

Quest Academy Charter School 2024-2025 Handbook/Parent's Rights



10908 Strickland Road

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Raleigh, NC 27615

www.questcharter.org

Welcome to Quest

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

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

E. Readmond

Administrator

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History of Quest Academy

In 1993, the Helen Paesler School opened to accommodate the rigorous training schedule of the Gym Carolina competitive team gymnasts. The goal was to provide a high quality education with a flexible schedule while keeping up with their rigorous gym schedule. In 1999, John and Sally Medicke opened Quest Academy, to provide the same vision to not only gymnasts but to other students pursuing their passion in athletics and fine arts.

Mission Statement

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

Quest Academy believes lowering standards helps no one since high expectations are the key to achievement.

Staff Directory

Administrator	Elizabeth Readmond
Office Manager	Caroline Russell
Administrative Assistant	Jennifer Lavrack
Testing and Technology	Jackie Alluisi
Special Programs	Lynn Orlando
Special Programs Part-Time TA	Amy Vig
Kindergarten	Julia Lanier
Kindergarten Full-Time TA	Lisa Humphries
Grade 1	Shannon Kelly
Grades 1 and 2 Part-Time TA	Debbie Mertz
Grade 2	Maria Morton
Grade 3	Karen Blalock
Grade 4	Laura Zielinski
Grades 5/6	Ali Patno
	Amanda Damar
Grades 7/8	Shana McMasters
	Robin Thoman

Board of Directors

President- Brock Lavrack

Board Members

John Medicke

Kathy Davies

Brian Poppe

Memory Davis

Erica Schnars

Activity Requirements

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

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

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

Requirement hours for outside participation are as follows:

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

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

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

Attendance requirements

Students are expected to be in attendance every day school is in session. Family events should be scheduled during school breaks so as not to compromise the quality of your child's education. However, Quest understands there are times families have opportunities to travel during scheduled school days. If this opportunity arises, please fill out the Educational/Family trip form (see addendum #3) ahead of time to be approved as an excused absence or determined not to be excused. Excused absences allow for students to be given work ahead of time and make up work missed. *** Please note that if your child has 5 or more absences (excused or unexcused) at the time of request, the trip will not be excused.**

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

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

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

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

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

Extracurricular Activity Absences

Per our charter, Quest supports students who excel in extracurricular activities. Students will be granted excused absences when missing school to compete in their chosen activity. The activity must be sponsored by or related to the student's chosen activity as outlined in the application to attend Quest Academy.

Quest's condensed day schedule is to accommodate student's practices and high-intensity training each day. Quest is not designed for extended training time or remote learning for students.

If a student is absent from school more than 9 days a quarter for competition and training, all the absences after the 9th day will be considered unexcused and count toward chronic absenteeism.

Quest teachers know best what work is appropriate to send with students ahead of an absence. The expectation when a student is away from school and appropriate work is given beforehand, the work will be turned in on the day of return.

If a student's leave request is not provided 5 days in advance (see addendum #2) students will not be guaranteed assignments before leaving and work will have to be made up within 2 days of return to school.

Tardiness

If your child arrives to school late, it causes a disruption to classroom instruction for the student, as well as the rest of the class. Please sign your child in at the front desk. Parents should not accompany their child to the classroom, as it will add to the distraction during valuable class time. If you need to communicate with the teacher, send a note with your child (**See addendum #4**).

Arrival and Departure Procedures

Our school day for students begins at 8:30 am and ends at 1:30 pm

If a child arrives to school after 8:30 am, **an adult must sign them in.** Following dismissal, students should not be on campus after 1:45.

Morning Drop-off of Students

Students can not be dropped off before 8 am. All students will be dropped off at the covered area on the east side of the school. Only the inside lane will be used for drop off. **Do not drop off students from the outside lane.** Make sure your student is under the canopy before you begin to move. It is imperative parents follow the guidelines to help ensure the safe drop off and pick up of students. Once you have dropped off your student, proceed to the exit and move to the appropriate lane based on whether you are turning left or right onto Strickland Road. Once dropped off, students will walk to the front door and enter the school. For safety purposes the side doors will always be locked from the outside.

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

Afternoon Pick-up (Grades 1-8)

All students will be picked up at the covered area on the east side of the school. When you enter the school campus, proceed straight ahead around the back of the school while getting into the left or right lane. There will be a single solid white line indicating where you are to stop for pick up. By moving to a single line, others will be able to get into position for picking up as well. Our students know they don't go to their car until directed by the **faculty member** monitoring the pick-up process. For safety reasons, students should get in on the passenger side. If parents are late to pick-up (at 1:45), students should be picked up at the front door.

Afternoon Kindergarten Carpool

When entering campus to pick up a kindergartner, turn in front of the school and proceed to the solid white line at the end of the building. The kindergarten teacher will have students under the pick-up area ready to be picked up. The kindergarten student should get into the car from the driver's

side. Parents providing carpool for an older student as well as a kindergarten student will use the kindergarten line. When students have loaded the students, move ahead and safely merge with the other parents from the left, move to the left or right lane based on whether you will turn right or left when entering Strickland Road.

For ALL carpool

No student will go to their car at any point without permission from a faculty member.

Drivers shall be cell-phone for the duration of carpool to ensure the safety of our students. If parents (or designated adult picking up) are on their cell phone including hands free, their child(ren) will sit out for a portion of recess the following day.

Handicapped Parking

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

Event Parking

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

Loading and Unloading

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

Volunteering

Parent involvement is essential to the continued success of Quest. Parents shall demonstrate a commitment to Quest by volunteering a minimum of 10 hours per year to assist the teachers, administrative staff and PAQ at home or at school.

Parent Association at Quest (PAQ) is a non-profit parent volunteer organization that serves the students and teachers and strives to nurture and grow the community of our Quest Families.

Parents will be notified of their hours monthly and hours will be able to be viewed on a board in the school

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

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

- Providing false information on the volunteer application
- Conviction of or plea of no contest to any felony
- A registered sex offender or any sex crime charges
- Any current pending criminal charges
- Two or more criminal charges without conviction (i.e. dismissed)
- Two or more traffic violations (which reflect disregard for the safety of self and others) within the past five years
- Conviction of or plea of no contest to any misdemeanor

- Revocation or suspension of a driver's license within the past 10 years
- One or more driving while impaired convictions within the past 10 years

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

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

The background check will be conducted by BIB. The link is on our website and can be submitted anytime. **It must be renewed annually.**

Field Trips

Individual teachers plan field trips related to various subject areas. Prior to any field trip, a note is sent home with each student describing the trip and explaining any fees involved. Several forms will need to be filled out and returned by the date of the trip. Any parent or adult who volunteers regularly with students must have a criminal background check with driving. The link is listed on our website under Parent Resources.

Lunch Schedule

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

Personal lunches from an outside vendor are not permitted.

Grades 7 and 8 : 11:10-11:50

Grades 5 and 6 : 11:15-12:05

Grades 3 and 4 : 11:45-12:30

Grades K, 1, and 2 : 12:05-12:55

Fundraising

Charter Schools do not receive the same per child funding as traditional schools and do not receive money for capital spending. We count on your donations, as all the contributions go directly to supporting the instructional program.

As a convenience to all parents and in keeping with our focus on student studies instead of solicitation, we ask for your annual fundraiser donation of at least \$100 per student. This request is made one time a year; however, donations may be divided up throughout the year and can be made through a platform located on our website. Each monetary donation is important and we look forward to your continued support. ****** For the 2024-2025 school year, the annual fundraiser will be part of our Capital Campaign (kicking off on August 1st) to raise money for our turf.**

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

Grades and Report Cards

Report cards are based on academic performance based on grade level mastery of concepts directed by the NC standard course of study. Behavioral performance is based on clearly stated school expectations and Code of Conduct.

Academic Report Cards for grades 3-8 are provided at the end of each quarter. For grades 3-8, interims are used to provide progress of behavior three (3) times per year. The grading scale is as follows:

GRADES 3-8

A 93-100

B 85-92

C 77-84

D 70-76

F Below 70

Kindergarten - 2nd Grade

4-Exemplary

Student demonstrates an advanced understanding of concepts, skills and processes taught in this reporting period. Exceeds the required performance.

3-Proficient

Student consistently demonstrates an understanding of concepts, skills and processes taught in this reporting period.

2-Developing

Student is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in this reporting period.

1-Emerging

Student does not demonstrate an understanding of grade level concepts, skills and processes taught in this reporting period. Student is performing significantly below grade level expectations.

PROMOTION/RETENTION POLICY

The goal of all Quest Academy Students is to be promoted to the next grade. Standardized assessments, classroom assessments, parent and teacher input will determine the need for retention.

Third grade students are required to demonstrate proficiency in reading on a State-approved standardized assessment of reading comprehension or qualify for a good cause exemption as determined by the school administrator.

Parents of students at risk for retention will be notified in February and an intervention plan will be developed.

Incoming Student Enrollment Age Policy

To attend Quest, it is the policy of Quest Academy Charter School that any student enrolled in the school must turn five (5) on or before August 31 of the current school year.

Curriculum

Curriculum is what is taught in a given course or subject. Curriculum refers to a system of instruction and learning with specific goals, contents, strategies, measurement, and resources. The desired outcome of curriculum at Quest Academy is successful transfer and/or development of knowledge, skills, and attitudes. Curriculum choices and textbook selection at Quest Academy are chosen independently at each grade level, based on the standard course of study and NC Essentials Standards and what each individual classroom needs.

Instructional materials constitute all materials, whether print, non-print, digital or any combination thereof, used in the instructional programs

CORE INSTRUCTIONAL MATERIALS #1:

Core instructional resources deliver, support, enrich, and assist in implementing the school system's educational program. Core instructional resources are systematically organized materials comprehensive enough to cover the primary objectives outlined in the current statewide instructional standards for a grade or course. Core instructional resources may be print and/or digital media.

CORE SUPPLEMENTAL MATERIALS #2:

Supplemental materials are instructional and learning resources which are selected to complement, enrich, or extend the curriculum. Such resources include, for example, specialized materials selected to meet diverse needs or rapidly changing circumstances, classroom collections, and teacher-selected resources for individual classes or classroom libraries.

CORE LIBRARY MATERIALS #3:

School library collection materials are instructional and learning resources which are selected to complement, enrich or extend the curriculum. Such resources include, for example, library materials, digital resources, and the school system's school library collection.

Requesting Assignments

To request assignments for a child who is sick, please email the teacher. Assignments **will be ready after 1:30**. Pulling together class assignments for an absent student at the beginning of the school day takes away teaching time from the other students.

Data Collection

If Quest requests any type of survey or data collection, parents will be notified (*refer to Parents' Rights to opt-in to protected information surveys of compliance policies.)

Parent Review of Materials

Parents have the right to review materials used in the instructional process including library books.

Communication

Quest Academy encourages communication between parents, teachers, and students. E-mail communication is encouraged and the expectation is a Quest staff member will return communication within 24 business day hours. Staff are not expected to respond outside of workday hours.

E-mails for school updates are sent weekly. PAQ (parent organization) emails are sent in a separate update.

Parents have the right to request an evaluation of their child. A team to include, but not limited to will consist of classroom teacher(s), parents, and principal. This team will discuss concerns and student needs as to how to proceed to best meet the needs of the child.

Parents will be provided standardized testing results provided by the NC Department of Public Instruction

Locator Card

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

Inclement Weather/Emergency Information

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

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

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

Health and Safety

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

Medication Policy

Medication is not allowed in school without prior approval. **All medications, both prescription and over-the counter, are to be brought in the original container, with the name of the student, the name and dosage of the medication, instructions for administration, and physician's name.** The medicine must accompany the Physician Authorization Form. No medicine will be given without a physician's order. This includes but not limited to aspirin/ibuprofen products, allergy medication and cough drops. All medications will be held at the front office (see addendum #5)

**CODE
OF
CONDUCT**

Student Expectations

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

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

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

Students are encouraged to report to school authorities any serious violation of the Code of Student Conduct.

Range of Disciplinary Actions

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

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

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

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

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

Due Process

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

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

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

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

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

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

Reporting by Administrator or School Staff

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

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

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

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

Personal Searches

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. For the safety of Quest students, there will be random backpack searches throughout the school year.

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

Metal Detector

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

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

Seizure of Illegal Materials

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

Levels of Violation

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

Level I: Level I rule violation should result in in-school interventions to include but not limited to a day or several days of reflection rather than out of school suspensions. If there have been at least two interventions within the school year, a student may receive an out-of-school suspension of up to two(2) days based on persistent patterns of Level I rule violations during the same school year, or cases in which a student refuses to participate in the assigned in-school interventions.

Level II: Level II rule violations involving more serious inappropriate behaviors may warrant a short-term suspension of up to 5 school days. The administrator may impose a short term suspension for 6-10 days or recommend a long-term suspension of eleven days or more based on the severity of the violation and/or safety concerns.

Level III: Level III rule violations are more severe in nature and may support long term suspension. The administrator may impose a short term suspension of ten days or less or decline to impose any suspension based on extenuating circumstances.

Level IV: Level IV rule violations compromise the safety of students and staff and require a suspension under NC General Statutes.

Level V: Level V allows for expulsion of a student, as provided by state statute, for a violation of the Code of Conduct, if the student is fourteen years or older and the student's behavior indicates his or her presence in school constitutes a clear threat to the safety of other students or staff. Additionally, any student who is a registered sex offender under NC General Statutes 14-208 shall be expelled.

Rules of Conduct

Level I:

I-1: Inappropriate Dress/Dress Code

Purpose: Our dress code is designed to promote a respectful and distraction-free learning environment. Within these guidelines we aim to ensure students are dressed appropriately for school activities while allowing for individual expression.

1. **Form-Fitting Athletic Wear:**

Students shall not be permitted to wear form-fitting athletic garments typically intended for athletic wear such as compression pants/shorts or compression shirts (tank tops or sleeved) as outerwear. These items may only be worn if continuously covered (indoors and outdoors) by clothing that meets the dress code standards.

2. **Undergarments:**

Undergarments should not be visible at any time. This includes, but is not limited to, bra straps, sports bras, underwear, and boxer shorts.

3. **Shorts and Skirts Length:**

Shorts/skirts must completely and clearly cover the top of the thigh and the butt. If the shorts/skirts come with built in undergarments, those undergarments should never be visible, whether sitting or standing.

Shorts and skirts shall be the same length in both the front and back. A good rule of thumb is to check your wardrobe several times a year to ensure a growth spurt has not caused the back of a garment to become too short for adequate coverage.

4. **Tops and Shirt Length:**

Tops shall not be longer than the shorts/skirts a student is wearing. If the top covers the shorts/skirt, the shorts/skirt are/is too short and not in compliance with the dress code.

All tops must fully cover the midriff even when a student's arms are raised

5. **Additional Guidelines:**

Tops: Crop/abbreviated tops, halter tops, and spaghetti straps are not allowed. Shirts must have a strap on each shoulder that is at least 2 fingers wide.

Pants: Pants shall be worn at the waist without sagging. Ripped or torn pants are only allowed if the rips or tears are below the knee and no skin or undergarments are visible above this point.

Footwear: Shoes must be worn at all times.

Hats and Headwear: Hats, caps, hoods, and other head coverings are not allowed inside the school building unless for religious or medical reasons.

Accessories: Any accessories that could be considered dangerous or disruptive are prohibited. This includes, but is not limited to, chains, spiked jewelry, and sunglasses.

No clothing that has profane, vulgar or offensive pictures or languages or advertising products prohibited by law

No pajamas or slippers, unless as a planned class activity.

I-2: Gambling

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

I-3: Noncompliance

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

I-4: Inappropriate Language

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

I-5: Tobacco

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

I-6: Wireless Communication Devices

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

I-7: Personal Electronic Devices

Students shall not bring personal electronic devices such as electronic games, onto Quest Academy campus at any time.

I-8: Disrespect

Verbal, non-verbal, or physical conduct interfering with an individual’s learning environment is prohibited.

I-9: Bullying per NC Law

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

- Places student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- Creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities, or benefits. For purposes of this section, “hostile environment” means that the victim subjectively views the conduct as

bullying or harassing behavior, and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Level II:

II-1: Fighting/Physical Aggression or Assault

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

No student shall hit, slap, shove, scratch, bite, block the passage of, or throw objects at another person.

No student shall take any action or make comments or written messages which might reasonably be expected to result in a fight.

No student shall cause or attempt to cause serious physical injury to any student or intentionally behave in such a manner that could reasonably cause serious physical injury to any student.

No student shall assault or attempt to cause physical injury or behave in such a manner that could reasonably cause physical injury to any school employee or other adult.

II-2: Inappropriate Literature and Illustrations

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

II-3: Class/Activity Disturbance

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

II-4: Sexual Activity

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

II-5: Threat/False Threat

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

II-6: Hazing

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

II-7: False Fire Alarm

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

II-8: Fire Setting/Incendiary Material

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

II-9: Extortion

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

II-10: Property Damage

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

II-11: Aiding and Abetting

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

II-12: Search and Seizure

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school staff may search a student or school computers under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. The use of hand-held devices to check a student’s person or personal effects is permitted.

As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in the school rules available beforehand to the student.

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

II-13: School Computers

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

II-14: Integrity

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

Cheating: giving or receiving any unauthorized assistance on academic work.

Plagiarism: copying the language, structure, or idea of another and representing it as one's own work.

AI: the use of any type of AI software to assist with ones own work

Falsification: verbal or written statement of any untruth.

Violation of computer access: willfully, directly, or indirectly, accessing or causing to be accessed any computer, computer system, computer network, or any part thereof without proper authorization.

II-15: Theft

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

II-16: School Disturbance

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

No student shall, with intent to perpetrate a hoax, conceal, place, disseminate or display on school property or site of a school activity any device, machine, instrument, artifact letter, package, material, or substance, so as to cause a reasonable person to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person.

No student shall threaten (or make a report of a threat that he or she knows is false) to commit an act of terror on school property or at the site of a school activity that is designed to cause serious injury or death to another person, or when the threat is intended to cause a significant disruption to the instructional day or a school-sponsored activity.

Level III:

III-1: Weapons and Dangerous Instruments

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

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

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

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

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

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

III-2: Bomb Threat

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

III-3: Acts of Terror

No student shall make a report that he or she knows or should know is false, that any device, substance or material designed to cause harmful or life threatening illness or injury to another person, is located on school property or at the site of a school activity.

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

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

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

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

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

Use: the consumption, injection, inhalation or absorption of a prohibited substance into a student's body by any means.

Under the influence: the use of any prohibited substance at any time or place when the prohibited substance would influence a student's mood, behavior, or learning to any degree.

Sell: the exchange of a prohibited substance for money, property, or any other benefit or item of value.

Distribute: to give, share, or pass a prohibited subs

Possess with intent to distribute/sell: intent to distribute or sell may be determined from the amount of the prohibited substance found, the manner in which it was packaged, the presence of packaging materials such as scales, baggies or other containers, or from statements or actions of the student that demonstrate an intent to sell or distribute.

Counterfeit Substance: any substance that is described or presented with the intention of deceiving another into believing that it is a substance prohibited under this policy.

Unauthorized Prescription Drug: any drug or medication that has not been prescribed for the student.

Level IV:

Level IV-1: Firearm/Destructive Device

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

Firearm: a weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; or any firearm muffler or firearm silencer. The term shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.

Destructive Device: an explosive, incendiary or poison gas, bomb, grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one quarter ounce; mine; or device similar to any of the devices listed in this definition.

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

ADDENDUMS

Quest Academy Activity Documentation Form

Student _____ Grade _____

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

Activity _____ Clock Hours _____

Name of Organization _____

Coaches Name _____ Signature _____ Date _____

Address _____ Phone Number _____

Activity _____ Clock Hours _____

Name of Organization _____

Coaches Name _____ Signature _____ Date _____

Address _____ Phone Number _____

Activity _____ Clock Hours _____

Name of Organization _____

Coaches Name _____ Signature _____ Date _____

Address _____ Phone Number _____

Activity _____ Clock Hours _____

Name of Organization _____

Coaches Name _____ Signature _____ Date _____

Address _____ Phone Number _____

Form is being submitted for:

- August 16th October 18th January 10th April 11th

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

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

ADDENDUM #2

Quest Academy Charter School
Extracurricular Activity Permission Form
(Must be approved by the Principal 5 days prior to the activity)

Grade _____

Student _____

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

Teacher's Signature _____

Principal's Signature _____

Event Information

Official Name of Event _____

Location of Event _____

Date(s) of Event _____

**Coach/Instructor's Signature _____

*Absences are only excused by the teacher and administrator.

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

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

-over-

Student Travel Expectations

Meet with Teacher to Discuss Work

Date of Meeting : _____

Determine Due Dates for completed Work

List of Assignments:

Due Date

Student Signature

Teacher Signature



ADDENDUM #3

Request for Educational/ and or Family Trips

Parent Name: _____ Date: _____

1. Destination:

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

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

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

5. Name of students attending the trip.

Student

Grade

Signature of Parent

Date

Approved _____

Disapproved _____

Principal Signature

Date

ADDENDUM #4

The Quest Academy Charter School Tardy Policy

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

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

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

Excusable tardies are listed as follows:

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

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

The consequences for tardiness during a semester:

1st Tardy: Child will not be permitted into the classroom until after morning announcements. No consequence

2nd Tardy: Child will not be permitted into the classroom until after morning announcements. Teacher communication with parent

3rd Tardy: Child will not be permitted into the classroom until after morning announcements. Principal communication with parent

4 or more Tardies: Child will not be allowed to go into the classroom and will be removed from recess and other 'extra' activities for 3 days.

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

ADDENDUM #5

**Medication Request and Physician's Order Form
Quest Academy Charter School**

10908 Strickland Road
Raleigh, NC 27615
Telephone 919-841-0441

To be completed by parent:

Child's Name _____ Age _____

Parent/Guardian Name _____

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

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

Parent/Guardian Signature Telephone/Cell Date

To be completed by physician:

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

Name and form of medication Dosage Hours to be given

Method of Administration: _____

Administration by: Student _____ School Personnel _____

Side effects to watch for: _____

Physician's Name

Physician's Signature _____

Physician's Telephone _____

Date of approval _____

PARENTS'

BILL

OF

RIGHTS

Parents' Bill of Rights Compliance Policies

Quest Academy Charter School believes that parent and family involvement must be aggressively pursued and supported by our communities, in homes, schools/colleges/universities, neighborhoods, businesses, faith congregations, organizations, and government entities by working together in a mutually collaborative effort. As such, the Board is committed to developing policies to involve parents in schools and their child's education effectively. N.C.G.S. § 115C-76.20(b)(3).

All parents/families and educators must prioritize family involvement in education; thus, the Board commits to providing support and coordination for school staff and parents to implement and sustain appropriate parent involvement.

Improved student achievement must be the equally shared responsibility and the goal of parents, teachers, the school system, and the community. Thus, the Board commits to seeing that each school has effective volunteer programs to address student needs and commits to utilizing schools to assist students and families in connecting with community resources.

The Board commits that it will impact student achievement significantly by improving the quality and quantity of parent/family involvement. Consequently, the Board will provide guidance, support, cooperation, and the necessary funding to enable parents to become active partners in education.

A. Parent Rights

A parent has the right to the following:

- (1) To direct the education and care of their child.
- (2) To direct the child's upbringing and moral or religious training.
- (3) To enroll their child in a public or nonpublic school and in any school choice options available to the parent for which the child is otherwise eligible by law to comply with compulsory attendance laws, as provided in Part 1 of Article 26 of Chapter 115C of the General Statutes.
- (4) To access and review all education records, as authorized by the federal Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, relating to their child.
- (5) To make health care decisions for their child, unless otherwise provided by law, including Article 1A of Chapter 90 of the General Statutes.
- (6) To access and review all medical records of their child, as authorized by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), P.L. 104-191, as amended, except as follows:

- a. If an authorized investigator requests that information not be released to a parent because the parent is the subject of an investigation of either of the following:
 - A crime committed against the child under Chapter 14 of the General Statutes.
 - An abuse and neglect complaint under Chapter 7B of the General Statutes.
 - b. When otherwise prohibited by law.
- (2) To prohibit the creation, sharing, or storage of a biometric scan of their child without the parent's prior written consent, except as authorized pursuant to a court order or otherwise required by law, including G.S. 7B-2102 and G.S. 7B-2201.
- (3) To prohibit the creation, sharing, or storage of their child's blood or deoxyribonucleic acid (DNA) without the parent's prior written consent, except as authorized pursuant to a court order or otherwise required by law, including G.S. 7B-2201.
- (4) To prohibit the creation by the State of a video or voice recording of their child without the parent's prior written consent, except a recording made in the following circumstances:
 - a. During or as part of a court proceeding.
 - b. As part of an investigation under Chapter 7B or Chapter 14 of the General Statutes.
 - c. When the recording will be used solely for any of the following purposes:
 - A safety demonstration, including one related to security and discipline on educational property.
 - An academic or extracurricular activity.
 - Classroom instruction.
 - Photo identification cards.
 - Security or surveillance of buildings, grounds, or school transportation.
- (5) To be promptly notified if an employee of the State suspects that a criminal offense has been committed against their child, unless the incident has first been reported to law enforcement or the county child welfare agency, and notification of the parent would impede the investigation.

B. Limitations on the right to parent:

- (1) The requirements of this Article do not authorize a parent to do any of the following:
 - a. Engage in unlawful conduct.
 - b. Abuse or neglect of the child, as defined in Chapter 7B of the General Statutes.

- (2) The requirements of this Article do not prohibit the following:
 - a. A State official or employee from acting in their official capacity within the reasonable and prudent scope of their authority.
 - b. A court of competent jurisdiction from acting in its official capacity within the reasonable and prudent scope of its authority or issuing an order otherwise permitted by law.

C. **Pursuant to N.C.G.S. § 115C-76.25, the School shall display on its website the following parental legal rights regarding their child’s education:**

- (1) The right to consent or withhold consent for participation in reproductive health and safety education programs, consistent with the requirements of G.S. 115C-81.30. Quest Academy will provide parents with a consent form prior to such programming.
- (2) The right to seek a medical or religious exemption from immunization requirements, consistent with the requirements of G.S.130A-156 and G.S. 130A-157. Medical exemptions can only be requested by a **physician licensed to practice medicine in North Carolina**. If a physician determines the need to request a medical exemption from a required immunization for a patient and needs assistance, they should contact the North Carolina Immunization Branch at (919) 707-5550. There is no form for requesting religious exemptions in North Carolina. To claim a religious exemption, the parent or person requesting the exemption must write a statement of their religious objection to immunization, including the name and date of birth of the person for whom the exemption is being requested. This statement would then be provided to schools, child care programs, camps, etc. in place of an immunization record. If a family is requesting a religious exemption for more than one child, a separate statement should be prepared for each child. Statements of religious objection to immunization do not need to be notarized, signed by a religious leader, or prepared by an attorney. They do not need to be submitted to the state for review or approval.
- (3) The right to review statewide standardized assessment results as part of the State report card. Quest Academy will provide such information following such assessments.
- (4) The right to request an evaluation of their child for an academically or intellectually gifted program or for identification as a child with a disability, as provided in Article 9 of this Chapter. Please consult the Student Handbook for this information.
- (5) The right to inspect and purchase public school unit textbooks and other supplementary instructional materials, as provided in Part 3 of Article 8 of this Chapter. Please refer to Quest Academy’s Policy on Curriculum, Textbooks, Supplementary Materials and Library Materials.

- (6) The right to access information relating to the unit's policies for promotion or retention, including high school graduation requirements. Please consult the Student Handbook for this information.
- (7) The right to receive student report cards on a regular basis that clearly depict and grade the student's academic performance in each class or course, the student's conduct, and the student's attendance. Please consult the Student Handbook for this information.
- (8) The right to access information relating to the State public education system, State standards, report card requirements, attendance requirements, and textbook requirements. Please consult the Student Handbook for this information as well as the Department of Public Instruction.
- (9) The right to participate in parent-teacher organizations. This information will be provided directly from the parent-teacher organization.
- (10) The right to opt into certain data collection for their child, as provided in Part 5 of this Article and Article 29 of this Chapter. Please consult the Student Handbook for this information
- (11) The right for students to participate in protected student information surveys only with parental consent, as provided in Part 5 of this Article. Please consult the Student Handbook for this information.
- (12) The right to review all available records of materials their child has borrowed from a school library. Please refer to Quest Academy's Policy on Curriculum, Textbooks, Supplementary Materials, and Library Materials.

D. Parent Guide for Student Achievement Pursuant to 115C-76.30.

The Parent Guide to Student Achievement is an effort by the State Board of Education ("SBE"). The SBE's Guide will be posted on the School's website once it has been provided by the State Board of Education and going forward at the beginning of each school year. The SBE's Guide will be in writing, understandable to students and parents, and discussed at the beginning of the school year during Open House, Back to School events, or in any forum designated by the School. The SBE Guide shall meet the requirements set forth in N.C.G.S. 115C-76.30.

E. The School's Guide for Student Achievement Pursuant to 115C-76.30.

- (1) Quest Academy has chosen to comply with these provisions by ensuring the following information is in the Student Handbook available on this School's website:
 - a. Requirements for students to be promoted to the next grade.
 - b. School entry requirements, including required immunizations and the recommended immunization schedule.
 - c. Ways for parents to do the following:

- Strengthen their child's academic progress, especially in reading, as provided in Part 1A of Article 8 of this Chapter.
 - Strengthen their child's citizenship, especially social skills, and respect for others.
 - Strengthen their child's realization of high expectations and setting lifelong learning goals.
 - Enhance communication between the school and the home.
- (2) Quest Academy has chosen to comply with 115C-76.30, making the following information available through its website; the Student Handbook found on the School's website; School and classroom communications (hard copy or via email); communications from PAQ; as well as through any other medium appropriate to communicate in an understandable way with parents and students:
- a. Services available for parents and their children, such as family literacy services; mentoring, tutoring, and other academic reinforcement programs; college planning, academic advisement, and student counseling services; and after-school programs.
 - b. Opportunities for parental participation, such as parenting classes, adult education, school advisory councils, and school volunteer programs.
 - c. Opportunities for parents to learn about rigorous academic programs that may be available for their child, such as honors programs, Career and College Promise and other dual enrollment opportunities, advanced placement, Advanced International Certificate of Education (AICE) courses, International Baccalaureate, North Carolina Virtual High School courses, and accelerated access to postsecondary education.
 - d. Educational choices available to parents, including each type of public-school unit available to residents of the county in which the child lives and nonpublic school options, educational choice options offered within the public school unit, and scholarship grant programs under Part 2A of Article 39 and Article 41 of this Chapter.
 - e. Rights of students who have been identified as students with disabilities, as provided in Article 9 of this Chapter.
 - f. Contact information for school and unit offices.
 - g. Resources for information on the importance of student health and other available resources for parents, including the following information on available immunizations and vaccinations:
 - A recommended immunization schedule in accordance with the United States Centers for Disease Control and Prevention recommendations.
 - Information about meningococcal meningitis and influenza, as required by G.S. 115C-375.4.

F. Efforts to Increase Parent Involvement Pursuant to § 115C-76.35.

Quest Academy shall, in consultation with parents, teachers, administrators, and community partners, develop and adopt policies to promote parental involvement and empowerment. Quest Academy will use existing committees, communication mediums, and structures to engage in the consultation requirement set forth in § 115C-76.35 and/or may create new avenues to comply with this provision. Opportunities and information will be available on the Quest Academy website and/or in community and/or school communications. Quest Academy will ensure policies provide for parental choices as set forth in SB49, establish parental responsibilities, and provide for parental involvement, which shall include the following:

- (1) Providing links to parents for community services.
- (2) Establishing opportunities for parental involvement in developing, implementing, and evaluating family involvement programs.
- (3) Establish opportunities for parents to participate in school advisory councils, volunteer programs, and other activities.

G. Quest Academy has established policies to do all the following:

- (1) Provide for parental participation in their child's education to improve parent and teacher cooperation in areas such as homework, school attendance, and discipline that aligns with the parent guide for student achievement required by G.S. 115C-76.30. *Please consult the School's website and Student Handbook on the School's website.*
- (2) Effectively communicate to parents the way textbooks are used to implement the school's curricular objectives. *Please refer to the School's Policy on Curriculum, Textbooks, Supplementary Material, and Library Materials; the School's website; and the Student Handbook on the School's website.*
- (3) Establish a procedure for parents to learn about their child's course of study and the source of any supplementary instructional materials. This procedure shall include the process for parents to inspect and review all textbooks and supplementary instructional materials that will be used in their child's classroom. The policy shall be available for in-person review by parents at the school site and publicly available on the school's website. For this section, a textbook is defined in G.S. 115C-85, and supplementary instructional materials include supplementary textbooks, periodicals, audiovisual materials, and other supplementary materials used for instructional purposes. *Please refer to the School's Policy on Curriculum, Textbooks, Supplementary Materials, and Library Materials.*

- (4) Establish a means for parents to object to textbooks and supplementary instructional materials. *Please refer to the School's Policy on Curriculum, Textbooks, Supplementary Materials, and Library Materials.*
- (5) Establish a process for parents to review materials for and to consent or withhold consent for participation in reproductive health and safety education programs consistent with the requirements of G.S. 115C-81.30. The School already provides such review, notice, and consent requirements and will continue to follow our current procedures. *Please consult the Student Handbook available on the School's website for further information.*

H. Further Compliance

- (1) The qualifications of teachers, including licensure status, will be made available to parents at the beginning of each school year and updated from time to time as needed. This information will include teacher degrees, licensure status, and any other information necessary to comply with §115C-76.30(1)(d).
- (2) Quest Academy is a school of choice. Parents have other educational choices available to them, including traditional district schools, non-public schools (religious and secular), other charter schools, and home schools. Information on scholarship programs is available at [Opportunity Scholarship - NCSEAA \(https://www.ncseaa.edu/k12/opportunity/\)](https://www.ncseaa.edu/k12/opportunity/)

I. Student Health Notifications Pursuant to N.C.G.S. § 115C-76.45

- (1) Quest Academy does not prohibit school employees from notifying a parent about their child's mental, emotional, or physical health or well-being or a change in related services or monitoring.
- (2) Quest Academy does not encourage or have the effect of encouraging a child to withhold from that child's parent information about their mental, emotional, or physical health or well-being or a change in related services or monitoring.
- (3) Quest Academy personnel shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being except where a reasonably prudent person would believe that notification would result in the child becoming an abused juvenile or neglected juvenile, as those terms are defined in G.S. 7B-101 or jeopardize the student's safety.
- (4) Notifications:
 - a. At the beginning of each school year, the Administrator will notify parents about each healthcare service offered at the school and provide information on how parents can consent to such service. Administrator will notify parents of changes, prior to or contemporaneous with changes, in service or monitoring related to their child's mental, emotional, or

physical health or wellbeing and the school's ability to provide a safe and supportive learning environment for that child. (§115C-78.45)

- b. Administrator shall notify parents of kindergarten through grade three students of any student well-being questionnaire or health screening form prior to administration and shall provide information on how parents can consent to such questionnaire or health screening.
- c. Administrator shall provide notice of a change prior to any changes in the name of a pronoun used for a student in school records or by school personnel except where a reasonably prudent person would believe that notification would result in the child becoming an abused juvenile or neglected juvenile, as those terms are defined in G.S. 7B-101 or jeopardize the student's safety.
- d. Quest Academy's policy and procedure for parents to exercise the parental remedies provided by G.S. § 115.C-76.60 is set forth in this policy, **Entitled Parental Remedies**.

J. Timelines for parental requests for information under § 115C-76.40.

- (1) This information parents have a right to access under this SB49 has been made accessible to parents as set forth in this policy. Parents are encouraged to review this policy and the policies referenced herein before making a request for information under § 115C-76.40.
- (2) A parent of a child enrolled at our School may request in writing from the Board Chair any of the information the parent has the right to access, as provided in this Part. The request must be made via email sent to blavrack@questcharter.org. Within 10 business days, the Board Chair shall either (i) provide the requested information to the parent or (ii) provide an extension notice to the parent that, due to the volume or complexity of the request, the information will be provided no later than 20 business days from the date of the parental request.
- (3) If the Board Chair: (i) denies or fails to respond to the request for information within 10 business days or (ii) fails to provide information within 20 business days following an extension notice as provided in subsection (2) of this section, the parent may request in writing any of the information the parent has the right to access, as provided in this Part, from the Administrator of Quest Academy, along with a statement specifying the time frame of the denial or failure to provide information by the principal.
- (4) If the Administrator denies or does not respond to the request for information within 10 business days, the parent may appeal the denial or lack of response to the governing body of the public school unit no later than 20 business days from the date of the request to the Administrator, as provided in subsection (2) of this section. The Board shall place the parents' appeal on the agenda for the next regularly scheduled board meeting occurring more than three business days after

submission of the appeal. During that meeting, the Board shall make a decision regarding the appeal. The Board's decision under this section is final and is not subject to judicial review.

K. Student support services training § 115C-76.50.

Student support services training developed or provided by the School to the school personnel shall adhere to student services guidelines, standards, and frameworks established by the Department of Public Instruction.

L. Parental rights to opt-in to protected information surveys § 115C-76.65

(1) Definitions:

- a. Adult student – An enrolled student who is 18 or older or an emancipated minor.
- b. Protected information survey – A survey, analysis, or evaluation that reveals information concerning any of the following:
 - Political affiliations or beliefs of the student or the student's parent.
 - Mental or psychological problems of the student or the student's family.
 - Sex behavior or attitudes.
 - Illegal, antisocial, self-incriminating, or demeaning behavior.
 - Critical appraisals of other individuals with whom respondents have close family relationships.
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
 - Religious practices, affiliations, or beliefs of the student or student's parent.
 - Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

(2) Quest Academy shall make the following available to parents and adult students at least 10 days prior to administration of a protected information survey. The public school unit shall provide opportunities for review of the following both electronically and in person:

- a. The process for providing consent to participation in the protected information survey.
- b. The full text of the protected information survey.

(3) No student shall be permitted to participate in a protected information survey without the parent or the adult student's prior written or electronic consent.

(4) The requirements of this provision are in addition to the rights provided to parents and students under the Protection of Pupil Rights Amendment, which are set forth in the Student Handbook available on the School's website.

M. Procedures and Remedies for Parent Concerns

This provision sets forth procedures and remedies required by § 115C-76.60. A parent has the right to notify the principal about concerns under this policy pursuant to § 115C-76.60. The School's procedures and remedies for parental concerns are as follows:

- (1) The parent shall submit in writing a detailed description of their concern to the School via email at blavrack@questcharter.org. Such description shall clearly state the SB49 procedure or practice of concern. For a concern to be covered by this Section, it must be a concern about the School's procedure or practice under SB49.
- (2) Within seven business days of receiving the concern, the Board Chair shall either:
 - a. Resolve the concern and notify the parent of the resolution, or
 - b. Develop a plan for resolution and notify the parent of the plan to resolve the concern within 30 days of receiving written notification of the concern from the parent, or
 - c. Notify the parent of why the concern cannot be resolved.
- (3) If the concern is not resolved within 30 days, a parent may do one of the following:
 - a. Notify the State Board of Education and request a Parental Concern hearing, or
 - b. Bring an action against the school as provided in Article 26 of Chapter 1 of the North Carolina General Statutes for a declaratory judgment that the unit's procedure or practice violates N.C.G.S. § 115C-76.45, § 115C-76.50, or § 115C-76.55.
- (4) The court may award injunctive relief to a parent and shall award reasonable attorneys' fees and costs to a parent awarded injunctive relief.

N. Reporting requirements under § 115C-76.70

- (1) Quest Academy shall report annually by September 15 the following information to the State Board of Education in a format designated by the State Board:
 - a. The most current version of the policies and procedures adopted as required by this Article, with any modifications of the policy or procedure from the prior year's submission clearly delineated.
 - b. The following information from the prior school year:
 - The number of appeals to the governing body under G.S. 115C-76.40 and the percentage of appeals decided in favor of the parent and in favor of the administration in the prior school year.

- The number of statements provided to parents as required by G.S. 115C-76.60(a).
- The number of parental concern hearings involving the public school unit as provided in G.S. 115C-76.60(b)(1).
- The number of actions brought against the public school unit as provided in G.S. 115C-76.60(b)(2) and the number of declaratory judgments entered against the public school unit.

O. School's Policy on Curriculum, Textbooks, Supplementary Material, and Library Materials.

- (1) **Compliance with SB49.** In compliance with SB49, this policy serves to communicate understandably and effectively the manner in which textbooks are used to implement the school's curricular objectives. In addition, this policy establishes a procedure for parents to learn about their child's course of study and the source of any supplementary instructional materials. Our procedure includes the process for parents to inspect and review all textbooks and supplementary instructional materials that will be used in their child's classroom. Finally, this policy also establishes a means for parents to object to textbooks and supplementary instructional materials consistent with the requirements of N.C.G.S. 115C-9
- (2) **Parent Participation.** Parent participation in their child's education is important and encouraged. We strongly encourage parents and teachers to cooperate regarding homework, school attendance, and discipline. Information and ways parents can help their children and encourage cooperation with their child's teacher are included in our Student Handbook as well as the following: teacher emails, school emails, and individual phone calls.
- (3) **Charter School exemptions.** A charter school is exempt from statutes and rules applicable to a local board of education or local school administrative unit. As such, Quest Academy determines its own curriculum and textbooks and is not bound by the laws governing local boards of education and local school administrative units. Quest Academy has the sole authority to select and procure curriculum, textbooks, supplementary instructional materials, and library materials. Further, Quest Academy has the sole authority to determine if the materials are related to and within the curriculum's limits and when the materials may be presented to students during the school day. In general, supplementary books and other instructional materials shall neither displace nor be used to the exclusion of basic textbooks where Quest Academy has selected textbooks.
- (4) **Textbook Definition.** For the purposes of this section, a textbook is defined as a systematically organized material comprehensive enough to cover the primary

objectives outlined in the standard course of study for a grade or course. Formats for textbooks may be print or nonprint, including hardbound books, softbound books, activity-oriented programs, classroom kits, and technology-based programs that require the use of electronic equipment to be used in the learning process. Textbooks do not include supplementary instructional materials, including supplementary textbooks, periodicals, audiovisual materials, and other supplementary materials used for instructional purposes.

- (5) **Requirements of § 115C-76.55.** Instruction on gender identity, sexual activity, or sexuality shall not be included in the curriculum provided in grades kindergarten through fourth grade, regardless of whether the information is provided by school personnel or third parties. For the purposes of this section, the curriculum includes the standard course of study and support materials, locally developed curriculum, supplemental instruction, textbooks, and other supplementary materials but does not include responses to student-initiated questions. Further, students may discuss gender identity, sexual activity, and sexuality with the school counselor and/or social worker, or any adult they feel comfortable with. This provision shall be implemented consistent with Title IX, and where a conflict arises between the two laws, federal law will control. Nothing in this provision prevents school staff and teachers from appropriate classroom displays not inconsistent with any school policy on such displays.
- (6) **Use and Purpose of Textbooks.** Quest Academy selects and uses textbooks as part of its curriculum and course of study. The textbooks selected are intended to advance the school's curricular objectives.
- (7) **Process For Selecting Curriculum, Textbooks, Supplementary Books And Instructional Materials.** Quest Academy's process for selecting curriculum, textbooks, supplementary books, and instructional material is as follows: Teachers and staff research textbook and supplemental materials to align with the NC Standard Course of Study.
- (8) **Procedures for Learning about the Course of Study.** Parents are provided their child's course of study, including textbooks and the source of any supplementary instructional materials in a variety of ways: at Open House and through teacher communications.
- (9) Parents may inspect and review all textbooks and supplementary instructional materials that will be used in their child's classroom by making an appointment with their child's teacher to be held between the hours of 8:30pm and 1:30pm.
- (10) **Process for Library Check Out and Notification**
Students are provided a library card and time to have access to library books. Staff guides students to age appropriate books. However, students have access to all books in the library.

P. Process for Parent Challenges to Textbooks and Supplementary Instructional Materials.

- (1) The School reserves the right to create an advisory committee to investigate and evaluate challenges from parents, teachers, and members of the public to textbooks and supplementary instructional materials on the grounds that they are educationally unsuitable, pervasively vulgar, or inappropriate to the age, maturity, or grade level of the students. To the extent the School establishes such an advisory committee, information about that advisory committee will be communicated to parents, teachers, and the community.
- (2) In the event the School has not established such an advisory committee, parents may submit challenges to textbooks and supplementary instructional materials for the following reasons only: the textbook and/or supplementary materials are educationally unsuitable, pervasively vulgar, or inappropriate to the age, maturity, or grade level of the students. There are no other grounds for challenges to textbooks or supplementary materials under this provision.
- (3) To submit a challenge to a particular textbook and/or supplementary material, the parent shall submit in writing a detailed description of their challenge to the School. Such challenge must clearly identify the textbook and/or supplementary material they are challenging, and what precise material they contend is educationally unsuitable, pervasively vulgar, or inappropriate to the student's age, maturity, or grade level. The parent should also provide suggestions for alternatives to such textbooks and/or supplementary materials that they are challenging. Challenges must be sent to the School via email at blavrack@questcharter.org or sent via mail or hand delivered to the School's address and designate on the outside of the letter: *Textbook and/or Supplementary Material Challenge*.

(4) The Administrator shall review such challenge and respond to the challenge

Student Travel Expectations

Meet with Teacher to Discuss Work

Date of Meeting : _____

Determine Due Dates for completed Work

List of Assignments:

Due Date

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Student Signature

Teacher Signature

within ten (10) business days.

- (5) If the decision does not resolve the matter, the parent may file a written appeal to the Administrator if they were not involved in the initial review of the challenge. The Administrator shall review and respond to the challenge within five (5) business days.
- (6) If the Administrator is not able to resolve the matter, the parent may file a written appeal on the record with the School's Board of Directors within five (5) business days. There are no hearings on appeal, and decisions will be based solely on the written challenge provided by the parent and information provided by the School. The appeal must comply with section (1) above. The Board will designate a Board Panel to review the challenge and communicate its decision to remove or retain the challenged material within twenty (20) business days. The Board Panel's decision is final.
- (7) The Board always has sole authority and discretion to determine whether a challenge has merit and whether challenged material should be retained or removed. There is no appeal from a decision of the Board Panel.
- (8) Timelines set forth herein may be extended for good cause.

Teacher Qualifications

Teacher	Certification	License Expiration	Current Years of Experience
Lynn Orlando	Elementary Education (K-6) Language Arts (6-9) Mentor Intermediate (4-6) Mentally disabled (K-12) Behaviorally & Emotionally Disabled (K-12) Learning Disabilities (K-12)	6/30/2029	40
Julia Lanier	Elementary Education (K-6)	6/30/2026	12
Shannon Brannan	Elementary Education (K-6)	6/30/2028	10
Maria Morton	Elementary Education (K-6) ~ Masters	6/30/2027	21
Karen Blalock	Elementary Education (K-6) Reading (K-12) Early Childhood (K-4)	6/30/2026	30
Laura Zielinski	Elementary Education (K-6)	6/30/2027	22
Amanda Damar	Elementary Education (K-6)	6/30/2029	26
Ali Patno	Elementary Education (K-6)	6/30/2027	20

Teacher	Certification	License Expiration	Current Years of Experience
Thoman	Elementary Education (K-6) Language Arts (6-9)	6/30/2029	24
Shana McMasters	Science (6-9) Math (6-9) Math (9-12) ~ Masters	6/30/2029	30



Incoming Student Enrollment Age Policy

To attend Quest, it is the policy of Quest Academy Charter School that any student enrolled in the school must turn five (5) on or before August 31 of the current school year.