



Parent/Student Handbook

2018-2019

Dear Quest Academy Students and Parents:

I am so pleased that you are a part of the Quest community! Although much information is dispersed throughout the year, it is important for every member of the community to be familiar with the contents of this manual.

In the following pages, you will discover information which is vital in maintaining understanding, safety, security and decorum in our school. Any question you may have should be addressed in this handbook. In the event that you cannot find the needed information or if the stated material is not clear to you, please do not hesitate to contact me or any member of the Quest Academy staff for clarification.

*Jacquelyn Negus
Head of School*

The Quest Academy Fight Song!

By Dan Marcotte 2017

Onward knights lead the charge for Quest!

Faster smarter always on the ball!

Never give up, take no rest,

all for one and one for all!

Fight, fight, fight for the red, black and white

Lead the way to Questie victory!

We're the Knights, Knights, Knights

and we fight, fight, fight

For our alma mater Quest Academy!

(chanted)

Q U EST! Fight for Quest Academy! Gooooo Quest!

School Hours

- **Preschool:** 8:30 a.m. – 12:00 p.m. “Stay and Play” option 12:00 - 3:30 p.m.
- **Grades Junior K-5, Lower School (LS):** 8:30 a.m. - 3:30 p.m. (2:45 p.m. on Wednesdays for early dismissal due to faculty meetings)
- **Grades 6-8, Middle School (MS):** 8:15 a.m. – 3:30 p.m. (2:45 p.m. on Wednesdays)

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Quest Mission & Belief Statements

Quest Academy provides gifted children with a challenging curriculum and a nurturing environment. Our program emphasizes sound character along with scholarship and creativity in both the academics and the arts. The Quest Academy community values the individuality of each child and encourages each to strive for personal excellence.

We believe this about giftedness:

- Giftedness is exceptional intellectual, physical, creative, and/or affective capacity that can be transformed into extraordinary ability.
- Giftedness is domain-specific – it may occur predominantly in one or more domains, such as mathematics, science, the arts, or language – but can be enhanced in all domains.
- Giftedness is best identified and cultivated by means of thorough and multifaceted assessment.
- Giftedness may involve asynchronous development and does not preclude exceptionalities.
- Giftedness is best nurtured by an environment that provides continuous intellectual stimulation and creative engagement within a community of like-minded peers and supportive adults.

We believe this about learning:

- Learning is a critical process to growth and development.
- Learning is integral to a healthy and productive life.
- Learning requires taking risks, challenging one's ideas and beliefs, and putting forth effort.
- Learning is most effective when it involves the intellectual, social, physical, emotional, and creative domains.
- Learning can be catalyzed by competition but must be measured relative to the self.

We believe this about teaching gifted students:

- Curriculum that first emphasizes conceptual understandings and applications facilitates the subsequent successful retention of discrete knowledge and specific skills.

- Assessment that is differentiated and involves ongoing and meaningful feedback facilitates the learning process.
- Learning environments that provide interaction with other gifted students promote intellectual stimulation and healthy socialization.
- Learning experiences that involve challenge, problem-solving, and reflection ensure greater student engagement and intellectual risk-taking.
- The most effective teachers have expertise in gifted education and can differentiate curriculum, assessment, learning environments and learning experiences.

Quest Core Values (QCV)

Quest Core Values believe in the goodness of every individual, and we value every step that children and adolescents take on their way to adulthood. We do this through the development of twelve character traits which include: respect, responsibility, compassion, courage, generosity, gratitude, honesty, industry, loyalty, modesty, patience, and self-discipline.

Diversity Statement

Quest Academy is committed to exploring and embracing diversity in our learning community.

We believe this about diversity and cultural competence:

- All members of the school community are responsible for advancing an understanding of and cultivating respect for the dignity and uniqueness of every individual.
- We define diversity as including people who are different from each other in myriad ways including but not limited: age, gender, gender identity, religion, sexual orientation, ability, race, ethnicity, and culture.
- We recognize a person with cultural competence as one who shows respect for those differences, as well as for differences in thoughts, ideas, perspectives, and understandings.
- We affirm that developing the diversity of our community and the cultural competence of each person in it will serve Quest Academy's mission and strengthen its students' ability to thrive in a culturally-diverse world.

Quest Academy will design and implement a curriculum to support diversity and cultural competence within our learning community. The progress of diversity initiatives at Quest Academy will be measured by 1) sustaining continuous effort and 2) monitoring transparency and accountability among faculty, staff, parents, and students.

Notice of Nondiscriminatory Policy

Quest Academy admits qualified students of any race, color, nationality, religion, sex, gender, sexual orientation, ancestry, or physical or mental handicap (775 ILCS 5/1-102(A)) to all the rights, privileges, programs and activities available to all students at Quest Academy. It does not discriminate on the basis of race, color, nationality, religion, sex, gender, sexual orientation, ancestry, or physical or mental handicap in the administration of its educational policies, admission policies, scholarships and other school administered programs. Further, Quest Academy does not deny admissions to its programs to students who lack documentation of their immigration status or legal presence in the United States (*Plyler v. Doe*, 457 U.S. 202 (1982)).

Environmental Standards

In an effort to do our part to preserve our planet for future generations, Quest Academy has adopted a "paper light" policy. While it is impossible to be paper-free in an elementary school environment, we hope to gain the support and cooperation of our Quest families by referring them to our website for all information regarding school events, weekly reports, staff and faculty contact information, After Care Specials and Program Registration, Extended Care Program Policies, Flex Program Information and Registration, etc. In addition, please note that our faculty posts class-specific information on Haiku, Google Classroom and/or class blogs. In order to comply with the new standard, our primary method of communication is via email.

Use of School Handbook, Calendar, and Directory

The Quest Academy Handbook, Calendar, and Directory are made available by Quest Academy solely for the use of parents, students, faculty and staff of the school. Information contained within may not be used for commercial, charitable or any purpose other than the convenience of the school community. Please do not lend the directory or any excerpts to any person or enterprise other than for the convenience of the stated persons.

School Policies

Written policies are kept with the Director of Finance and Operations. If there is a policy that a parent wishes to see, please contact the DFO.

Admission & Attendance

Campus Hours

Extended Day hours start at 7:00 a.m. until the start of the school day, and run after school until 6:00 p.m.

Arrival

It is imperative to our students' academic and social well-being that they arrive to school on time. Students should be in the school building 10 minutes before the start of the day so they can be settled into their classrooms and ready to go when classes begin. Parents needing before care may drop off their child as early as 7:00 a.m. at the parking lot entrance. Middle School students may enter the Benton Street entrance at 8:00 a.m.

Parents who wish to park and accompany their children into the building must park in designated parking lot spaces; parking is not permitted curbside at any entrance. Please respect the signs reserving the spots for merchants' customers.

Parents of Preschool and Junior Kindergarten children are welcome to accompany their children to their classroom. For all other students, Quest Academy encourages the student's maturity through independence in getting to their classroom unchaperoned and on time as early in the year as possible.

Late Arrival

Tardiness is recorded and reported in school progress reports. Please remember that each late arrival disrupts the learning in the class. Should you anticipate a late arrival, due to a scheduled appointment, for example, please notify the receptionist and the homeroom teacher or MS advisor in advance.

Dismissal

- Preschool is dismissed at **12:00 p.m.** Please park your vehicle in the plaza's parking lot and pick up students from the classroom. Should you wish to enroll your child in the optional Stay-and-Play program, please make those reservations with the Business Office in advance. Stay-and-Play options are available with pick up at 3:30 pm.
- Junior Kindergarten is dismissed anytime between **2:45 and 3:30 p.m.** Please park your vehicle in the parking lot and pick up students from the

classroom. Students not picked up by 3:30 p.m. will be sent to Quest Extended Day program in the main building.

Students are dismissed by classroom teachers at **3:30 p.m.** (2:45 p.m. on Wednesdays) and are accompanied to the gymnasium by their teachers. Middle School parents may sign a waiver allowing their students to sign themselves out and leave the building unsupervised.

Pick-up procedures

Parents line up in the alley behind the plaza center and are waved forward at **3:35 p.m.** to form two rows in front of the school "parking lot" entrance, where all cars will stop in the "park" position and turn off the engine. Teachers will guide your child to your car. Official carpool times run from 3:30 p.m. until 3:45 p.m. (on Wednesdays from 2:45 p.m. until 3:00 p.m.) Students not picked up at that time will be automatically sent to Quest's Extended Day program. Extended Day fees will begin accruing after 10 minutes.

Pick-up in person from the building

Parents wishing to pick up their child in person may park in the plaza's parking lot and enter the school's gym entrance vestibule as early as 3:15 p.m. and wait until 3:30 p.m. Parents are asked to wait in the gym entrance vestibule so the gymnasium lobby remains clear until students have safely entered the gymnasium. Once all students are in the gym, a staff member will collect the carpool tag. Your child will be called out of the gym and delivered to you, the carpool tag will be returned to you and you and your child will exit the vestibule and cross the carpool lane when signaled to do so. Official times for this procedure run from 3:30 p.m. until 3:45 p.m. (on Wednesdays from 2:45 p.m. until 3:00 p.m.) Students not picked up at that time will be automatically sent to our Extended Day program.

Extended Day Program pick-up

Parents may park their vehicle in the plaza's parking lot and enter the main lobby and then lunch room, where they must sign their child out from Extended Day. With the safety and security of your child in mind, each family is assigned a security code to sign students out. We ask that you only share this information with individuals allowed to pick up your Quest student(s).

Special requests

Families desiring to pick up children early from school may request an early pick-up for any time prior to 3:15 p.m. (2:30 p.m. on Wednesdays). Please arrange such early pick-up times with the Front Desk and your child's teacher. Parents will need to enter the building and sign out their children at the Front Desk. Quest Academy will not be able to accommodate any special requests for early dismissal between 3:15 and 3:30 p.m. (2:30 – 2:45 p.m. Wednesdays). Please keep special requests to a minimum throughout the year. Music lessons and other after-school activities should be scheduled as not to interfere with the school schedule. It is also recommended that any appointments with doctors, orthodontists, etc. be made after Wednesday's early dismissal.

In addition, if pick-up arrangements are made with someone other than the designated person on file, prior notice and authorization must be sent to the school, either via phone or email. This includes instances in which students are going home with other Quest families.

Attendance Policy

Attendance Expectations

All children are expected to attend school each day for the duration of that day. Attending school each day for the full day is essential for the child's ability to stay focused and integrated fully with the learning process. The only exceptions to this would be for illness. Pre-arranged doctor appointments should be scheduled before or after school, preferably at Wednesday early dismissal.

Reporting Absence

If a child is sick and needs to be absent, the parent should call the school before the start of the day on each day of the child's absence. A voicemail message may be left at the main number. Please do not send your child to school if he or she is ill. Please report to the school if your child is discovered to have contracted a communicable disease. A student who is absent from school for all or part of a school day may not attend or participate in any after-school event or activity without the permission of the Head of School.

Homework During Absence

If well enough, a child may be encouraged to keep up with his or her work for class. Students in grades 5-8 know how to access homework

assignments online via Haiku (MS) or Google Classroom (5th and some of 4th). Parents of younger children may contact classroom teachers to receive homework assignments. Arrangements can also be made through the receptionist when the absence is called in.

Doctor Appointments

Please notify the front desk as well as the teacher if your child will be leaving school for a doctor visit. Pick up your child from the front lobby. You must come into the building to sign out your child. Please try to arrange these appointments for times outside of the school day. Remember that your child is still responsible for her homework for that day.

Emergency Pick up

During those times that it may be necessary to remove your child from school without notice, please visit the front desk and ask that your child be brought to the lobby and sign out your child.

"Make-up" Days

Quest Academy has instructional hours far exceeding the required hours set by the State of Illinois. Therefore, adding additional days to the calendar as "make-up" days after a closure is not necessary and Quest will only consider adding back days if the number of closure days exceeds four.

Re-Enrollment

Re-enrollment at Quest Academy is automatic unless behavioral or academic reasons give cause for the Head of School to deem otherwise. Students are expected to earn their place in the school each year. Students who continue to have academic difficulty and/or whose behavior is deemed unacceptable may accordingly be denied re-enrollment. *In addition, students who remain on academic probation for an entire school year, or whose cumulative GPA falls below 2.00 at the end of the school year will likely be required to withdraw.* These decisions are made after discussion with the student's teachers and advisor and after a formal review by the Head of School. The school reserves the right to request the withdrawal of any student who for any reason, including, without limitation, fails to abide by the school's rules and regulations, or who does not meet with its academic requirements. Dismissal, suspension, probation or request for withdrawal may occur without specific charges.

Medical and Illness

A medical record is maintained for each child. The State of Illinois requires that each child be examined by a physician within one year prior to entering school, within one year of his/her 5th birthday, and within one year of his/her 10th birthday. Please return the completed medical form showing immunizations before the first day of school.

For the protection of all children, your child should be kept at home if any of the following symptoms are evident:

- Fever - The CDC recommends that children stay home for at least 24 hours after his or her fever is gone, except to get medical care. The fever should be gone without the use of fever-reducing medication. We encourage families to follow the CDC's recommendation.
- diarrhea or vomiting
- rash
- discharging eyes or ears

Illness While at School

Should a child become ill or injured at school, a phone call from the office will be made to the parents and arrangements must be made for the child to be picked up as soon as possible. Students who vomit at school or exhibit a fever will be sent home. The student will remain in the office "sick bay" area while awaiting the parent to come in and sign them out. Please do not send your child to school if he/she reports feeling ill. Quest administration reserves the right to request a doctor's note if there is a prolonged or excessive amount of absence due to illness. If a child has missed a day of school, he/she will not be allowed to participate in extracurricular activities that day.

Contagious Diseases

Parents should exercise every caution and keep their child home should other unusual symptoms occur. If the child shows symptoms of a contagious disease he/she should be kept at home until the period of contagion has passed and the fact of this condition should be reported to the school. Strep throat, conjunctivitis, pinworm, viral infections, swollen glands, measles, mumps, chicken pox, scarlet fever, Whooping Cough, etc., are among those conditions categorized as "*highly contagious.*" In order to return to school after a bout with a highly contagious illnesses, you must provide a doctor's note stating that your child is no longer contagious and that he/she may

return to school.

Lice

Students who contract head lice (pediculosis) will be sent home at the end of the day with a request that the parents follow the Center for Disease Control's guidelines for the treatment of head lice found [here](#). We know that **any** child can contract head lice. Parents should not feel embarrassed if it happens to their child. We urge parents to contact the school office if their child or another member of their family gets head lice so the school can notify the families of their child's classmates. Alerting the office of contact with playmates would be most helpful in preventing or controlling a possible spread at Quest.

Medication Policy

Prescription and over-the-counter medicine to be given to your child must be kept in the school office. This includes inhalers and Epi-pens. Parents are encouraged to provide the school with two sets of preventative medications such as inhalers and Epipens, to be immediately available while students are in the gymnasium or at the West Campus. Please let us know if refrigeration is necessary. Parents must fill out and sign a permission/instruction form available in the office. The container must be clearly marked with the name of the child and the medicine and dosage. Over-the-counter medicines such as aspirin, cough medicines, etc., will not be given without the written instructions and permission of the parent and must also be kept in the school office. Both prescription medications and OTC medication, creams, ointments, etc. must have a doctor's order and signature.

Medical Emergencies

If a child is injured at school and it is determined that medical attention is needed, 911 will be called first with a follow-up call to the parents. Parents are asked to meet the child at the hospital. **At no time will Quest staff transport a student to any medical facility.** Your authorization for Quest Academy to take whatever emergency medical measures are deemed necessary as part of your Emergency Treatment Form on file with the office.

Physical Education Medical Excuse

Recess and PE are important components of a child's day. Parents are directed to keep children home for the day if they are too sick to participate in recess or PE. If, however, the student has a physician's note stating that due to certain conditions (broken bones, walking pneumonia, etc.) the

student must refrain from physical activities for a length of time, he/she will be excused. Excused students will observe or assist the P.E. teachers with the class. The outdoor recess policy is that all classes go outside if the wind chill is 0 or above. Anything below 0 will call for indoor recess.

Athletic Medical Excuse

Middle School students unable to participate in interscholastic sports due to illness or injury must present a doctor's note indicating the nature of the injury or illness and the length of time the student will be unable to participate. Students who do not attend school for more than ½ day due to illness will not be allowed to participate in athletic activities after school.

Accident Insurance

Quest carries student accident insurance that covers students for an accidental injury sustained while under the care and direction of Quest Academy. This coverage is during the school year and is secondary to your own health insurance policy.

Enrollment, Living Arrangements, and Parental Absence

Quest Academy enrolls students for one entire school year, and policy does not allow rebates for absence, failure to matriculate, suspension, withdrawal, or dismissal. When both parents will be out of town, they should notify the school of the dates and the arrangements made to care for their child.

Wellness Policy and Student Health

Quest Academy promotes good health, may that be by encouraging our students to exercise regularly or to consume nutritionally well-balanced meals and snacks. Just as we promote healthy habits, we also promote ways whereby we can keep students with chronic health conditions safe.

Overall Commitment by Quest Academy Faculty and Administrators in Frequent Contact with Students:

- Will be certified and recertified every two years in the administration of First Aid.
- Will be certified and recertified every two years in the administration of CPR and use of AED.
- Will be trained on the administration of epinephrine medication.

Overall Commitment by Quest Academy Families:

- All families will provide an annually updated Quest Academy Student Emergency Information Form. Any changes in information provided on this form must be brought to the immediate attention of administrators.

Emergency Forms and Medical Examination Certificates

Emergency Forms must be completed by the student's parents or guardians annually and is due at Quest before or on the first day of school. Public Act 95-0422, effective August 2009, requires a *Child Health Examination Form* to be on file for all students in PS-8th grade. Students are required to have a new *Child Health Examination Form* when entering kindergarten and 6th grade. Public Act 95-671, effective January 2008, requires a *Vision Eye Examination Form* to be on file and current within a year of October 16 of the current school year. Illinois School Code requires children in kindergarten, 2nd and 6th grades to have a *Dental Examination Form* on file with the school by May 15 of the current school year.

As mandated by Section 27-8.1 of the Illinois School Code [105 ILCS 5/27-8.1], all Illinois children must comply with immunization and health examination requirements established by the Illinois Department of Public Health. Any child found to be in noncompliance will be excluded from school until either proof of immunization or a schedule from the doctor as to when the immunizations will be administered is received. In lieu of being immunized, Quest Academy will accept a written letter from the child's medical provider listing a medical reason why the child should not be immunized or, for religious objection purposes, a letter from the religious institution. Any child found to be in noncompliance will be excused from school on or before October 15 of that year.

Allergies/Food

Family Responsibility

- Notify the school of the child's allergies through the Quest Academy Emergency Health Form. This form must be completed in advance of the first day of school or student will not be allowed to start school.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Allergy Action Plan. Include a recent photo of the child on this form. We strongly encourage you to sign this form's authorization to post the allergy action plan in public places such as the lunchroom and faculty lounge.
- Provide properly labeled medications and replace medications after use

- or upon expiration.
- Educate the child in the self-management of his or her food allergy including:
 - safe and unsafe foods
 - strategies for avoiding exposure to unsafe foods
 - symptoms of allergic reactions
 - how and when to tell an adult they may be having an allergy-related problem
 - how to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.
- With our strong encouragement, send a letter through the teacher to all classroom families, advising them of your child's condition.

Quest Academy Responsibility

- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities.
- Students should not be excluded from school activities solely based on their food allergy.
- The Lower School teacher or Middle School Advisor is the family's primary contact in communicating any issues related to food allergies.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the Front Office to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plan with the school staff members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.

- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Take threats or harassment against an allergic child seriously.
- Arrange for "peanut-free/tree nut-free" table in lunch room
- Arrange for parents to have access to all food label information on foods/snacks provided by Quest Academy. Also, the school's official lunch vendor, Gourmet Gorilla, is committed to serving nutritionally-balanced meals in addition to a commitment to exclude peanuts and nuts from any food items.

Student Responsibility

- Should not trade food with others. Always choose peanut-free table if needed.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

Tree Nut/Peanut Aware Policy

Quest Academy is a "Tree Nut/Peanut Aware" School:

Quest Academy is making an effort to create an environment that is "Tree Nut/Peanut Aware," and therefore as safe as possible for children with life-threatening Tree Nut/peanut allergies. To that end, our goal is to give children with life-threatening tree nut/peanut allergies a chance to feel comfortable and to give them the opportunity to be a part of and not excluded from special prizes, food, and parties within the school setting. Procedures include making sure teachers, students, parents, administrators and any other people affiliated with the school have the information and support needed to ensure that a tree nut/peanut free environment is maintained. Even with every effort being made, please be aware, however, that Quest Academy cannot guarantee that items brought into the school have been prepared in a nut-free facility. Therefore, parents should educate and guide their children about eating any shared food.

Quest Academy is making an effort to create an environment that is "Tree Nut/Peanut Aware" and therefore as safe as possible for children with life-threatening Tree Nut/peanut allergies. Procedures include making sure

teachers, students, parents, administrators and any other people affiliated with the school have the information and support needed to ensure that a tree nut/peanut free environment is maintained.

Guidelines

1. No student, in any grade, should bring any food containing nuts into the school.
2. All food items brought to school for birthdays or parties with the intent to share among classmates must be store-bought. Ingredient labels must not have tree nut or peanut references. (See guidelines for tree nut/Peanut Free labeling.)
3. For the most part, students will be asked to provide their own lunches for field trips. However, on field trips where a food vendor will provide food, teachers will make appropriate arrangements with the food vendors.
4. The school lunch program vendor has and will continue to assure Quest Academy that nothing will be provided to the school that includes or has been prepared with any type of tree nut or peanut product.
5. Outside vendors will be reminded that tree nut and peanut products must not be brought into the school.
6. A tree nut/peanut free table will be available in the lunchroom for students with allergies and any students wishing to join them who do not have tree nut or peanut products in their lunches.

Educating Staff, Parents and Children on Tree Nut/Peanut Allergies

1. Staff members will be given a list of all students with life-threatening allergies. Allergy action plans completed by parents for these students are posted in the lunchroom, P.E. office, staff lounge, and in a binder at the front desk.
2. Parents will be informed of the "Tree Nut/Peanut AwareFree" policy and encouraged through the Parent/Student Handbook to refrain from bringing food containing tree nuts/peanuts or providing any treats including tree nuts or peanuts that are to be shared with others. Classroom letters may also be distributed to families to make them aware of a student in their child's classroom who has life-threatening allergies. Please see the Snack Policy above.
3. Staff will be trained annually to notice symptoms of anaphylaxis and the proper utilization of Epi-pens.
4. Substitute teachers will be informed of the "Tree Nut/Peanut AwareFree" policy within the school by the teacher who is absent. This is to be included

within the sub lesson plan. The absent teacher will also provide the emergency plan (allergy action plan) for any students who have life-threatening allergies that the substitute may be in contact with that day.

Procedures

1. Home-prepared items will not be allowed for birthday treats or other classroom parties. Parents may choose to provide store-bought, pre-packaged items that meet the Tree Nut/Peanut Free Guidelines. Purchased products must include the ingredient list on the package and be checked at the front desk. (See suggestions attached).
2. Homemade items may be prepared only for curricular-based events (i.e. Taste of Chicago, Renaissance Faire, Pioneer Days, etc.). These items must include a list of ingredients and be approved at the front desk. Home-prepared items may be brought in for these special curricular-based events understanding that families will make every effort to avoid cross-contamination at home with nut or peanut products and that a list of ingredients will be sent in along with the food item.
3. A staff member will double-check the list of ingredients and return any item that clearly includes tree nut/peanut products or that clearly states that the item was produced on equipment that also processes peanuts and tree nuts or in a facility that produces products including tree nuts or peanuts.
4. During regular snack/lunch times, students will be offered a tree nut/peanut free snack/lunch in lieu of snacks brought containing nuts. The first snack/lunch will be charged to Quest Academy, any subsequent snacks/lunches will be charged to the family.

Note: Ethnic restaurants (e.g., Chinese, African, Indian, Thai and Vietnamese), ice cream parlors, bakeries and donut chains (Dunkin' Donuts, Spunky Dunkers) are considered high-risk for people with tree nut allergy due to the common use of nuts and the possibility of cross-contact, even if you order a tree-nut-free item. Unless we have a guarantee from these establishments, items purchased from them will not be allowed.

Food items brought in for parent-only functions (i.e. PSA meetings) should not include any nuts, and any area where food was present should be cleaned thoroughly. This procedure will ensure that nothing will be left

behind that may come in contact with a student that has allergies.

Other Chronic Conditions (i.e. Asthma)

As mandated by Section 22-30 of the Illinois School Code [105 ILCS 5/22-30] the school allows a student to self-carry and self-administer asthma medication and/or epinephrine auto-injectors (Epi-pens). In addition, according to Section 22-30 of the Illinois School Code, Quest Academy allows for the administration of an undesignated Epi-pen to anyone having an anaphylactic reaction, by appropriately trained staff and in accordance with the prescriptive authority.

Family Responsibility

- Notify the school of the student's health management needs and diagnosis by way of Quest Academy Emergency Health Form. Notify Quest Academy as early as possible and whenever the student's health needs change.
- Provide a written description of the student's health needs at school, including authorizations for medication administration and emergency treatment, signed by the student's health care provider.
- Participate in the development of a school plan to implement the student's health needs:
- Authorize appropriate exchange of information between school staff and the student's personal health care providers.
- Provide an adequate supply of student's medication, in labeled containers, and other supplies to the Front Office and Physical Education department (if appropriate), and replace medications and supplies as needed.
- Provide the school a means of contacting you or another responsible person at all times in case of an emergency or medical problem.
- Educate the student to develop age-appropriate self-care skills.
- Promote good general health, personal care, nutrition, and physical activity.
- Protocols should address education of all members of the school environment about chronic illnesses, including a component addressing the promotion of acceptance and the elimination of stigma surrounding chronic illnesses.

School Responsibility

- Develop, coordinate, and implement necessary training programs for staff that will be responsible for chronic illness care tasks at school and school related activities.
- Meet with parents, school personnel, and health care providers to address issues of concern about the provision of care to students with chronic illnesses by school district staff.
- Identify students with chronic conditions, and review their health records as submitted by families and health care providers.
- Provide nondiscriminatory opportunities to students with disabilities.
- Provide education and communication systems necessary to ensure that students' health and educational needs are met in a safe and coordinated manner.
- Implement strategies that reduce disruption in the student's school activities, including physical education, recess, offsite events, extracurricular activities, and field trips.
- Ensure that the student receives prescribed medications in a safe, reliable, and effective manner and has access to needed medication at all times during the school day and at school-related activities.
- Ensure that all staff who interacts with the student on a regular basis receives appropriate guidance and training on routine needs, precautions, and emergency actions.
- Provide appropriate health education to students and staff.
- Ensure proper record keeping, including appropriate measures to both protect confidentiality and to share information.
- Promote a supportive learning environment that views students with chronic illnesses the same as other students except to respond to health needs.
- Promote good general health, personal care, nutrition, and physical activity.

Student Responsibility

- Notify an adult about concerns and needs in managing his or her symptoms or the school environment.
- Participate in the care and management of his or her health as appropriate to his or her developmental level.

Snacks and Treats

Any treats brought into the school should be safe for every child in the classroom in order to allow all children to participate in the birthday celebration. Please bring a safe treat that each child can enjoy. For example, if your child's classroom includes a student who is gluten free as well as a child who is highly allergic to nuts, then please bring either one treat that is appropriate for all (gluten free and made in a nut-free facility) or an array of treats that every child can safely choose from and enjoy. Teachers are provided with information on their students' allergies or food sensitivity at the beginning of the school year and can share general information in this regard. **As a rule, please always avoid peanuts and tree nuts. Please refer to Quest's Tree Nut/Peanut Aware Policy and Snack Policy for guidelines.**

- **Gum** is not allowed in the school at any time. This includes after school hours.
- **Snacks** are encouraged to be healthy and nutritious choices.
- **Birthday treats and classroom parties** -- Children may bring a pre-packaged birthday treat to class. However, the celebration should be kept as simple as possible so as not to take up too much class time. There may be children with dietary restrictions or food allergies in your child's class. Quest encourages nutritious treats. Treats to be shared with the whole class should be chosen carefully and adhere to the accepted snack list.

Lunch Program

Quest Academy is committed to providing foods that are healthy and nutritious, and support a balanced diet. Toward that end, Quest's lunch provider is Gourmet Gorilla. Students may order lunches and milk directly with the vendor. Students not participating in Quest's lunch program must bring sack lunches to school with them each day. All food must be eaten in the cafeteria unless a teacher has made special arrangements with a child.

Facilities & Security

Entrances

Quest Academy has two entrances that may be used by students: the lower main entrance on the parking lot side and the upper level entrance on Benton Street, which is **only** to be used by the MS during drop off. Children who arrive before 8:00 a.m (MS) or 8:20 a.m. (LS) will be supervised in the cafeteria, playground, or library until 10 minutes before class begins when they will be released to their classrooms. Preschool and junior kindergarten children should enter their classrooms directly.

Visitors

Please note, for security reasons, all visitors must check in at the Reception Desk each and every time entering Quest. A "Visitor" is considered anyone (parents, grandparents, friends, nannies, etc) except Staff, Faculty or Students.

Classroom Visits

From time to time teachers will invite parents to observe or take part in classroom activities. All visitors, including parents, must sign in and out at the reception desk and pick up a visitor pass from the receptionist. Please wear your visitor's pass whenever you are in the building.

Lockers

In order to provide a place for students to store school and personal items, lockers are provided to Middle School students. It is up to the student's discretion if they would like to lock their lockers. Only school locks are allowed; there is a \$6.00 replacement fee. If you would like to use a lock, see Mr. Stoffregen. Lockers are to remain free of anything affixed to the outside and should not have adhesives used in the interior space, to protect the finish of the lockers. Students may use magnets to fasten photos or other items to the inside of their lockers if they would like to personalize them. These items should be in good taste and appropriate to the learning environment. For any locker that is damaged, a \$25.00 fine will be assessed at the end of the year. Quest Academy is not responsible for lost or damaged property. All lockers and their contents may be opened at any time by the administrators at Quest Academy.

Students should keep all items not in use inside their lockers. The floor space around lockers should be free and clear to allow easy passage and not

violate the fire code. Students who do not comply will receive an infraction.

Students may only access their own lockers and should respect the privacy and property of another student's lockers.

Lost and Found

Quest maintains a lost and found for all items left on campus. Articles found on campus should be brought immediately to the cubbies in the Quest lunchroom. Students and families should regularly check for lost clothing, books and other items. The lost and found is emptied at least once per trimester. Items not retrieved will be donated. Families are given notice in the Weekly Quest newsletter when the items are scheduled for donation.

Library

Library hours follow school hours from 8:30 a.m. until 3:45 p.m. daily. Access outside of these hours is limited and may only occur in the presence of authorized adult supervision. Classes are held throughout the day in the Quest library. No students may be in the library without specific supervision. Please ask the librarian or parent volunteer for help at any time. All library material must be properly checked out. Students are encouraged to read widely from the school library collection. Procedures for check-out vary by grade level to suit developmental and curricular needs.

| | |
|---|---|
| PS – 2 nd grade | One book at a time for one week |
| 3 rd – 4 th grade | Two books at a time for one week |
| 5 th grade | Two books at a time for two weeks |
| 6 th – 8 th grade | unlimited number of books for two weeks |

There are no library fines, but parents are asked to pay for lost books. Should a book get lost, please report the loss to the library. Students are unable to check out new books unless the previously checked out items are returned or reported lost. Replacement costs for lost books will be charged to families at the end of the year.

Gym

Cleated shoes may not be worn in the gym. Any free play in the gym must be approved and supervised by an adult. Food, drinks, and glass are not permitted.

Shopping Center

Except for the Middle School students whose parents have the waiver allowing their students to sign out, shopping center stores are "off-limits" to Quest students until they are dismissed to their parents or escorted by teachers.

Posters and Notices

Posters, announcements, advertising, and bulletins must be submitted to the Assistant to the Head of School for approval prior to posting. Exceptions are fundraising and solicitation posters whereby the event must be approved by the Director of Development. No such announcements are to be affixed to school buildings. Unauthorized postings will be removed.

Loss/Damage to School Property

The school belongs to everyone. Each individual must assume a personal responsibility to see that no damage or marking of the buildings or its furnishings takes place. Deliberate or irresponsible damage of school property will be viewed as a discipline issue and repair/replacement costs charged to the offenders. Accidental damage should be reported immediately. Materials or equipment should be used only with the permission of the appropriate teacher in charge.

Personal Property

Quest Academy is not responsible for any valuables lost or taken from a student at school. We strongly encourage students not to bring valuables (jewelry, money, electronic equipment, etc.) to school.

Pets

No pets are to be brought to school unless invited by the classroom teacher. On occasion, and with prior approval, a parent may bring a pet into the classroom after providing written reassurance of up to date vaccinations and health of the pet, for a specific purpose, after which the pet will be removed by the parent. For the safety and well-being of our students, please do not bring pets into the building or wait on the sidewalks when picking up/dropping off your children.

Emergency Procedures

Messages/Telephone Use

As a matter of policy, classes will not be interrupted to deliver messages. However, in an **emergency situation** parents may call the front desk to get a message to their child. Students needing to make a phone call during school hours may request permission to use a phone at the front desk.

Area Disaster Situations

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school has made preparations to respond effectively to such situations. Should we have a major disaster during school hours, your student(s) will be cared for at Quest Academy. We have an emergency operations plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. DO NOT phone/text/email your child as any sound or alert might pose a safety risk.
3. The school will be in communication with proper authorities. For the safety of all involved, do not come to the school with the intent of finding and removing your child until you have received direct communication that it is safe to do so.
4. In the event of a serious emergency, students will be kept at school until they are picked up by a responsible adult who has been identified as such on the school emergency form, which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - a. He/she is 18 years of age or older.
 - b. He/she is usually available during the day.
 - c. He/she is known to your child.
 - d. He/she is both aware and able to assume this responsibility.
5. Unless internet and phone access is affected, information will be relayed via the school's electronic

notification system.

6. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the Emergency Form. During an extreme emergency, students will be released at designated reunion locations. Parents should understand that Quest Academy has a School Emergency Disaster Plan that is sanctioned by the local emergency response agencies and should be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives.

In case of a hazardous release event, i.e. chemical spill, near the school area, Shelter-in-Place procedures will be implemented to provide in place protection. All students and staff will clear the fields, report to their rooms and all efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-Place" signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible.

When the dangerous incident has subsided, an all-clear signal will be given. Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Severe Weather and Emergency Notifications

Occasionally, inclement weather necessitates a "snow day" or we may need to cancel after school events. Quest uses an automated calling system to contact Quest families with updates concerning late start, closures, and cancellations. This automated process contacts people by phone, text, and email depending on the situation and the urgency of the communication. Please notify Quest immediately when there are changes to family contact information.

Fire, Tornado, and Lockdown Drills

Quest schedules regular fire, tornado, and lockdown drills throughout the school year. The first occurrence of each of these drills is announced and all subsequent drills are unannounced. These drills take precedence over every other activity. Students, faculty, and staff must always respond to the alarm as if it were an actual emergency and proceed to their designated roll-call areas.

Emergency Closing Policy

Under extreme weather conditions or general emergency, the Head of School (HOS) may decide to close school for the day. The HOS may consult with various individuals and contact Palatine District 15, but the HOS will make the final decision. Family, student, and staff safety is the primary consideration in closure decisions. If District 15 closes school because of heavy snowfall causing unfavorable or dangerous road conditions, Quest Academy will also close. However, if District 15 closes because of extremely cold temperatures, the reason to close is often because many students use bus transportation, which might be unsafe. Since Quest Academy students are transported by car, Quest will not close for cold temperatures only. When Quest Academy remains open, all parents are expected to make their own decision if they feel safe transporting their children to and from school, and act accordingly. A decision to close school will normally be made by 5:30 a.m. of the emergency day. All families and staff will receive an automatically recorded emergency message notifying them of the closure.

Electronic Devices

Network Responsible Use Policy

The mission of Quest Academy is to provide gifted children with a challenging curriculum and a nurturing environment which emphasizes sound character along with scholarship and creativity.

Staff and students are expected to reflect and exemplify these values in work they accomplish here. The Quest mission and values extend to the tools we use to collaborate, connect, and create using technology in this institution.

What is responsible use?

Quest Academy-issued devices and technology should be used for educational purposes only. A good question to ask while using school-issued technology is: "Is this for school?"

Any use of school provided technology including handheld devices, computers, software, projectors, Quest Internet connections (Network), laptops, tablets and peripherals-*must* adhere to the QCV stated above.

These activities may include instruction, research, document and media creation, communication via email, downloading of digital educational files and videos, and any other related activity.

Occasional and incidental personal use of personal devices on our network is permitted with teacher permission, such as accessing a personal email account, general web browsing, or using provided tools that come packaged with the Quest learning environment. It is only when this personal use of devices interfere with the Quest learning environment or violate the law, that they become unacceptable.

What is non-responsible use?

Any use of technology that does not adhere to the QCV, is considered non-responsible. Our goal with technology at Quest, is to create a safe, creative environment for students to work in. Any behavior or activity that subverts or disrupts our learning environment is considered unacceptable for Quest Academy. These behaviors may include, but are not limited to:

- Using the Quest Network for work that is not considered educational.

- Damage of school technology property or software. Deliberate erasure of student files or school data.
- Using school-based email for non-school activities, such as commercial or political campaigns.
- Disrupting the educational environment.
- Violation of another's physical and digital property, including harassment, or non-solicited sharing of documents and digital media.
- Indecent activities.
- Activity that violates the law.

The Quest Network

The Quest Academy Internet (Network) consists of our gateway to the Internet, as well as any devices which connect to that network. Quest provides secure connectivity through wired connections, as well as through wifi, or wireless connections. Any personal device which connects to our network, is considered part of our network, and should comply with our QCV. Regardless of the device's owner, Quest Academy requires personal devices to comply with our QCV.

Security and Data

Quest Academy actively uses Internet filtering and network security tools to provide a safe environment for students. There should be no expectation of privacy on our network. Student digital work, email, and Internet activity are actively being monitored for the sake of safety of all students. The school filter is also put in place to prevent "cyberattacks" or other outside viruses that may harm our educational environment.

All student and staff personal data at Quest is stored on a vendor-hosted Student Information System (SIS), with secure and limited access only to key administration.

Student digital work is saved in their secure Google Drive accounts until June 30th of their graduating year. They are provided instructions for retrieving their work before and after graduating. All student Google accounts are deactivated and deleted on June 30 after their graduating year.

Quest Academy also provides email archiving of all school email. This archive is done through Google, and is not stored on site. These records are only accessed in emergencies.

Google Apps

Quest Academy is a Google Suites for Education school (G Suites) . We utilize the G Suites tools and apps in every grade to a varying degree. G Suites gives us the ability to collaborate using Gmail, Docs, Sheets, Slides, Sites, and numerous other tools inside our Chrome environment. G Suites is a core part of our Online Learning Environment (OLE), and is a main part of the cloud tools that we use with students. Students in 4th-8th grade use Google Mail (Gmail) to correspond with teachers and students. Lower grades may have limited use of Gmail based on instructor rules for teacher-student correspondence.

The use of G Suites for learning, research, and writing has become a backbone of many of the creative endeavors here at Quest. **Collaboration and creativity** are key components to our learning environment at Quest, so we rely on these tools for streamlined productivity. The use of these tools is a privilege, and, referring to our QCV, we expect them to be used for educational purposes.

Student Cell Phones/Smart Phones

In regards to personal cell phones, Quest Academy allows students to bring cell phones/smart phones and have them on their person during school. They are only to be used with teacher permission. All devices must have cellular connections turned off (in Airplane mode), and must use the Quest Network for access when authorized. Use of air-card, hot spots, or personal routers is not permitted on any part of the school campus.

While on a field trip or extended trip:

- May accompany students as an added safety measure, but, just as at school, they must be turned off and kept out of sight.
- May be used with the permission and under the supervision of a teacher, administrator, or coach for a defined purpose during specified times.
- Will be collected in the evening by the trip supervisor and returned in the morning.

Quest Academy is not responsible for any loss or damage to cell phones or for any charges incurred for their use.

Consequences of Inappropriate Use of Cell Phones

If a phone is used outside these parameters, the student will be written up for an infraction and the phone will be confiscated and kept until a *parent* retrieves it. Electronic devices such as iPods or iPads and other such items are not permitted during the school day or during school activities, including field trips. Any Quest employee may confiscate a cell phone from a student who does not abide by the above guidelines.

Bring Your Own Device (BYOD)

With our Chromebook environment, Quest provides a custom Online Learning Environment through the Chrome browser. Quest has invested in apps and tools for this learning environment, including creative platforms and apps that can only be experienced on the Chromebook devices. Some Chromebooks have student response systems built into the device, and streamline instruction for everyone.

Student personal (home owned) laptop and computing devices are not permitted. Keeping the Quest Network a safe environment for *all* students is our biggest concern. Non-Quest managed devices create network vulnerabilities, and do not provide the same safety measures and filters that our Chromebook environment provides. Student use of home personal laptops, mobile devices, or any other allowed electronic devices that connect to the Quest Network, are subject to the Quest Core Values.

Exceptions: On infrequent occasion, students have creative work on a personal laptop, such as computer science work that Chromebooks are not able to accomplish. In such cases, permission to use these devices must be granted by the Technology Administration. All non-Quest owned devices must be documented with the Network Administrator before devices can be used. In any case, student personal laptops must connect to the Quest Network. Students are responsible for their home-owned devices. Quest Academy and its employees are not liable under any circumstance for loss or damage of home devices brought on campus.

As stated before, all devices (and behavior on those devices), which connect to our Quest Network, must adhere to the Quest Core Values. Do not bring in a personal device, if this is not possible.

Rights and Privileges

Privacy

The digital artifacts are the property of users of the Quest Academy network must be respected. Users have a right of security in their electronic work and communications as they do for the possessions stored in their locker. An electronic folder and email accounts, like lockers, remain secure from inspection unless, to the school administration, there is a clear need to search them.

Safety

As a community, we expect to establish the same feelings of trust and safety from harassment using electronic communication which we establish in behavior and speech. Still, it will not be possible to have *all* communication conform to our higher standard because we cannot control information from outside our own community.

Intellectual Freedom

Computer users have the right to search freely, in appropriate areas, for information that supports their learning. A faculty member should be consulted if a student is in doubt as to the meaning of 'appropriate.' If you encounter inappropriate materials, you will turn off your monitor and notify a teacher immediately.

User Responsibilities

Treat one another with mutual respect and compassion. Words and images can hurt or heal. Therefore, you should be cautious and respectful in all communications. Online and digitally formatted gossip, inappropriate or offensive remarks, texts, postings, and images can be forwarded, replicated, and traced and have an unlimited lifespan and harmful effects on the Quest community.

Be honest. Lying, cheating, and stealing are wrong no matter how they are done. You will not plagiarize or represent another's work as your own. Usage of other sources, including images, music, text, video, and other digital copies must be acknowledged and permissions sought for your remix.

Share in the responsibility of keeping the school's computing resources and network functional and secure. Therefore you must not attempt to access another person's account or private files or misrepresent yourself as another. You must not modify or damage the school's computing resources. You may only load software with the permission of the teacher and the IT department. You must strive to not to waste resources, such as excessive printing.

Use computing resources and network to support your learning. You may only use computing resources, whether they are the schools or your own personal system when permitted.

Treat all Quest devices and equipment with respect and care. Students are expected to take care of their Chromebooks and any other Quest equipment that they have been given permission to use. Students who violate these rules or misuse their Chromebook or any other technology equipment will be charged for the replacement costs of damaged devices or equipment.

Behavior

Discipline Policy

Purpose

Quest's disciplinary practices are designed to teach and encourage gifted students to become responsible, respectful members of their communities, thereby providing a safe, pleasant, orderly, and productive learning environment for all students. More specifically, our positive discipline approach promotes student learning and development in the twelve traits of the Quest Academy Character Education program. (The twelve traits are: respect, responsibility, compassion, courage, generosity, gratitude, honesty, industry, loyalty, modesty, patience, and self-discipline.) These practices align with our mission - providing gifted children with a nurturing environment while emphasizing sound character.

A Positive Discipline Approach

Effective positive discipline not only respects and nurtures the child, but also addresses behavior itself to ensure that the other students, the situation, and the adults are also respected. Teachers strive to communicate with students in a way that is both kind and firm, and that highlights the value of effort and improvement. Among many other life lessons, a Quest education teaches important skills that lead students to understand themselves and others, communicate assertively and respectfully, and focus on solving problems.

Discipline in Lower School (LS)

During these years of ongoing development, LS teachers view discipline primarily as an opportunity to teach and guide. They respect the unique and often asynchronous nature of personality, temperament, and character development in each gifted child. Throughout each day in LS, teachers not only instruct, explain, and model the twelve character traits and their corresponding standards of behavior (see *Character Education*), but they also guide students to establish and practice sound work habits and healthy social skills.

Discipline in Middle School (MS)

Although direct instruction in Character Education is completed in LS, MS students continue to receive individualized guidance from classroom teachers. However, MS places a greater emphasis on students taking responsibility and being accountable for those past LS lessons. MS advisors (see *Advisory Program*) teach and counsel these now-adolescent students in many areas of personal growth, such as how to develop the habits of a successful student, resolve interpersonal conflict, and participate productively in a small group, to name a few.

Concerns and Documentation

Occasionally, some behavior will present a challenging concern in the school environment. A student's misbehavior, disrespect, or lack of self-regulation is a concern if it occurs frequently, does not improve sufficiently within a reasonable timeframe, or is not responsive to the positive discipline approach. Student misbehavior, disrespect, or lack of self-regulation is a serious concern if it presents a significant risk to the effectiveness of the learning environment or to the physical or emotional well-being of another person, or if it is outside the range of behavior that the Quest community can accommodate. (See *ISLPs*.) Some rare but possible behaviors are severe enough that Quest has adopted specific disciplinary policies (see below) to ensure that the behaviors and their consequences are clearly delineated.

Teachers are not required to keep a written record or notify parents of minor misbehaviors, but they do document and notify parents when a behavior or pattern of behavior has been identified as a concern. If a serious or severe incident occurs, teachers will document and inform the Head of School, who will contact parents.

Differentiation

Differentiated discipline is a distinguishing hallmark of a Quest education. At Quest, discipline is not an age-based, one-size-fits-all, predetermined set of procedures or consequences. Instead, as children progress through the grades, teachers recognize the asynchronous development that is so

common in gifted students ([CLICK HERE for a related article](#)) by identifying what each student is ready to learn. When choosing the best response to a student's behavior, emotional state, or interpersonal interactions, teachers consider the particular child's developmental readiness and growth goals regarding character, work habits, and social skills. This means that students in the same grade can exhibit the same behavior and yet receive different responses from the teacher. Just a few examples of different actions that a teacher may take are: giving a reminder for self-correction, encouraging reflection and responsibility, allowing natural or logical consequences to occur, and guiding students *at their own stage of development* to solve problems, resolve conflicts, and restore relationships. Differentiated discipline is one way that Quest fulfills its mission, which states, in part, "*The Quest community values the individuality of each child and encourages each to strive for personal excellence.*"

Disciplinary Actions

Every effort is made to resolve disciplinary concerns within the school environment, and additional measures are only taken when deemed absolutely necessary. Teachers and the Head of School take into consideration the developmental stage of the child, the context and content of the behavior, the child's behavior history, the impact of the behavior on others, and the extent of the family's cooperation with the school.

Depending on the child's stage of development and the severity of the behavior, teachers most often respond with one of these actions:

- Verbal reminder or correction
- Withdrawal of privileges
- Natural or logical consequence
- Teacher/student conference
- Parent notification
- Teacher/parent conference
- Removal from class
- Individual Student Learning Plan for Behavior (ISLP-B): All teachers of the student will partner together to develop a behavior plan.

Parents and private counselors may also be included in the development of the plan.

- Early dismissal from school for the day (parent is required to pick up the child)
- Detention (a lunchtime or after-school reflection period for grades 6-8)
- In-school suspension
- Out-of-school suspension
- Probation (A conditional period with terms of behavior that must be fulfilled to remain enrolled)
- Required professional counseling for either the child or family (at the parent's expense)
- Dismissal (the expulsion of a student due to egregious behavior or an unsuccessful probation)

The suspension or dismissal of a student is determined on a case-by-case basis and is at the discretion of the Head of School. Possible reasons include:

- Behavior which is injurious to persons or property
- Behavior which severely disrupts the educational or disciplinary processes of the school
- Gross disrespect or abusive language
- Defiance of faculty, staff, or administrative authority
- Fighting
- Bullying/intimidation/threats, including those made via technology
- Leaving school grounds without permission
- Use or possession of drugs or alcohol on campus or at school functions
- Sexual harassment
- Weapons brought to school

Parent-School Partnership

The nature of discipline, whether at home or at school, is a complex mix of circumstances, values, beliefs, personalities, and the continually evolving child. Quest is proud to offer a tight-knit, professional faculty with more than 350 years of collective experience in educating gifted children. Our

discipline policies and practices are derived from that expertise, supported by many professional development courses in positive discipline and various aspects of giftedness. To teach each new class, teachers welcome and value the insight and advice that parents have regarding their particular children. An effective parent-teacher partnership is particularly helpful if a disciplinary issue arises. (See *Parent-School Communication*)

Parents with questions, comments, or concerns about a particular disciplinary action in a classroom are respectfully required to contact the teacher who is knowledgeable about the incident. If parents are unclear about which teacher was involved, they may contact the LS homeroom teacher or MS advisor. If parents are still concerned after talking to the teacher, we recommend that they schedule another meeting with the teacher and request that the Head of School is present. Two beliefs within the Quest community form the foundation of this policy: 1) the resolution of concerns about most school incidents is most quickly and satisfactorily achieved by direct communication between parent and teacher, and 2) the remediation of a very serious incident, an incident unresolved after talking with the teacher, a conflict about classroom policy or practice, or about the parent-teacher partnership itself, is best achieved by a joint meeting scheduled to include parent, teacher, and Head of School.

Parents who have questions, comments, or concerns about the Quest discipline policy in general may contact the Head of School. The Head of School accepts direct responsibility for Quest's discipline system.

Specific Discipline Policies

Bullying

Quest Academy proactively strives to maintain an environment of discipline and character. Preventing students from engaging in bullying behaviors is an important goal and an integral part of character education at Quest. Quest Academy forbids any person from harassing or intimidating another person based upon that person's actual or perceived race, color, nationality, gender, sexual orientation, physical or mental disability, age, religion or

socioeconomic status. We define bullying as any severe or pervasive physical, verbal, written, or electronic/cyber communication, act or conduct (including urging other students to engage in such conduct), directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in reasonable fear of harm to the student's person or property
- Causing a perception of being intentionally intimidated or harassed
- Causing a substantially detrimental effect on the student's physical or mental health
- Substantially interfering with the student's academic performance
- Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by Quest Academy

Quest Academy prohibits bullying behaviors in the following situations:

- During school, while on school property or vehicles leased for field trips, or while at school-sponsored or school-sanctioned field trips, programs, activities, or events.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by Quest Academy if the bullying causes a disruption to the educational process or orderly operation at Quest Academy.

Quest Academy requires that faculty report to the Head of School any alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence. Quest also encourages all other members of the school community to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

Drugs

Being in possession of, under the influence of, knowingly in the presence of, or trading in drugs, drug paraphernalia or alcohol may lead to immediate expulsion. If a student is suspected of having drugs or alcohol on campus, a physical search as well as a locker search may be conducted. If illegal substances are found, it will be necessary for the school to cooperate with the police and other law enforcement agencies.

Smoking

In order to comply with the local fire guidelines, there is to be NO smoking in any area of the school building or on school grounds. This policy includes the use of any vaping or ecigarette products.

Weapons

Weapons such as knives, guns, tasers, or self-fabricated instruments with the ability to cause harm are prohibited in school. The possession of such a weapon may lead to Quest Academy contacting both the local and state police, and/or immediate expulsion from Quest Academy.

If a student threatens to bring weapons of any kind to school for the purpose of harming another student or adult, the following procedure will be followed:

- The student making the threat will be removed from the classroom and kept under observation until a parent arrives to take him/her home.
- The student will be suspended from school for at least one full day and up to five days following the incident, depending on the severity of the threat (to be determined by the administration), and possibly resulting in expulsion.
- The student will not be permitted to return to class until the school has received written assurance from the child's parents indicating that the child does not have access to weapons in the home, and

written assurance from a mental health professional verifying that the child is not a danger to him/herself or to others.

- The administration will make every effort to communicate the details of the incident to the classroom families and to other Quest Academy families, if appropriate, in a timely manner.
- When the family provides the administration with the proper assurances, the administration will determine the best plan for returning the child to the classroom.

At times, classroom learning may be supported by explorations of weapons in historic and content-specific ways. In these specific instances describing, discussing, writing about, drawing or crafting of and handling of the representational weapon (swords, muskets, bows and arrows, etc.) will be confined to supervised use with a faculty member present. Weapons may not be brought on campus, fabricated on campus, referenced or indicated on campus casually or during play times, including depictions in Halloween costumes or any other imaginary recreations of media such as video games and TV shows.

Academic Honesty Policy

Students at Quest Academy are expected to adhere to the highest level of academic integrity. Conversations around this topic are discussed with students in class, advisory, and during character education. Our learning goals include an awareness, appreciation, and acknowledgment of the work of others and the importance of being academically honest and taking pride in your own work.

Plagiarism

If students use the work of others without citation or other appropriate recognition, the Head of School will work with teachers to investigate to what extent this was a conscious choice and will handle the indiscretion appropriately. Depending on grade level and other factors, consequences may range from a verbal correction to detention, loss of credit, and reproduction of the relevant assignment. If students persist in plagiarizing intellectual property, student will receive an "F" in the course, be placed on academic probation, which may potentially lead to expulsion. In addition to a

student facing disciplinary consequences, work determined to be plagiarized or gained through cheating at the Middle School level will not receive credit for that assignment.

Standards of Appropriate Dress:

- Shirts and tank top necklines must not be revealing and clothing must always cover the midriff.
- Cut off shirts are also prohibited.
- Shorts and skirts should be at a modest length that covers body parts appropriately for a school setting.
- Pants, shorts and skirts must fully cover the student's bottom when the student bends over, sits, or stands.
- Comfort and safety are the first priorities of all footwear. No flip flops are allowed at any time.
- Always have gym shoes (rubber soled, athletic shoes) on P.E. days.
- Clothing should not exhibit lewd or otherwise objectionable material, including tobacco, alcohol, drug use, or demeaning messages.
- Hats/caps may be worn when students are outside for recess, P.E., or other activities, but must be removed when re-entering the building.

The dress code regulations apply during the school day and at all Quest Academy sponsored functions (i.e. sporting events, field trips, etc.). Students who do not adhere to the dress code will be given the opportunity to change. The administration will make the final decision as to whether or not the dress code has not been followed and what disciplinary actions, if any, need to be taken.

P.E. Attire

Students are not required to wear P.E. uniforms, but they should be mindful of wearing the appropriate non-scuffing shoes and loose clothing to ensure safety and comfort. For students who choose to change for P.E., attire should adhere to the dress code requirements.

Playground Rules

For Students

Obeying the "Golden Rule" is always appropriate: treat others as you wish to be treated.

- Take turns on equipment.
- Prevent collisions or other accidents by being aware of the presence of others, particularly those younger or smaller than you.
- Include others in your play so that no one feels left out.
- Stay inside the fenced area. Ask a teacher in charge for help if you need it.
- Speak and act with kindness and respect for each other.
- Obey playground monitors.

For Equipment

Using man-made equipment in the way it was intended to be used is the best way to take care of it.

- One child at a time on ladders, bars, climbers, slides, etc.
- Go down slides.
- Keep wood, metal, and plastic free of graffiti (pictures, words, other marks).

For the Environment

Keeping the playground area beautiful will make us proud of our property, and Palatine proud of having Quest as a community member.

- Students may not climb trees. Avoid stepping on low branches and hanging from high ones.
- Grass, flowers, and bushes like to be treated gently - just like people do!

Extracurricular Code of Conduct

Participation in extra-curricular activity is encouraged and is considered a privilege granted to students by parents, faculty and staff. Students are expected to:

- Demonstrate good sportsmanship and attitude during practice, rehearsal, games, events and competitions
- Follow the rules of the adult supervisor at all times
- Attend school the **entire day** of a game, event, competition or club activity
- Attend school on the last day prior to weekend game, event, competition or club activity

Curriculum & Academics

Academic Curriculum

Teachers at Quest Academy use the "Understanding by Design" (UBD) model to design units of study that are aligned with the school's "Enduring Understandings" while focusing on students' mastery of skills and knowledge, and which incorporate our fundamental principles of differentiated instruction so as to meet the needs of every student. Because the units of study identify specific learning outcomes and because assessment criteria are established early in the unit design process, teachers are able to assess student progress easily and effectively. These same underlying principles also facilitate the differentiation of instruction, as the mode of instruction and assessment can vary as long as the understandings, skills and knowledge are successfully acquired by all students.

Assessment

The goal of learning is not grades. It is learning. Assessment aids in determining the success of this goal.

At Quest Academy, we don't *give* grades; we *design* opportunities to learn, we *facilitate* learning, we *assess* learning outcomes, and the student *earns* the grade. Though it is often mentioned last, assessment is not the *end* of a process; it is actually one of the most powerful tools available *in* the process of planning and facilitating learning.

Quest's commitment to meaningful, purposeful, and authentic assessment is exemplified in our use of the UbD model for curriculum development. By defining what counts as "evidence of understanding" and deciding how to determine the level of success with which students have acquired skills and knowledge *before* designing lessons and activities, and second only to establishing these learning goals, we prioritize assessment and keep it forefront in our minds as educators.

At Quest, we recognize and utilize three modes of assessment:

- **Formative** assessment informs us how the teacher and the student should proceed and includes items such as pre-tests, feedback on written work, and progress report narratives

- **Summative** assessment measures what learning the teacher and the student have achieved and includes items such as grades, evaluations of projects/presentations, and achievement test scores
- **Comparative** assessment shows us how the student, class, or school compares to other students, classes or schools. The scores on standardized achievement tests serve this purpose.

Though individual assessment tools are generally associated with specific modes of assessment, it is not really the tool but the way the outcomes are applied that determines the mode of assessment. For example, the RIT score on the MAP test can be used to measure student growth, compare one student with others, or help that student set learning goals, three distinct applications. In order to achieve the highest level of learning, Quest teachers utilize a wide variety of assessment tools, each for its most appropriate purpose. Together these tools allow us to realize the full learning potential of every student.

When teachers at Quest assess for student learning outcomes, they consider **aptitude, attitude, and achievement**, because knowing what combination of these is involved in a student's academic growth helps them design curriculum and differentiated instruction, maximizing the learning that goes on day to day and over the course of many years of study.

Grading Scale for Middle School

| | |
|----|-----------------|
| A+ | 100.1 and above |
| A | 95.00 to 100.00 |
| A- | 90.00 to 94.99 |
| B+ | 87.00 to 89.99 |
| B | 84.00 to 86.99 |
| B- | 80.00 to 83.99 |
| C+ | 77.00 to 79.99 |
| C | 74.00 to 76.99 |
| C- | 74.00 to 76.99 |
| D+ | 67.00 to 69.99 |
| D | 64.00 to 66.99 |
| D- | 60.00 to 63.99 |
| F | 0.00 to 59.99 |

Class Placement

Lower School class lists are prepared by the teachers in the preceding grade level, based on their knowledge of each child's aptitudes and temperament, in consultation with administrators. This team constructs class lists that they believe will be most effective for your child, both socially and academically. In the Middle School, students are also placed in instructional sections according to their individual academic and social needs. These groupings are reviewed by the Head of School. This process is best accomplished when the teachers are free to exercise their professional judgment without the pressure of personal requests.

Academic Assistance

Extra Help

Extra help for students is offered by all classroom teachers. Two days are set aside as office hours, listed on each teacher's website, until 4:00 p.m. to help support student learning and achievement. On Wednesdays, teachers attend faculty/staff meetings and are therefore not available.

Tutoring

Parents may desire tutoring for students who need one-on-one support. Contact your child's teacher to determine what options may work best for your student.

Individual Student Learning Plan (ISLP)

A challenging curriculum is the signature characteristic of a Quest education. Quest Academy teachers are specialists - in providing academic challenge and in serving the unique developmental needs of gifted children. When a teacher, parent, or student recognizes that the student needs specific support in order to achieve academic, social-emotional, or behavioral goals, an individualized student learning plan (ISLP) may be advisable.

ISLPs are created by teachers in collaboration with parents, administrators and sometimes students. The ISLP is intended to ensure two things: 1) that all teachers of the child understand the specific strategies of differentiation and accommodation to use, and 2) that parents understand that teachers are limited to providing support that does not compromise their ability to

fulfill the Quest Academy mission for the whole class. (For example, the school's mission does not permit modifying (lowering) curriculum for individual students.) Quest does not employ any additional learning specialists or counselors and therefore cannot provide special education, other than gifted education, or related services.

Special Needs

Quest does not maintain a list of specific disabilities or special needs that it serves. Nor does it attempt to quantify limits on the degree of severity for the special needs that it serves. Instead, Quest lists the specific accommodations that are feasible for teachers to implement for individual students while still ensuring the school's mission is fulfilled for all students. A student's need for atypical differentiation, accommodation, or intervention from teachers, tutors, or other school adults will be addressed very seriously on a case-by-case basis by the Head of School.

Differentiation

Differentiation is a core component of the Quest program. Differentiated instruction is a set of teaching techniques designed to allow one teacher to instruct a group of students with a typical range of learning needs. Differentiation at Quest relies heavily on regular assessment and flexible grouping to replace a traditional "one size fits all" approach. Quest teachers use a variety of instructional and assessment methods, offer choice in academic content, and accept different student work products as evidence of learning. Differentiated instruction also takes into account students' interests, readiness, and learning styles. It is also applied to nurturing student development in character, social-emotional skills, and behavior. (See *Differentiation* in the *Discipline* section.)

Accommodation

Educational accommodations are changes that allow a student with a disability or special need to access and participate in a class or test. Accommodations are usually aids or adjustments to the learning environment; they do not change or lower the standards or expectations of

the school. All Quest students must clearly demonstrate satisfactory progress toward the grade-level academic goals and the school standards for respectful behavior and social-emotional self-regulation.

Parents interested in learning more about ISLPs or receiving a copy of the Quest Academy LS or MS Accommodations may contact their child's LS teacher or MS advisor, the LS or MS team leader, or the Head of School. Parents interested in arranging an ISLP for their child will be best served by contacting the LS teacher or MS advisor.

Flex Time (MS only)

Flex takes place during the final hours of each day. This is a time when middle school teachers are available to offer individual or small group learning opportunities to students. It is designed to differentiate the learning experience of students in the Middle School and, therefore, it serves a variety of purposes – Flex classes, Consequence Tutorials (CT), detentions, and study halls. In order to coordinate our efforts in meeting the needs of all our students, the following priorities and principles guide student use of Flex time:

Flex Classes

- Flex classes are similar to electives and serve to allow students to explore their passions, interests, and needs.
- Students may sign up for up to five Flex classes. 6th graders must have at least one study hall that focuses on executive function skills per trimester.

Study Halls

- Study halls are for quiet study. Students may only work together with the study hall supervisor's permission. Students may also arrange to work individually with teachers who are available during this time.
- Students receiving a grade of "C" or below in any subject will be required to attend a minimum of one study hall (perhaps more) each week to advance their learning in that subject.
- Required study halls take precedence over Flex classes

Consequence Tutorial (CT)

- Students who do not complete homework assignments will receive a CT on the same day of the occurrence. CTs takes precedence over all Flex classes.

Test Policy

In order to maintain a reasonable degree of academic challenge for our students, Quest teachers strive to coordinate their efforts and communicate their major projects and assessments (with each other as well as with students and their parents) so as to avoid overwhelming students with too many assessments at once.

Math Placement

In PS through 1st grades, students learn math in their own homerooms. In grades 2-4, homeroom teachers pretest students prior to each unit of study to determine their existing knowledge and readiness. Based on the results of these pretests, teachers divide the students into two groups for that unit of study, further differentiating as needed within each group. Starting in grade 5, students are assessed regularly and placed in math groups for the whole year based on ability. Quest graduates have completed math courses through Algebra I, Algebra II, or Geometry, depending on ability and class placement.

Textbooks

All textbooks are provided by the school. They are distributed in the classroom at the beginning of the school year and collected before the end of the year. Families are asked to replace or pay for any permanent textbooks and/or supplies if they are damaged or lost.

Homework

Gifted students must learn to be independent seekers of knowledge through reading and study. Quest Academy teachers guide this process with reading assignments and study activities. It is essential that students complete homework assignments in order to be fully prepared for each day's class work. General guidelines for the amount of homework you may expect are:

| | |
|-----------------------|---|
| Kindergarten | Occasional, optional homework may be assigned |
| 1 st grade | Math home-links and spelling |
| 2 nd grade | 2-3 nights per week, 30 minutes |

3rd & 4th grade 3-4 nights per week, 45-60 minutes

5th & 6th grade 5 nights per week, 60 minutes

7th & 8th grade 5 nights per week, 90 minutes

If you have concerns about the amount of time your child spends on homework assignments, please contact the teacher(s).

Make-Up Work

Students who are absent from school for a few days due to illness or any other unforeseen cause, will have the equivalent time to make up any work missed. If parents prefer, and if the student is well enough to do some school work while away, parents may request that assignments, handouts, directions be sent home (by email or as hard copy to be picked up at front desk). In the lower school, the homeroom teachers coordinate the gathering and sending of missed work; in the middle school this responsibility belongs to the advisor. In the case of extended and prearranged absences, such as vacations, trips, special events, parents are responsible to contact the homeroom teacher or advisor well in advance so that s/he can coordinate the efforts of all the student's teachers to handle the absence in the most productive way.

Academic Probation

In cases where a student shows a clear lack of academic progress (Middle School students are expected to maintain at least a 2.0 average each trimester) despite the implementation of an Individual Student Learning Plan (ISLP), a student will be placed on academic probation. The goal of this period is to ascertain whether a student is both willing and capable of sustaining the level of academic effort needed to benefit from a Quest Academy education. This is a trial period of time and could lead either to a removal from probation or dismissal from the school.

Communication

Modes of Communication

- Weekly Quest
- Teacher Blogs
- Haiku
- Google Classroom
- My Backpack
- Website

Parent/School Communication

Parents play an integral role in the educational experience of the children at Quest Academy. The staff and faculty at the school value open communication with parents and recognize healthy communication between parent, administration, staff and the Board of Trustees as important.

Communication of Child's Progress

- Parents are invited to meet the teachers of their child early in the school year at the annually scheduled "Meet the Teacher" night.
- Progress reports are prepared and shared with parents once each of the three trimesters of school.
- Formal parent-teacher conferences are conducted in the fall and early spring.
- *Weekly Quests*, teacher blogs, and Haiku (MS) are accessible to families to keep up with the activities of the school.

Resolving Conflicts

Quest Academy believes that a positive and constructive relationship between the Academy and a student's parents (or legal guardian) is essential to the fulfillment of the Academy's mission. When opportunities for resolving conflict between the home and school arise, the following guidelines apply:

- Contact and communication between parents and members of the faculty and/or administration shall remain on a professional and civil basis.
- Meetings shall be scheduled at mutually agreeable times, and issues shall not be discussed in the presence of children or in public places where others may overhear them. Classroom proceedings shall not be disrupted.
- All parents and Quest Academy staff shall accord respect to students

and their families in their speech and actions in keeping with the school's non-discrimination policy.

- All members of the Quest Academy community attending events and functions either on or off school grounds shall speak and behave in a manner which promotes a positive image of the school.

Chain of Communication

- Quest Academy respectfully requires that parents share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best.
- Quest Academy respectfully requires that parents with questions, comments, or concerns contact the involved teacher.
- If parents are still concerned after talking to the teacher, we recommend that they schedule another meeting with the teacher and request that the Head of School is present.
- Only when all other avenues have been exhausted should an issue be brought to the Head of School alone.
- Two beliefs within the Quest community form the foundation of this policy: 1) the resolution of concerns about most school incidents is most quickly and satisfactorily achieved by direct contact between parent and teacher, and 2) the remediation of a very serious incident, an incident unresolved after talking with the teacher, a conflict about classroom policy or practice, or about the parent-teacher partnership itself, is best achieved by a joint meeting scheduled to include parent, teacher, and Head of School.

Quest Academy reserves the right not to continue enrollment or not to re-enroll a student if the Academy reasonably concludes that the conduct of the parents (or legal guardians) is disruptive or detrimental to the reputation of the Academy or to the administrative, educational, or extracurricular environment of the school, thereby making a positive and constructive relationship impossible or otherwise seriously interfering with the Academy's accomplishments of its educational purpose. The Head of the School will meet with individuals who do not adhere to the above guidelines and make a final decision should the formal action of dismissal become necessary.

Parent-Teacher Conferences

Two formal conferences are scheduled throughout the year. The fall conference covers a student's work through the first few months of school; the spring conference reviews the year to that time and is most important in planning a student's academic work for the next school year. All conferences are listed in the school calendar. In special cases, a teacher may suggest or a parent may request extra conferences for a more thorough discussion of a child's progress. Parents are encouraged to call the school when help is needed.

Advisory

Advisory is a teacher-supervised vehicle for support, guidance, learning and organizational skill development, advice, and help with character development for Middle School students. Advisors are assigned to every student in sixth through eighth grades. We make every attempt for the same advisor to serve a student for all three years of middle school. Extenuating circumstances may prohibit fulfilling this goal. Students and their parents are urged to consult their advisor when there are problems or questions.

Friday Folders for Lower School (LS)

Friday Folders are an additional means of communication between the school and LS families. When hard copies of flyers or other information need to go home, the Friday Folders accompany every LS child home for the weekend and must be returned to the school on Monday morning. Families are expected to read and respond to all information contained within Friday Folders. MS students are responsible for bringing home information without a special Friday Folder.

Weekly Quest

The *Weekly Quest* is an all-school on-line newsletter that will be posted every Saturday morning. The *Weekly Quest* will consist of pertinent all-school and grade specific information such as reminders of upcoming events and policy and/or personnel changes. You will receive an email each week when this newsletter is posted.

Contacting Faculty Members

Parents wishing to contact faculty may leave messages on the voicemail of the faculty member or reach them via email. Teachers will attempt to return

calls and emails within 24 school hours.

- When parents would like to initiate a conversation with a teacher, they can call the school and make an appointment with the teacher or teachers most directly involved in the area of concern. Teachers will return your phone call within 24 working hours.
- Teachers also can be reached via e-mail as listed on the website under staff directory (first.last@questacademy.org). Again, your e-mail will be returned within 24 school hours.
- Middle School parents are also encouraged to call their child's advisor.
- To respect our faculty's privacy, Quest asks that you refrain from calling a teacher at home or on their personal cell phone.

Party Invitations

At times, parties are given by families of Quest Academy outside of the building and after school hours. These parties are not school sponsored events. Quest Academy is not responsible for guest lists, student or parent behavior, damage to personal property, or anything else during these parties. We ask that personal invitations to certain children or parents not be distributed at the school or through school lines of communication, so that those who may not be invited are respected. Family contact information can be found on the website and school directory. Please do not ask school personnel for student contact information, or to distribute invitations on your behalf. All birthday or other party invitations should be sent through the mail, even if everyone in the class is invited. This will help reduce hurt feelings and minimize students' discussion during class time about the event.

Photographs and Publicity

Photographs and videotapes of the children participating in our programs may be taken and appear on our website, in newspapers or on the news or other publicity materials. For those who desire that no photographs be taken of their children, please fill out the Photography Release form and return to the front office.

Extracurricular Activities/Programs

Quest offers further opportunities for enrichment after school. In these activities, as with the academic day, where joy and talent are expressed most fully after hard work, practice and striving, that resilience is learned as students take risks, learn from mistakes, and forge on to higher levels of achievement. All students are encouraged to enrich their learning through participation in these activities. However, if a child has missed a day of school, he/she will not be allowed to participate in extracurricular activities that day.

School-Sponsored Events

When an event is organized or promoted through the auspices of Quest Academy and supported by school personnel, the event is "school sponsored." The rules of the school apply to Quest students who attend or participate in such events whether they occur on or off campus.

Park, Nature, Library Walks

Quest Academy teachers and students may, on appropriate occasions, walk to neighboring parks as part of the daily activities at Quest. Walks may occur spontaneously without notification to parents. Students will be well supervised. A blanket parental release form giving permission for children to accompany their classes on walks must be signed and on file in the school office.

Field Trips

Field trips at Quest Academy offer a way to expand learning beyond the classroom, both in time and space. While field trips vary quite a bit in length and location, as well as in purpose, they all serve to expand the academic as well as the social-emotional learning that is part of Quest's mission to educate gifted children. Quest field trips are designed to supplement the curriculum, giving students experiential exposure to the concepts and topics they hear and read about in school.

Quest offers both "day" and "overnight" trips. The day trips take advantage of local attractions and programs, while overnight trips take students further afield and often combine many different sites and activities in a particular geographical region. While our younger students are all day trippers, our older students (3rd grade through Middle School) go on at least one overnight

trip every year.

Toward the end of the school year, Quest Academy Middle School students go on overnight trips lasting from three to five nights. These overnight trips carry additional expenses to be absorbed by each family. These trips are academic in nature and require all Middle School teachers to serve as guides. ***Therefore, learning opportunities on campus that week are not available.***

Field Trip Procedures

- Permission slips will be required of all students going on a field trip
- Even though it is not the law in Illinois, Quest Academy makes every attempt to procure buses that have seat belts; however, there are times when this is not possible.
- Chaperones are assigned by the teachers.
- Unless a field trip is specifically planned as a "family outing," parents serving as chaperones are not permitted to bring siblings on the trip. It is imperative that chaperones ride the bus and give undivided attention to all students.
- We expect all students to remain with their class for the entire outing, including bus and/or train rides and car pools. If parents object to either the content of a program or transportation arrangements, they should keep their child home for the day.
- Students are to recognize that they are serving as "ambassadors" for Quest Academy and should uphold the twelve character traits in all that they say and do while representing Quest Academy to the wider community while on a Field Trip.
- All school policies are in force during trips.
- Students earn the opportunity to attend field trips. At times, a teacher may deem that a student's behavior would jeopardize the safety and learning experience of others, and may recommend that the child not attend the trip. In this situation, the school will contact the parents and determine alternative arrangements.

Chicago Area Trips

The Chicago area offers many wonderful cultural, historical, and natural sites that can be visited in just a few hours during the school day. These trips are arranged by classroom teachers and occur a few times each year. They are nearly always related to the curriculum being covered in the class. Students

will generally take a school bus, but occasionally parents will be asked to drive. In the upper grades (middle school mostly), students may even take public transportation, especially Metra trains, to arrive at their destination.

Overnight Trips

Outdoor Education

Beginning in 3rd grade, students are given a close-up look at the diverse natural habitat of our region by spending two or more days "in the field." An activity fee is charged to pay for these trips.

Middle School Spring Trips

These trips last between three and five days and are designed to give students a more direct experience of some of the main elements of the social studies curriculum, as well as cultural and/or language immersion experiences. The cost of these trips is charged directly to participants' families by the tour companies who coordinate the trips. Although the trips are not mandatory, students are expected to participate as the trips are a part of our curriculum and MS program. Please be aware that the school is not open to MS students during trips week.

Extended Day

Before and after school supervision is available for all students in Preschool-8th grade. Supervision begins at 7:00 a.m. After-school supervision begins at 3:30 p.m. (2:45 p.m. on Wednesday) in the cafeteria. An assigned adult should pick up children before 6:00 p.m. Late charges are \$15.00 per minute. Children who arrive before 8:00 a.m. must check in to before-school supervision with the supervising teacher. The fee is \$8.00 per hour. LS students who arrive between 8:00 a.m. and 8:20 a.m. should go to the lunchroom for supervised play prior to school. There is no fee after 8:00 a.m. PS children are offered the opportunity to remain in their room after the 11:30 a.m. dismissal until 3:30 p.m. for "Stay and Play." There is an extra cost to families. They may also choose to stay for an extra hour and enjoy lunch with their classmates. Contact the Admissions Office for fee information.

PK children are offered the opportunity for flexible pick-up, allowing students to remain in their room until 3:30 p.m. after their regular dismissal at 2:45 p.m. There is no extra cost to families and this system allows families with

older students to pick up everyone at one time.

IESA

Quest Academy is part of the Illinois Elementary Schools Association, and is therefore governed by the rules of the Association. We are registered with the IESA in track, cross country, and Scholastic Bowl.

The **ACE Program (Annual Curricular Extras)** requires a full-year commitment. Classes meet one or two times every week with no break between trimesters. The ACE Program includes classes that are held before, during, and after the school day and include choir, band, Scholastic Bowl, and Science Olympiad. Participants of this optional ACE Program are assessed an annual fee for participation, contests, music, uniforms or t-shirts, etc.

The **Specials Program** requires trimester registration. Often the classes that are offered change each trimester. Specials are run by Quest staff members and outside companies. They typically meet once per week, ending at 4:30 pm (3:45-4:00 p.m. on Wednesday), for 11-weeks. There may be a one-week break between trimesters to allow for make-up classes for any that may have been missed due to teacher absence, snow days, etc. Participants are assessed a trimester fee for each registered class. The Extended Day Program Director runs the Specials Program and in addition to offering child care, coordinates piano and guitar lessons for interested students.

Local Community Classes are offered by organizations within the area. These organizations use our facility, but solely run the program including registration, collection of fees, and creating rosters.

The **Parent-Run Programs** are offered by parent volunteers who offer their time and expertise to run programs such as Girl and Boy Scouts and Science Olympiad. Many of our extra-curricular activities that have won global recognition are led and coordinated by Quest Academy parents. We encourage parents to share their expertise and take leadership in these areas.

Athletics (Team Sports)

Team Sports are offered to students in 5th-8th grade (4th grade by invitation)

and change per season. The changes do not necessarily coincide with trimesters. Practices and games/meets are scheduled by the Athletic Director. Participants are assessed a fee for each sport.

The Quest Academy athletic program in the Middle School helps to fulfill our mission by nurturing physical development, cultivating strong character and encouraging personal excellence. Quest provides our student athletes with an opportunity to broaden their educational experiences through an assortment of team and individual sports. The many lessons learned in athletics will complement those taught in the classroom and home, such as honor, respect, responsibility, commitment, preparation, teamwork, and sportsmanship. Lifelong relationships among teammates, opponents, and coaches are all part of the Quest athletic experience.

Quest coaches strive to maintain a balance between healthy competition and team collaboration and sportsmanship. The main goal of any game is not merely to beat the opponent or win the game, but to beat past performance—to demonstrate ever higher levels of competence, confidence and camaraderie. These traits may or may not lead to a superior score, but they certainly contribute to victories over individuals' and team limitations.

A Quest student who elects to participate in athletics is voluntarily making a choice of self-discipline which must be maintained both in the classroom and during athletic contests. Quest wants as many students as possible to participate in and enjoy competitive athletics as possible. It is the desire of the coaches and administration to provide a program of learning and fun for all. Quest coaches must be free to assess game situations and make team assignments based on their best professional judgment. It is inappropriate for parents or student athletes to have discussions about individual students' playing time. These issues are best managed by the coaches. Students are also encouraged to attend school events as spectators when they are not involved as participants.

A well-organized athletic program includes rules and lessons that govern the spirit of competition for Quest. These rules have a broad base of understanding. This is achieved through communication among coaches, staff, parents, and student-athletes.

Participants

Student athletes are expected to hold a high standard of respectful and respectable behavior while engaging in athletic practice and competition.

Spectators

Spectators are held to a high standard of respectful and respectable behavior while supporting Quest Academy athletics.

Game Day Transportation

Parents and/or guardians are responsible for transporting their student athletes to competitions and practices that meet away from the school building. Participation in a carpool is highly recommended. Quest Academy does not provide transportation to and from athletic competitions.

Teamwork, Competition and Sportsmanship

To succeed in life and athletics student-athletes must be able to communicate and work well with others, realizing that teamwork is more important than the outcome of the game. Quest student-athletes must challenge themselves at every practice and at every game and remember that losing a game does not define self-worth or make the effort invalid, because both winning and losing present learning opportunities.

Competition requires strong ethics as well as personal effort, allowing each individual to perform to his or her best. Game rules make the game possible by leveling the playing field. All players must understand the game's objective and follow the rules.

Team Equipment/Uniforms

- Uniforms and/or equipment belonging to Quest Academy will be checked out to students for the entire season.
- Uniforms and equipment checked out on a seasonal basis must be cleaned and returned by the designated date and time established by the coach.
- Students who lose or do not return their uniforms and equipment will be assessed a replacement fee at the end of the season. Reports cards may be withheld until uniforms are returned or replacement fee is paid in full.

Service Learning

Mission

The Quest Academy Service Learning program provides students with an opportunity to identify a need and demonstrate leadership while making a positive change in today's society. By engaging in educational programs and off-campus opportunities in various areas of service, students advance their scholarship and character while reflecting upon how they positively impact the lives of others and the world in which we live.

Program

Service learning is an integral part of the Quest curriculum. There are six areas of focus for service: children, environment, hunger and homelessness, literacy, health, and diversity. Beginning in the first grade, lower school students participate with their class in one of the six areas. Middle school students choose an area of service based on personal preference. Each middle school group is led by a team of student leaders who are selected through a rigorous application process. In addition to class time, there are two Service Learning Immersion Days that are dedicated to the service learning curriculum. The program welcomes parental involvement and support.

Character Education

Mission

The Quest Academy Character Education program encourages each student to develop respect for self, for others and for his or her surroundings through internalization of the following traits: compassion, courage, generosity, gratitude, honesty, industry, loyalty, modesty, patience, respect, responsibility, and self-discipline.

Knights Program Overview

As a school we have expectations of safety and courtesy for all students to follow. In addition, all students participate in Quest Academy's character education program during which students and teachers discuss and act on topics related to our core character traits. The remainder of our character education program goes beyond those rules and classroom activities and is a matter of personal choice. A student may decide to start on his or her path to knighthood. To encourage our students as they strive for excellent character, we have established several levels of honor to acknowledge their

growth. The attainment of each level is expected to take some time as solid character can only be proven across time and under a variety of circumstances.

Page

All students begin as Pages. At this level, they are awarded seals when they are observed displaying one or more of Quest Academy's core character traits.

Squire

Squire status indicates that a student routinely chooses behaviors consistent with several of the twelve character traits.

Knight

A Knight is recognized as having developed a well-rounded character and has completed a meaningful service project. These projects are to emphasize an action taken for a cause, rather than fundraising or simply donating to a particular cause or organization. Knights serve as role models for the rest of the student body and serve on the Round Table.

The Round Table

In order to utilize students of strong character in our school, Quest has a student Round Table. Led by students who have attained knighthood, the Round Table discusses student issues and manages commendations, pageants and projects related to the character education program.

Pageants

To honor our students' growth toward good character, the Knights hold pageants to recognize student achievements. At the pageants Quest also enjoys student presentations related to issues of character.

After Quest Academy

The process of graduating from Quest and entering high school is very important in our students' academic careers; therefore, Quest makes every effort to make this transition as smooth and successful as possible. Because Quest graduates matriculate at so many different schools and school districts, there is no standard timeline or process to follow. Rather, each student's bridge to high school is built with the cooperation of the parents, the receiving high school (or district) and, of course, the student him or herself. The process begins with a request by Quest for the student's (certain or likely) high school attendance plans and continues through the stages of placement testing, course placement recommendations, and, if needed, letters of recommendation, with the ultimate goal of assuring the most appropriate academic opportunities available to the student.

Quest Prep

Quest Academy has a successful track record of placing its graduates into both private and public high school Honors and advanced level courses. We are excited to have a formalized approach of working in partnership with you, our families, to prepare for your child's eventual and optimal entry into high school. We have designed specific "touch points" from 5th through 8th grade to confidently manage each child's entry into the appropriate academic high school courses and placements.

Quest Prep includes events open to parents at all grade levels interested in learning more about the transition from Quest Academy to high school. We host a High School Fair during which you have an opportunity to interact with a local high school representative and a "Meet Our Alumni" evening. Lastly, children participate in a 5th grade "Move-Up Day" and interact with the Middle School students.

We expect that Quest Prep will support and enrich our commitment to successful high school transitions, in addition to enhancing our already robust reputation with local high school programs.

Special Notices – Fundraising

Guidelines for All Fundraisers

1. All fundraisers are subject to approval by the Director of Development.
2. Fundraising activities must be sponsored by a recognized entity within Quest Academy.
3. All requests for fundraising approval from support organizations seeking to raise \$500+ for the next school year should be submitted by April 30.
4. All fundraising requests must be approved by the Director of Development.
5. Fundraising activities/events must be approved a minimum of eight weeks in advance of the proposed date. In the event of an unforeseen situation, exceptions may be made.
6. Fundraisers may not start or be publicized until all permissions have been given, and the Fundraising Request Form has been completed and signed by all appropriate organizers.
7. Fundraisers will not be approved that, in the judgment of the Director of Development, diminish the impact of previously approved or scheduled fundraising initiatives (the Annual Fund, the Auction, or special fundraising campaigns) designed to generate significant non-tuition revenue. Fundraising which seeks to solicit individual/business cash or in-kind donations must be reviewed and approved by the Director of Development to ensure that such a solicitation does not interfere with long-range fundraising objectives.
8. All funds raised must be accounted for in a manner acceptable to the Director of Finance & Operations.
9. To ensure consistency and accuracy, publicity materials used in conjunction with any fundraising endeavor must be reviewed and approved by the Director of Development prior to distribution. This includes but is not limited to posters, flyers, solicitation letters and forms, and information sent to any media outlet.
10. Use of the Quest Academy logo in any fundraising endeavor must have specific approval of the Director of Development.

Student Fundraising

Student fundraising activities are an adjunct to the educational program and as such, must be approached in such a way to enhance "learning potential"

that is, encouraging students to take responsibility, be more involved in the larger Quest Academy community, to work within a group, to promote school spirit, and to learn valuable business lessons.

1. Student fundraising is limited to approved clubs, organizations, and service learning.
2. Student-run fundraisers must have a faculty/staff sponsor and first be approved by the Director of Development to ensure that such activity does not interfere with the educational process.
3. ***Students are strongly encouraged not to approach current parents of Quest Academy until first going outside the immediate Quest Academy community. All fundraising must be first approved by the Director of Development.***
4. Student participation in any fundraising activity is strictly voluntary.
5. Consent or waiver forms signed by a parent or guardian may be required to participate in certain fundraising activities.
6. In order to reduce the risk of loss and/or theft, students should handle and account for money supervised by the faculty/staff sponsor.

School Affiliated Fundraising

1. School affiliated groups are those organizations established by/affiliated with Quest Academy and include: the PSA, Cub Scouts, Girl Scouts, Destination Imagination, Lego Robotics, Science Olympiad and Scholastic Bowl..
2. Special "grandfathering" Note: The Cub Scouts and Girl Scouts will each manage one volunteer-staffed, on-site initiative per school year. Each Girl Scout troop sponsored by Quest Academy is allowed to one set-up day in the Main Lobby. At this time, individuals may pick-up their cookie orders and also purchase "extra" boxes of cookies. This is not considered fundraising during the "black-out" period prior to Auction since the cookie orders are taken prior to February 1. Similarly, the Cub Scouts are allowed one poinsettia sale between Thanksgiving and mid-December 15.
3. Such groups should meet with the Director of Development in the spring or summer months to review their plans for the coming year to ensure that such plans are incorporated into the overall fundraising program of Quest Academy.

Governance

Accreditation and Professional Memberships

Quest Academy is accredited by the Independent Schools Association of the Central States (ISACS) and is a member of the National Association of Independent Schools (NAIS) and the National Association for Gifted Children (NAGC). Quest Academy is a fully recognized non-public school by the Illinois State Board of Education (ISBE). Accordingly, Quest Academy follows all applicable parts of the Illinois School Code.

The Board of Trustees

Independent school boards are traditional American institutions, designed to implement the particular educational missions and philosophies of individual schools through time. Quest Academy's Board of Trustees, which is self-perpetuating, is composed of Quest Academy parents and others who have specific and needed expertise that they can bring to bear upon general deliberations of policy and planning. The Board of Trustee members are responsible for keeping their eyes on the big picture; they leave the school's daily operation to the Head of the School. In public schools, the Board of Trustees is elected by the residents and is responsible to them. In independent schools, however, educational principles, not popular opinion, dictate direction.

The Board of Trustees is responsible for:

- recruits, hires, supports, evaluates, sets the salary of and dismisses (as necessary) the Head of the School
- plans for the future and makes sure that what happens within the school corresponds to the school's mission and philosophy
- establishes working committees, and makes sure that all Board of Trustee members are actively involved in appropriate committee assignments
- establishes the policies under which the Head of School will administer the school.
- has complete and final responsibility in all fiscal affairs of the school, including assets represented by buildings and grounds.
- is responsive to the needs of the school as a whole, rather than to individuals or political factions. Therefore, the Board of Trustees does not hear complaints, set curriculum, hire or supervise faculty, determine the salaries of the employees, intervene in the daily

operation of the school, or overturn the Head of School's decisions.

The Head of School

Within the school, the Head is the individual responsible for the school's overall welfare and the education of all the children. The Head is the Board's sole employee, hired to implement Quest's special mission and philosophy. In carrying out the following responsibilities, the Head looks after your needs and the needs of generations to come:

- hiring, supervising, setting the salaries of, and dismissing (when necessary) school employees
- preparing and delivering, in collaboration with the LS and MS Team Leaders, a curriculum that carries out the school's mission and philosophy
- verifying, students who are admitted fit into the curriculum and the overall program
- overseeing the school's fundraising activities
- working with the Board of Trustees to plan for the future
- serving as the school's formal ambassador to the outside world
- ensuring a safe and healthy environment and culture for the school community
- strategic planning
- school accreditation and evaluation
- ensuring continual improvement

Parent-School Association (PSA)

All parents with a child attending Quest Academy are members of the Parent-School Association. The purpose of the association is to serve the school's best interests by supporting the school's mission, programs and activities. The PSA:

- Promotes positive school spirit
- Nurtures parent-to-parent and school-to-parent communication
- Helps with special classroom and administrative needs on a volunteer basis
- Raises funds in conjunction with school-wide development policies and programs
- Sponsors Parent Coffees in the first trimester where grade grouped parents can meet one another and converse informally with each other and school administrators

Parent Volunteers

Quest Academy teachers welcome your talent and time during the school day within the classroom and without. From reading to the preschool children, to offering an activity to illustrate your work in scientific research, our very interesting and accomplished parents have much to offer.

Quest Academy appreciates and values the work of parent volunteers. Please take note of the following guidelines:

- Volunteers represent Quest Academy.
- Volunteers will work with one designated Quest Academy faculty or staff member.
- Volunteers will respect the authority of the designated Quest Academy faculty or staff member.
- Volunteers will report to Quest Academy faculty or staff any student discipline or conflict situations, leaving faculty and staff to resolve any given situation and to communicate any issues.
- Volunteers will use best judgment in communicating any sensitive information learned while volunteering.