindergartner, turn in front of the school and proceed to the solid white line at the end of the building. The kindergarten teacher will have her students under the pick-up area ready to be picked up. The kindergarten student should get into the car from the driver's side. Parents providing carpool for an older student as well as a kindergarten student will use the kindergarten line. When you have safely loaded the students you pick up, move ahead and safely merge with the other parents from the left, getting in the left or right lane based on whether you will turn right or left when entering Strickland Road.

- ***No student will go to their car at any point without permission from the faculty member.***
- ***No cellphone use while in carpool.***



## **Event Parking**

Do not park in the lanes going around the back of the school between the hours of 8:00 A.M. and 8:30 A.M. and 1:00 P.M. and 1:30 P.M. for any reason. At other times when you are attending a school event, enter the school site from Strickland Road, stay in the **right lane** going around the back of the school and come to a stop near "student pick-up" where the word "STOP" is painted on the asphalt. This is where the first car will park and each car thereafter should park in the same right lane leaving enough space to get out but not more than needed. This will allow for maximum use of the parking lane. The left lane will be used for traffic to leave early, other traffic to get by, as well as required as an open emergency vehicle lane.

## **Handicapped Parking**

The handicapped parking spot in the front of the building is designated **ONLY** for vehicles with a valid handicapped plate or placard.

## **Loading and Unloading**

The marked Loading and Unloading spot is designated for short term parking. The loading and unloading space is to be used for dropping off or picking up students from school after 8:30, as well as dropping off or picking up materials.

## **Volunteering**

Quest Academy Charter School requires all volunteers to undergo a criminal background and driving record check. An outside investigative research firm will conduct these background checks. The information collected will be verified by this agency. Volunteers demonstrating a risk to the safety or well-being of students will be denied participation in volunteer activities at Quest Academy.

Quest Academy Charter School has developed guidelines regarding acceptable and unacceptable criteria for volunteering at the school. The following conditions will result in the automatic exclusion from the volunteer roster:

- Providing false information on the volunteer application
- Conviction of or plea of no contest to any felony



- A registered sex offender or any sex crime charges
- Conviction of or plea of no contest to any misdemeanor
- Any current pending criminal charges
- Two or more criminal charges without conviction (i.e. dismissed)
- Two or more traffic violations (which reflect disregard for the safety of self and others) within the past five years
- Revocation or suspension of a driver's license within the past 10 years
- One or more driving while impaired convictions within the past 10 years

Volunteers cleared through the background check will be notified via e-mail and placed on the Quest volunteer roster. Once approved, the agency will enroll each volunteer in a monitoring system which routinely monitors those in the data base for future offenses during the time they are volunteers at Quest. An applicant whose record identifies any of the unacceptable criteria may contact the agency directly to provide any corrections to the information used to make the determination or to provide extenuating data.

Once approved, all volunteers will sign in when arriving at the school. At that time they will inform the office of where they will be during their visit. Volunteers need to sign out when they leave Quest.

The background check will be conducted by BIB. The link is on our website and can be submitted anytime.

## **Fundraiser**

Charter Schools do not receive the same per child funding as traditional schools and do not receive money for capital spending. As we continue to keep the latest technology in the classrooms for teachers and students, we count on your donations, as all the contributions go directly to supporting the instructional program.

As a convenience to all parents and in keeping with our focus on student studies instead of solicitation, we ask for your annual fundraiser donation of at least \$100 per student. This request is made one time a year; however, donations may be divided up throughout the year and can be made through Paypal located on our website. Each monetary donation is important and we look forward to your continued support.

For income tax purposes, the school is a 501C non-profit corporation. All contributions are acknowledged with a written receipt for your records.

## **Grades and Report Cards**

Grades 3-8 report cards are given on the last day of each quarter. Grades K-2 report cards are given out at the end of 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarters. The grading scale is as follows:

### **Grades 3 - 8**

A 93 -100

B 85 - 92

C 77 - 84

D 70 - 76

F Below 70

### **Kindergarten—2nd Grade**

M Most of the Time

S Some of the Time

N E Needs more Experience

## **Curriculum**

Quest Academy endorses the North Carolina Standard Course of Study. These standards define what students know and should be able to do at each grade level. Quest teachers are given the freedom to teach the North Carolina Standard Course of Study based on their individual teaching styles.

## Requesting Homework

To request homework for a child who is sick, please call the school in the morning. The teacher will be notified and all assignments **will be ready at the end of the school day**. Pulling together class assignments for an absent student at the beginning of the school day takes away teaching time from the other students.



## Field Trips

Individual teachers plan field trips related to various subject areas. Prior to any field trip, a note is sent home with each student describing the trip and explaining any fees involved. This note includes a permission slip to be signed by the parent and returned to the teacher. Any parent or adult who volunteers regularly with students must have a criminal background check. The link is listed on our website under Parent Resources.

## Lunch Schedule

Lunches prepared at home should be brought to school with the student. However, lunches brought to school by a parent need to be dropped off at the front desk at least 15 minutes prior to the lunch period. This will allow the lunch to be delivered to the student in time for lunch and classes will not be interrupted.

Grades 5-8     11:00-11:40

Grades 3-4     11:20-11:50

Grades K-2     12:00-12:45

## Health and Safety

Parents will be called if a student becomes ill, or has symptoms of illness (ex. vomiting, diarrhea, abnormal temperatures) at school. Students who have been ill **are required** to stay home until they are symptom free for 24 hours.

## Medication Policy

Medication is not allowed in school without prior approval. **All medications, both prescription and over-the counter, are to be brought in the original container, with the name of the student, the name and dosage of the medication, instructions for administration, and physician's name.** The medicine must accompany the Physician Authorization Form. No medicine will be given without a physician's order. This includes aspirin/ibuprofen products, allergy medication and cough drops. The form can be downloaded at [www.questcharter.org](http://www.questcharter.org) or from the office. All medications will be held at the front office (see addendum #7).

**Locator Card**

When students begin each school year, parents are asked to complete Locator Cards giving information about how to contact a parent in case of an emergency, as well as designate people who can be called in the event parents cannot be reached. Parents are also responsible for updating information on the Locator Card as information changes. (Please make these changes with the office staff.) Only those individuals listed on the Locator Card as authorized may pick up a child from Quest.

**Inclement Weather/Emergency Information**

Quest has subscribed to an automated call service to call all parents in the event of an emergency. Weather delays or cancellations will also be announced on WRAL- TV5.

The automated service will be used to send important messages to parents during the school year when time is of the essence and not weather related.

Contact numbers for the automated system are taken straight from the locator cards. If you would like to have another number added, please let the office staff know.

# KNOW THE CODE



## **Student Expectations**

Students are expected to be familiar with all rules of behavior in the Code of Student Conduct. Students are to assist in promoting a safe and orderly school environment. Students have the right to attend school in a safe environment and to have rules applied fairly to them without regard to race, age, religion, gender, or other defining characteristics. They also have the responsibility to understand conduct rules, behave appropriately and be individually accountable for their own actions and decisions.

Parents have the right to be informed of disciplinary actions taken with their children beyond the classroom behavior expectations and consequences. Parents should support their children engaging in positive behaviors and support the school on strategies to address inappropriate behaviors and to adhere to the current Code of Conduct.

Staff has the obligation to maintain the safety of students and reinforce the expectations consistent with the Code of Conduct. They are expected to communicate with parents regarding any continual behavioral issues, as well as violations of the Code Of Conduct.

Students are encouraged to report to school authorities any serious violation of the Code of Student Conduct. In addition to students following the Code of Conduct, students shall follow the Quest Academy MTSS Behavior Matrix (see addendum #8).

## **Range of Disciplinary Actions**

A school climate conducive to serious academics and respect for oneself, other people, and property is essential for a school to meet the needs of students. **The school administrator has the authority and responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior in accordance with board policy and/or provisions of law.** These policies may be modified on a case-by-case basis to conform to the procedures established for the discipline of students with disabilities.

- The teacher has the responsibility and authority for disciplining students.
- It is the responsibility of our school administrator to investigate fully the cases of students referred to the office for misbehavior and to determine such action as deemed warranted.
- If, in questioning a student, the administrator determines the questioning should be carried out by a law enforcement officer, the administrator shall make a reasonable attempt to notify the parents (except in cases of suspected child abuse or neglect by the parent) to give them an opportunity to be present during questioning.
- A student may be suspended from school short-term, for cause, by the administrator in accordance with the provisions of law and/or board policy

A student may be suspended from school long-term, for cause, by the administrator with the prior approval of the Board of Directors in accordance with provisions of law and board policy.

Violation of the Code of Student Conduct or North Carolina General Statutes may result in disciplinary action. Students shall be informed of school rules that, if broken, may result in short-term suspension or long-term suspension.

With the utilization of MTSS behavior interventions and disciplinary consequences students should be able to remain in school. In-school interventions can include but are not limited to: behavior contract, in-school suspension, and loss of privileges.



## **Due Process**

North Carolina law requires teachers to maintain good order and discipline in their school. The law further gives administrators the power and duty to discipline students and to assign duties to teachers with regard to discipline and general well-being of students. Suspension from school is a serious measure. The administrator will utilize every reasonable resource to determine another solution to student misconduct.

If the administrator witnesses or is made aware of serious student misconduct and believes that immediate removal of the student is necessary to restore order or to protect school property or persons on school grounds, the student may be suspended immediately.

A short-term suspension is removal from school for a period of ten school days or less. The administrator may invoke a short-term suspension after investigating the misconduct, confronting the student with the charges, allowing for the student's response and contacting the parents. A suspended student will be provided an opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period.

A long-term suspension is removal from school for more than ten days but not exceeding the remainder of the school year. An appeal must be made to the school administrator within four days, and the appeal will be heard by a committee of the Board of Directors.

Rules governing the suspension of exceptional children shall be in compliance with state and federal guidelines.

The removal of a student from class by the teacher, administrator, or other authorized school personnel for the remainder of the class period or school day, and his/her relocation on the school premises shall not be considered a short-term suspension. Although not inclusive, this could include time outside, in-school suspension, an alternative educational center, or denial of off-campus events.



### **Reporting by Administrator or School Staff**

When a student has violated a school policy that may also be a criminal violation, the administrator shall report such violation to the proper law enforcement agency when, in the judgment of the administrator, such a report is in the best interest of the school community or is necessary to maintain order and discipline. In such cases, school staff shall cooperate fully with the law enforcement agency. Internal disciplinary proceedings shall proceed independently from the criminal investigation and prosecution.

When a staff member or administrator has personal knowledge or actual notice that an act has occurred on school property involving assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, or possession of a weapon in violation of the law, the school official shall report immediately such violation to the proper law enforcement agency. In such cases, school staff shall cooperate fully with the law enforcement agency. Internal disciplinary proceedings shall proceed independently from the criminal investigation and prosecution.

The administrator shall notify Quest Academy Charter School Board of Directors of the report made to law enforcement officials pursuant to this policy.

Policies may be modified on a case-by-case basis to conform to the procedures established for the discipline of students with disabilities.

### **Personal Searches**

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat down search of a student's person is conducted, it will be conducted in private by school staff of the same sex and , when feasible, with an adult witness present.

## **Metal Detector**

School staff or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, non-discriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If school staff or a law enforcement officer has reasonable suspicion to believe a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

## **Seizure of Illegal Materials**

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition

## **Levels of Violation**

The Student Code of Conduct rules are leveled to reflect the seriousness of the violation and the type of consequence.

- **Level I:** Level I rule violation should result in in-school interventions rather than out of school suspensions. If there have been at least two interventions within the school year, a student may receive an out-of-school suspension of up to two(2) days based on persistent patterns of Level I rule violations during the same school year, or cases in which a student refuses to participate in the assigned in-school interventions.
- **Level II:** Level II rule violations involving more serious inappropriate behaviors may warrant a short-term suspension of up to 5 school days. The administrator may impose a short term suspension for 6-10 days or recommend a long-term suspension of eleven days or more based on the severity of the violation and/or safety concerns.



- **Level III:** Level III rule violations are more severe in nature and may support long-term suspension. The administrator may impose a short-term suspension of ten days or less or decline to impose any suspension based on extenuating circumstances.
- **Level IV:** Level IV rule violations compromise the safety of students and staff and require a suspension under NC General Statutes.
- **Level V:** Level V allows for expulsion of a student, as provided by state statute, for a violation of the Code of Conduct, if the student is fourteen years or older and the student's behavior indicates his or her presence in school constitutes a clear threat to the safety of other students or staff. Additionally, any student who is a registered sex offender under NC General Statutes 14-208 shall be expelled.

## **Rules of Conduct**

### **Level I:**

#### **I-1: Inappropriate Dress/Dress Code**

Students are expected to adhere to standards of dress and appearance compatible with an effective learning environment. Presenting a bodily appearance or wearing clothes which are disruptive, provocative, revealing, vulgar, offensive or obscene, or which endangers the health or safety of students is prohibited.

- No hats or other head coverings, unless for religious reasons.
- No clothing advertising products prohibited by law.
- No clothing with profane, vulgar or offensive pictures or writing.
- No spaghetti straps, strapless clothing or halter tops.
- No undergarments/undergarment straps should be exposed, including sports bras.
- Tank top straps must be at least the width of two fingers in all places.
- No bare midriffs, bare backs or see through clothing.
- No short skirts, short dresses or short shorts – regardless of whether leggings are worn.
- The bottom edge of skirts/dresses and shorts should be longer than the end of your fingertips, when shoulders are down and arms placed at side.



- Leggings/yoga pants cannot be worn as pants unless a long shirt covers the back and buttocks. Violation of this rule will result in loss of ability to wear leggings at all.
- Activity/athletic wear must be loose and cover the back and buttocks.
- No sagging pants – pants must be secured at the waist and not expose undergarments.
- No pajamas or slippers, unless as a planned class activity.

If a student's dress violates this code for the first time, the in school intervention shall be that Quest Academy staff may require the student to change his or her dress or appearance. Repeated violations may result in disciplinary action.

*All dress policy decisions are at the discretion of the Administrator.*

## **I-2: Gambling**

Students shall not participate in any unauthorized event, action, or statement that relies on chance for the monetary advantage of one participant at the expense of another.

## **I-3: Noncompliance**

Students shall comply with all directions of the administrator, teachers, substitute teachers, and all other school staff who are authorized to give such directions, during any period of time when they are subject to the authority of such school personnel.

## **I-4: Inappropriate Language**

Cursing or use of vulgar, profane, or obscene language is prohibited.

## **I-5: Tobacco**

No student at any time shall possess, smoke or otherwise use any tobacco product in the school building or on the school premises or while attending or participating in a school function.

### **I-6: Wireless Communication Devices**

No student shall use, display, transmit or have in the "on" position on school property any wireless communication device, including but not necessarily limited to: cell phones, pagers, two-way radios, watches, etc. Possession of said items will result in item being confiscated and returned only to the student's parents.

### **I-7: Personal Electronic Devices**

Students shall not bring personal electronic devices such as electronic games, CD players, laser pointers, etc. onto Quest Academy campus at any time.

### **I-8: Disrespect**

Verbal, non-verbal, or physical conduct that interferes with an individual's learning environment is prohibited.

### **I-9: Bullying per NC Law**

"Bullying or harassing behavior" is any pattern of gestures or written, electronic, or verbal communication that take place on school property, at any school-sponsored function or bus and:

- Places student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior, and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.



## **Level II:**

### **II-1: Fighting/Physical Aggression or Assault**

Fights and assaults on students and other people are prohibited. A student who is attacked may use reasonable force in self-defense, but only to the extent necessary to get free from the attack and notify the school administrator or staff. A student who exceeds reasonable force may be disciplined even though someone else provoked the fight.

- No student shall hit, slap, shove, scratch, bite, block the passage of, or throw objects at another person.
- No student shall take any action or make comments or written messages which might reasonably be expected to result in a fight.
- No student shall cause or attempt to cause serious physical injury to any student or intentionally behave in such a manner that could reasonably cause serious physical injury to any student.
- No student shall assault or attempt to cause physical injury or behave in such a manner that could reasonably cause physical injury to any school employee or other adult.

### **II-2: Inappropriate Literature and Illustrations**

The possession of literature or illustrations which significantly disrupt the educational process or which are obscene is prohibited.

### **II-3: Class/Activity Disturbance**

Any physical or verbal disturbance which occurs within the learning environment and interrupts or interferes with teaching or orderly conduct of class/school activities is prohibited.

### **II-4: Sexual Activity**

No student shall engage in behavior that is indecent, overly affectionate, or of a sexual nature in the school setting.

### **II-5: Threat/False Threat**

No student shall make any threat through written or verbal language, sign, or act which conveys a serious expression of intent to cause harm or violence. Furthermore, no student shall make a false threat of harm or violence, even in jest, which causes or is reasonably likely to cause fear or a disruption to school activities.



**II-6: Hazing**

Hazing is prohibited. No group or individual shall require a student to wear abnormal dress, play abusive or ridiculous tricks on him/her, frighten, scold, beat, harass, or subject him/her to personal indignity.

**II-7: False Fire Alarm**

No student shall set off, attempt to set off, or aid and abet anyone in giving a false fire alarm. No student shall interfere with or damage any part of a fire alarm, fire detection, smoke detection, or fire extinguishing system.

**II-8: Fire Setting/Incendiary Material**

The possession of any incendiary material (including but not limited to matches, lighters, or lighter fluid), and the use of any material reasonably likely to result in a fire on school property is prohibited unless specifically authorized by school officials

**II-9: Extortion**

No student shall attempt to extort money, personal property, or personal services.

**II-10: Property Damage**

No student shall intentionally damage or attempt to damage or deface school property or private property while under school jurisdiction. Any vandalism or inappropriate behavior in the bathrooms (ex. overflowing sinks, throwing paper towels and toilet paper, throwing pencils and pens in toilets, removing soap dispensers and emptying them, or using toilet paper to "roll" the bathroom) will result in disciplinary action.

**II-11: Aiding and Abetting**

No student shall aid or abet another student in violating any rule in the Code of Student Conduct.

## **II-12: Search and Seizure**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school staff may search a student or school computers under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. The use of hand-held devices to check a student's person or personal effects is permitted. As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in the school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. Although not absolute in all cases, a parent will be informed prior to a search.

## **II-13: School Computers**

School computers and any data they contain remain under control of the school and are subject to inspection at any time.

## **II-14: Integrity**

Any student who engages in or attempts to engage in plagiarism, falsification, violation of software copyright laws, or violation of computer access shall be subject to disciplinary action. The following actions are specifically prohibited:

- **Cheating** – giving or receiving of any unauthorized assistance on academic work.
- **Plagiarism** – copying the language, structure, or idea of another and representing it as one's own work.
- **Falsification** – verbal or written statement of any untruth.
- **Violation of computer access** – willfully, directly, or indirectly, accessing or causing to be accessed any computer, computer system, computer network, or any part thereof without proper authorization.

## **II-15: Theft**

No student shall steal, attempt to steal, or knowingly be in possession of stolen property.



## **II-16: School Disturbance**

No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct, cause the disruption of any lawful function, mission, or process of the school.

- No student shall, with intent to perpetrate a hoax, conceal, place, disseminate or display on school property or site of a school activity any device, machine, instrument, artifact letter, package, material, or substance, so as to cause a reasonable person to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person.
- No student shall threaten (or make a report of a threat that he or she knows is false) to commit an act of terror on school property or at the site of a school activity that is designed to cause serious injury or death to another person, or when the threat is intended to cause a significant disruption to the instructional day or a school-sponsored activity.



## **Level III:**

### **III-1: Weapons and Dangerous Instruments**

No student shall possess, handle, or transmit any weapon, facsimile of a weapon, or other object that can reasonably be considered or used as a weapon or dangerous instrument. This does not apply to any student who finds a weapon or dangerous instrument on school property or receives it from another person on school property and who immediately reports the weapon or dangerous instrument to school or law enforcement authorities.

For the purpose of the Code of Student Conduct, the following definitions apply:

**Weapon:** any firearm, BB gun, mace/pepper spray, air rifle, air pistol, ammunition, powerloads, fireworks, knife, slingshot, Nerf gun or facsimile of, leaded cane, blackjack, metallic knuckles, razors, razor blades (except cartridge razors used solely for personal shaving), box cutter and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.

**Dangerous Instruments:** any object that is possessed, handled, transmitted, or used for the purpose or intent of causing or attempting to cause physical injury.

**Facsimile of a weapon:** any copy of a weapon that could reasonably be perceived to be a real weapon.

**Firearm:** any gun, rifle, shotgun, pistol, starter pistol, firearm silencer, or part thereof, or any powerful explosive, including dynamite, nitroglycerin, trinitrotoluene, blasting cap, or any fire- arm or destructive device defined by 18 U.S.C. 921 OR G.S. 14-269.2 (b) and (g).

### **III-2: Bomb Threat**

No student shall make, aid, and/or abet in making a bomb threat or hoax by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on the school premises or at the site of school activities

### **III-3: Acts of Terror**

No student shall make a report that he or she knows or should know is false. Nor should he or she report that any device, substance or material designed to cause harmful or life threatening illness or injury to another person, is located on school property or at the site of a school activity.

Violation of this section may result in suspension from school for 365 days.

### **III-4: Narcotics, Alcoholic Beverages, Controlled Substance, Chemicals, and Drug Paraphernalia**

No student shall possess, use, distribute, sell, possess with intent to distribute or sell, or conspire or attempt to distribute or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit substance, any unauthorized prescription drug, or any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's mood of behavior.

For the purpose of the Code of Student Conduct the following definitions apply:

**Possess:** having the power or intent to control a prohibited substance and shall include, but is not necessarily limited to the possession of a prohibited substance in a student's book-bag, or desk, or on a student's person.

- **Use:** the consumption, injection, inhalation or absorption of a prohibited substance into a student's body by any means.
- **Under the influence:** the use of any prohibited substance at any time or place when the prohibited substance would influence a student's mood, behavior, or learning to any degree.
- **Sell:** the exchange of a prohibited substance for money, property, or any other benefit or item of value.
- **Distribute:** to give, share, or pass a prohibited substance.
- **Possess with intent to distribute/sell:** Intent to distribute or sell may be determined from the amount of the prohibited substance found, the manner in which it was packaged, the presence of packaging materials such as scales, baggies or other containers, or from statements or actions of the student that demonstrate an intent to sell or distribute.



- **Counterfeit Substance:** any substance that is described or presented with the intention of deceiving another into believing that it is a substance prohibited under this policy.
- **Unauthorized Prescription Drug:** Any drug or medication that has not been prescribed for the student.



## **Level IV:**

### **Level IV-1: Firearm/Destructive Device**

Any student shall be suspended for 365 calendar days for bringing a firearm or destructive device onto school property. The administrator is required to refer to the law enforcement system any student who brings a firearm or weapon to school.

- **Firearm:** A weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; or any firearm muffler or firearm silencer. The term shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.
- **Destructive Device:** An explosive, incendiary or poison gas, bomb, grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one quarter ounce; mine; or device similar to any of the devices listed in this definition.

The 365-day suspension does not apply to any student who finds the firearm on school property or receives it from another person on school property, and who delivers the weapon, immediately, to school or law enforcement authorities.



Quest Academy

# Activity Documentation Form

Student \_\_\_\_\_ Grade \_\_\_\_\_

The Mission of Quest Academy is to provide a quality academic accelerated day program for motivated students who are pursuing high intensity training outside the classroom. Quest Academy is designed to promote academic excellence and substantial extracurricular involvement in athletics or performance in fine arts. This activity does not equate with religious or youth activities and include professional instruction outside of the home.

Activity \_\_\_\_\_ Clock Hours \_\_\_\_\_

Name of Organization \_\_\_\_\_

Coaches Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Activity \_\_\_\_\_ Clock Hours \_\_\_\_\_

Name of Organization \_\_\_\_\_

Coaches Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Activity \_\_\_\_\_ Clock Hours \_\_\_\_\_

Name of Organization \_\_\_\_\_

Coaches Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Activity \_\_\_\_\_ Clock Hours \_\_\_\_\_

Name of Organization \_\_\_\_\_

Coaches Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

**Per Board Policy Falsifying Application.** If a parent knowingly provides false information on an application for admission, the student will not be eligible for admission or continued enrollment. An investigation will be conducted regarding any such incident of possible falsification of application information and appropriate action will be taken regarding the student's eligibility for continued enrollment.

**Per Board Policy Activity Requirement.** Consistent with the mission of Quest Academy, students must maintain the required level of participation in an extracurricular activity of athletics or performance in fine arts. Failure to satisfy this activity requirement will impact the student's eligibility for continued enrollment.

FORM MUST BE FILLED OUT COMPLETELY AND QUEST STAFF WILL BE CALLING ORGANIZATIONS TO CHECK ON ACTIVITIES

**Quest Academy Charter School  
Extracurricular Activity Permission Form**

(Must be approved by the Principal 5 days prior to the activity)

Grade \_\_\_\_\_

Student \_\_\_\_\_

Parent's Signature \_\_\_\_\_  
\*By signing above, I agree to be held responsible for all schoolwork missed during this event.

Teacher's Signature \_\_\_\_\_

Principal's Signature \_\_\_\_\_

**Event Information**

Official Name of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

\*\*Coach/Instructor's Signature \_\_\_\_\_

\*Absences are only excused by the teacher and administrator.

\*\*Absences will not be approved without the coach/instructor's signature.

For an absence from school to be excused, the activity must be sponsored by or related to the student's chosen activity as outlined on the current activity form documentation.

-over-



## Request for Educational/ and or Family Trips

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Destination:

\_\_\_\_\_

2. Day(s) the student(s) will be missing school:

\_\_\_\_\_

3. Explain the educational significance for the student. Include points of interest and value of the proposed trip.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. State the reasons why the trip cannot be taken on the days school is not in session.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Name of students attending the trip.

Student

Grade

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Parent

\_\_\_\_\_  
 Date

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

\_\_\_\_\_  
 Principal Signature

\_\_\_\_\_  
 Date

## Student Travel Expectations

Meet with Teacher to Discuss Work

Date of Meeting : \_\_\_\_\_

Determine Due Dates for completed Work

List of Assignments:

Due Date

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____

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

\_\_\_\_\_  
Teacher Signature



## Article 26.

## Attendance.

## Part 1. Compulsory Attendance.

**§ 115C-378. Children required to attend.**

(a) Every parent, guardian or custodian in this State having charge or control of a child between the ages of seven and 16 years shall cause the child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session. Every parent, guardian, or custodian in this State having charge or control of a child under age seven who is enrolled in a public school in grades kindergarten through two shall also cause the child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session unless the child has withdrawn from school.

(b) No person shall encourage, entice or counsel any child of compulsory school age to be unlawfully absent from school. The parent, guardian, or custodian of a child shall notify the school of the reason for each known absence of the child, in accordance with local school board policy.

(c) The principal, superintendent, or a designee of the principal or superintendent shall have the right to excuse a child temporarily from attendance on account of sickness or other unavoidable cause that does not constitute unlawful absence as defined by the State Board of Education. The term "school" as used in this section includes all public schools and any nonpublic schools which have teachers and curricula that are approved by the State Board of Education.

(d) All nonpublic schools receiving and instructing children of compulsory school age shall be required to make, maintain, and render attendance records of those children and maintain the minimum curriculum standards required of public schools. If a nonpublic school refuses or neglects to make, maintain, and render required attendance records, attendance at that school shall not be accepted in lieu of attendance at the public school of the district to which the child shall be assigned. Instruction in a nonpublic school shall not be regarded as meeting the requirements of the law unless the courses of instruction run concurrently with the term of the public school in the district and extend for at least as long a term.

(e) The principal or the principal's designee shall notify the parent, guardian, or custodian of his or her child's excessive absences after the child has accumulated three unexcused absences in a school year. After not more than six unexcused absences, the principal or the principal's designee shall notify the parent, guardian, or custodian by mail that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education. Once the parents are notified, the school attendance counselor shall work with the child and the child's family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem. The attendance counselor may request that a law enforcement officer accompany him or her if the attendance counselor believes that a home visit is necessary.

(f) After 10 accumulated unexcused absences in a school year, the principal or the principal's designee shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and the student's parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal or the principal's designee determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal shall notify the district attorney and the director of social services of the county where the child resides. If the principal or the principal's designee determines that the parent, guardian, or custodian has made a good faith effort to comply with the law, the principal may file a complaint with the juvenile court counselor pursuant to Chapter 7B of the General Statutes that the child is habitually absent from school without a valid excuse. Upon receiving notification by the principal or the principal's designee, the director of social services shall determine whether to undertake an investigation under G.S. 7B-302.

(g) Documentation that demonstrates that the parents, guardian, or custodian were notified and that the child has accumulated 10 absences which cannot be justified under the established attendance policies of the local board shall constitute prima facie evidence that the child's parent, guardian, or custodian is responsible for the absences. (1955, c. 1372, art. 20, s. 1; 1956, Ex. Sess., c. 5; 1963, c. 1223, s. 6; 1969, c. 339; c. 799, s. 1; 1971, c. 846; 1975, c. 678, s. 2; c. 731, s. 3; 1979, c. 847; 1981, c. 423, s. 1; 1985, c. 297; 1991 (Reg. Sess., 1992), c. 769, s. 2; 1998-202, s. 13(aa); 2001-490, s. 2.38; 2003-304, s. 3; 2009-404, s. 1.)



## **Student Chronic Absenteeism**

Student chronic absenteeism is a risk factor for adverse student outcomes.

"Student Chronic Absentee" is a student who is enrolled in a North Carolina public school for at least 10 instructional days at any time during the school year, and whose total number of absences is equal to or greater than 10 percent of the total number of days that such student has been enrolled at such school during such school year;

This definition applies to all students enrolled in a school, including those who have not reached the compulsory attendance age, as well as those who have reached or exceeded the compulsory attendance age.

Student chronic absenteeism refers to missing an excessive number of instructional days, for any reason— excused, unexcused, disciplinary – that a student is at risk of falling behind.

Student chronic absenteeism differs from truancy which only measures unexcused absences.



## The Quest Academy Charter School Tardy Policy

The Quest Academy Tardy Policy has been developed to emphasize the importance of each student arriving on time to school every day and being in the classroom for the entire period. Learning the responsibility of getting to class on time is an integral part of Quest Academy's ability to achieve academic excellence, which in turn prepares students for success.

Due to our condensed day, instruction begins at 8:30. Chronic tardiness not only impacts the tardy child but disrupts the entire classroom as well.

All students who arrive after 8:30 will need to be signed in by a parent.

Excusable tardies are listed as follows:

- Documented with note from doctor/dentist/professional appointment
- Documented activity commitment
- Religious Holidays

Oversleeping, traffic/car problems, another child's activity, undocumented sickness etc. are all considered unexcused tardies.

The consequences for tardiness during a **quarterly time frame**:

1<sup>st</sup> Tardy: No consequence

2<sup>nd</sup> Tardy: Teacher communication with parent

3<sup>rd</sup> Tardy: Principal communication with parent

4 or more Tardies: Child will not be allowed to go into the classroom and sent home

5 or more Tardies: Child will not allowed to go into classroom and sent home as well as a meeting will be set up with the parent, student, administrator and board chair and student will lose privileges (at the discretion of the school)

**Parent Request and Physician's Order Form**  
**Quest Academy Charter School**10908 Strickland Road  
Raleigh, NC 27615  
Telephone 841-0441**To be completed by parent:**

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

I request that my child be administered the medication as indicated in the physician's order below. I understand that non-medical personnel conduct the administration. If an emergency injection is ordered, I give permission for a nurse to instruct designated staff in the administration technique. I understand that it is my responsibility to transport the medication to school unless special arrangements are made with the principal.

I authorize the release and exchange of medical information between my child's physician, nurse and Quest Academy Charter School that it is necessary in carrying out this service for my child.

\_\_\_\_\_  
**Parent /Guardian Signature**\_\_\_\_\_  
**Telephone/Cell**\_\_\_\_\_  
**Date****To be completed by doctor:**

The child indicated above must have the medication listed during school hours in order to function at school.

\_\_\_\_\_  
Name and form of medication Dosage Hours to be given\_\_\_\_\_  
Method of Administration

Administration by \_\_\_\_\_ Student \_\_\_\_\_ School Personnel

Side effects to watch for: \_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
Physician's Name\_\_\_\_\_  
Physician's Signature\_\_\_\_\_  
Physician's Telephone\_\_\_\_\_  
Date of approval



## Quest Academy Behavior Matrix

	<u>Classroom</u>	<u>Lunch Area</u>	<u>Bathrooms</u>	<u>Hallways</u>	<u>Computer Lab</u>	<u>Library</u>	<u>Carpool</u>	<u>Recess Area</u>	<u>Science Lab</u>
<u>Respectful</u>	Follow written and verbal directions  Raise your hand  Use appropriate language/tone  Keep body parts to yourself  Use materials for their intended purpose  Drink only clear liquids in the classroom	Follow written and verbal directions  Listen to school faculty and staff  Use your table manners  Keep food in personal eating area or in mouth	Clean up after yourself  Keep your eyes/body to yourself  Stay silent	Keep body parts to yourself  Observe personal space  Listen to adults in the hallway  Use your inside voice  Walk to your destination with eyes up  Keep your hands off the walls	Follow directions  Use quiet voice  Raise hand if you need help  Focus on your own screen	Follow directions  Use quiet voice  Return books to where you found them  Only sit on the carpet, pillows, and floor	Follow directions  Face forward and wait in line  Listen to adults calling names  Stay silent	Follow directions  Include others in games  Have a positive attitude  Ask permission before going out of the playground area to retrieve a ball or other equipment	Follow directions  Use quiet voice  Raise hand if you need help
	<u>Classroom</u>	<u>Lunch</u>	<u>Bathrooms</u>	<u>Hallways</u>	<u>Computer</u>	<u>Library</u>	<u>Carpool</u>	<u>Recess</u>	<u>Science</u>

<u>Responsible</u>	<u>Area</u>	<u>Lab</u>	<u>Lab</u>	<u>Area</u>	<u>Lab</u>			
Show you are listening with your whole body - eyes, ears and active listening posture  Participate in classroom activities  Pack your bag with all materials needed for home and school  Keep backpack free of non-school materials  Record assignments in your agenda as directed  Return homework and supplies to school with no excuses	Stay in your eating area  Clean up your eating area when finished	Do your business and quickly return to class  Flush the toilet	Go straight to your destination  Pick up any trash you see	Keep fingers away from the screen  Use equipment correctly, light typing upon said keyboard  Only access what your teacher has assigned  Print once and only with teacher permission	Return your library book weekly  Use your bookmark to save your spot  Ask for assistance when reaching a high shelf to access a book or put one away			
	Put lunch boxes and water bottles on the brick wall (if applicable)  Throw all trash away in proper trash receptacle	Throw trash in appropriate receptacle  Wash hands before returning to class  Use a quiet voice			Keep your body parts inside your car  Open passenger side door and enter the vehicle  Buckle yourself into your seat  Have all your items ready to carry  Pass the door to the next student when exiting the building			
					Use equipment correctly  Put away any items you have used neatly in the shed			
					Only access what your teacher has assigned  Clean up after yourself  Wipe down counters and sink when finished			
	<u>Lunch</u>	<u>Bathrooms</u>	<u>Hallways</u>	<u>Computer</u>	<u>Library</u>	<u>Carpool</u>	<u>Recess</u>	<u>Science</u>



	Area	Lab			Area	Lab	
<u>Safe</u>	Keep body parts to yourself Maintain personal space  Keep all chairlegs on the floor	Alert adults if there is a problem or if you had an accident	Walk purposely to your intended destination	Stay at your computer  Line up to exit/enter	Line up to exit/enter  Stay in your spot	Walk to your car always aware of other students also walking to cars  Use your eyes to find your car before leaving the loading area  Pay attention to the movement of vehicles  Stay in your designated, carpool area  Cross in front of an adult	Stay at spot.  Access only with teacher permission.  Use equipment safely and as directed by teacher  Walk under the roof  Keep hands to yourself  Use equipment for intended purpose  Maintain an arm's length from the fence  Keep your shoes tied