

Welcome to



Home of the TRAILBLAZERS!

# Student Handbook 2011 – 2012

Revision B – Board Adopted 7/6/11

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## WELCOME TO KNOWLEDGE QUEST ACADEMY!

Welcome to Knowledge Quest Academy! The purpose of this handbook is to inform students, parents, and members of the community of the policies and operating procedures of Knowledge Quest Academy. This handbook has been prepared to help make the school year run smoothly. The information contained in this booklet provides a general overview of the rules that govern our school. It is not possible to cover every contingency that might arise.

Your attitude toward school will play a large role in determining how well you do in school. If your primary purpose for coming to school is to learn and participate in classroom and extracurricular activities you will probably never encounter any problems. We hope that you wish to excel and work hard to reach your potential. We hope your experience at Knowledge Quest Academy will be a positive and successful one and that you will receive the fullest educational training possible.

To become a "Trailblazer" means that you are involved in as many activities as possible. You should be determined to work hard and be dedicated to your schoolwork. You should be proud of your school and protect the buildings and grounds, and speak positively of others and all you do at Knowledge Quest Academy.

Feel free to come to the office at any time for help in solving your problems. The administration and the faculty are here to guide you to the path of a good and useful citizen in school, in the home, and in the community.

We hope this handbook is helpful to you as a student of Knowledge Quest Academy and that you take advantage of the wonderful educational opportunity that is provided for you by a very professional staff at Knowledge Quest Academy. Together we can work to develop your talents and interests so that you will be well prepared for the future as a productive citizen.

Enjoy your year at Knowledge Quest Academy!

### KNOWLEDGE QUEST ACADEMY BOARD OF DIRECTORS

2011-2012

Joseph Barrows	Chair
Jennifer Grim	Vice-chair
Kelly Brown	Treasurer
Nancy Supernor	Secretary
Ashley Vetter	Public Relations
	Enrollment Coordinator

## KNOWLEDGE QUEST ACADEMY STAFF 2010-2012

School Phone Number: (970) 587- 5742

Conchetta Robinson	crobinson@weldre5j.k12.co.us	Principal	x 102
Linda Spreitzer	lspreitzer@weldre5j.k12.co.us	Assistant Principal	x 104
Ericka Koehler	ekoehler@weldre5j.k12.co.us	Counselor	x 144
Betsy Hanlin	bhanlin@weldre5j.k12.co.us	Administrative Assistant	x 101
Susan Smith	susansmith@weldre5j.k12.co.us	Financial / Office Assistant	x 106
Sue Valdez		Maintenance Custodian	
Richard Kuhn		Custodian	
Lauren Freire		ESL/Intervention Specialist	x 114
Amanda McCosh		Music	x 112
Julie Coleman		Art	x 137
Cristian Sarmento		Physical Education	x 131
Dan Johnson		Technology/ Teacher	x 110
Stephanie Morris		Library	x 111
Patti Engel		Resource	x 113
Jason VanZant		Middle School/English, History	x 129
Jennifer Cherico		Middle School /Science	x 109
Kaitlin Newlin		Middle School /English	x 126
Nathaniel Potson		Middle School/ History	x 130
Jacque Forchette		Middle School/ Math	x 128
Diane Odbert		Middle School/ Math, Science	x 139
Elizabeth Eppler		5 <sup>th</sup> Grade	x 124
Beverly Wallace		5 <sup>th</sup> Grade	x 125
Pam Russell		4 <sup>th</sup> Grade	x 122
Cullen Stoodly		4 <sup>th</sup> Grade	x 123
Tracie Johnson		3 <sup>rd</sup> Grade	x 120
Sara Fitzgibbons		3 <sup>rd</sup> Grade	x 121
Krista Davison		2 <sup>nd</sup> Grade	x 119
Mathew Kummer		2 <sup>nd</sup> Grade	x 118
Stephanie Stewart		1 <sup>st</sup> Grade	x 116
Candice Butters		1 <sup>st</sup> Grade	x 117
Gretchen Adams		Kindergarten	x 115
Rebecca Bear		Paraprofessional	
Jordan Bescheinen		Paraprofessional	
Christine Speiser		Paraprofessional	
Dana Holmes		Paraprofessional	
Megan Short		Paraprofessional	

**KNOWLEDGE QUEST ACADEMY WEBSITE: [www.kqatrailblazers.org](http://www.kqatrailblazers.org) To receive your KQA Community password, please contact Betsy Hanlin at (970)587-5742.**

## **SNOW DAY AND EMERGENCY CLOSING**

At times during the year, due to inclement weather conditions we may have to postpone school. In the event that this happens we ask that you turn to the following radio and TV news channels and look for the following: "Johnstown-Milliken RE5J School District"

Just a reminder: do not look for Knowledge Quest Academy to be on the screen. It will always be listed under the district name. The following stations will broadcast announcements of closings.

Radio KFKA 1310 AM  
KQA 850 AM

TV Channel 2  
Channel 4  
Channel 7  
Channel 9

Administrative decisions will be made about closings or delays by 6 am.

## **TRAFFIC PLAN**

All of us need to ensure safe traffic flow when dropping off/picking up and visiting the school. The Milliken Police department has provided the following guidelines:

- Do not line up along School House Dr. (school buses by law cannot pull out and around a vehicle). The Milliken police reminded us on several occasions that this practice is unsafe and is a traffic violation. Drive into the traffic circle; if the circle is full, drive into the parking lot area and wait to safely enter the circle.
- DO NOT leave a vehicle when in the circle. Park in the school lot and go into the school. Remember there are other vehicles waiting to enter the circle.
- When in the circle DO NOT block the handicapped parking spaces when cars are present
- If in the circle, do not block the parking lot driveway.
- Load and unload students from the passenger side of the vehicle only. This is for your child's safety.
- Do not use the handicapped parking space unless you have a handicapped sticker.

\*\*\*\*\*Students should arrive before 7:35AM (schools begins at 7:40AM)

**We want to have the least amount of traffic congestion possible for our neighbors.**

## **KNOWLEDGE QUEST ACADEMY BOARD OF DIRECTORS MEETINGS**

The Board of Directors meet on the first Wednesday of every month at 6:30 for sessions open to the public.

# KNOWLEDGE QUEST ACADEMY OVERVIEW

## KQA Motto

Blazing a trail of knowledge ... on the path to success!

## KQA Mission Statement

Knowledge Quest Academy provides innovative teaching of comprehensive and relevant curriculum to support the mastery of skills necessary for academic success. Additionally, there is a commitment to teaching and implementing a code of ethics that promotes responsible citizenship.

## KQA Vision Statement

**KQA Students** will be actively engaged in the learning process as they acquire the skills and knowledge to prepare a strong foundation for future success.

**KQA Parents** will be actively involved as advocates for their children and supporters of the school's programs and staff.

**KQA Staff** will demonstrate a high standard of excellence in teaching students to become critical thinkers, problem solvers, and lifelong learners within a nurturing and safe environment.

**KQA Administration and the KQA Board of Directors** will ensure that small class sizes, innovative technology, and focused instruction will support the mission and vision of the KQA Community.

## PILLARS OF CHARACTER AT KNOWLEDGE QUEST

The staff of Knowledge Quest Academy is committed to the daily emphasis and application of the Pillars of Character. This helps to build character in the learning community. The Pillars of Character are stressed throughout the curriculum and also through special activities and project. They are as follows:

- \* Responsibility
- \* Respect
- \* Cooperation
- \* Family
- \* Integrity
- \* Love of Country
- \* Perseverance
- \* Volunteerism
- \* Self-Control

## **THE KNOWLEDGE QUEST ACADEMY P.A.T.H.**

Effective classroom management and preventive school discipline are essential for supporting teaching and learning. Knowledge Quest Academy is a Positive Behavioral Intervention and Support School. PBIS is based on principles of applied behavior analysis, a preventative approach to behavior, and the values of positive behavior support.

PBIS goes further by emphasizing that classroom management and preventive school discipline must be integrated and work together with effective academic instruction in a positive and safe school climate to maximize success for all students.

At Knowledge Quest Academy, we utilize the acronym P.A.T.H. as a way to communicate our expectations to our students and KQA community. We feel this acronym goes hand in hand with our mascot, the Trailblazer. P.A.T.H. stands for:

Pride

Achievement

Trust

Honor

During the school day, there are posters throughout the building that instruct students on the expected behavior in that specific area in relationship to staying on the P.A.T.H. By using the positive, proactive, and instructional approach to behavior, we find that students understand what is expected of them and inappropriate behavior is held to a minimum.

Students also receive recognition through our PBIS program. We know the value of letting students know when they are exceeding our expectations for positive behavior. We believe the combination of teaching expectations, responding to inappropriate behavior, and recognizing positive behavior creates a positive atmosphere for learning.

## CURRICULUM AND INSTRUCTIONAL DESIGN

The new Colorado Academic Standards released in 2011 are not written with the generality that the past standards had; they include specific examples of content that needs to be taught. The emphasis is on a focused set of core ideas that ensure post-secondary readiness.

While the Core Knowledge Sequence does not always align with the new standards, it does provide content rich areas of study to enrich instruction. KQA will continue to integrate the Core Knowledge content to enhance instruction as well as meeting the State Standards. Included in the new State Standards, there is also a focus on creating 21<sup>st</sup> century learners by developing skills that will serve them well in preparing for their future. The “21<sup>st</sup> Century Learning Skills” are defined as:

- Critical Thinking and Reasoning - In order for students to be successful they will need to recognize patterns and relationships, understand and use logic, analyze evidence and draw conclusions, and be inquiry based problem solvers.
- Information Literacy - The 21st Century student accesses information efficiently and effectively with tools and habits of mind to organize and interpret data, understand what constitutes reliable sources of information, and clearly communicate thoughts using sound reasoning.
- Collaboration - Students will collaborate with each other in multiple settings, offering ideas, strategies, and solutions for others to evaluate, and seeking others’ ideas, allowing them to compare and evaluate the merit of different ideas and fostering a safe environment for discourse.
- Self Direction - Learning requires productive curiosity and self direction. Students must generate their own questions, and design investigations to find the answers; this involves monitoring and assessing their own thinking.
- Invention - Applying creative new ways to solve problems, students must integrate ideas from multiple disciplines to formulate an understanding of the natural world as they search for patterns and themes, and make connections among ideas, strategies and solutions.

The state standards and core curriculums must be aligned, and our staff has worked diligently to meet the needs of the 21<sup>st</sup> century learner and State Standards while maintaining our commitment to Core Knowledge. We are dedicated to creating a set of skills and knowledge that together promote rigorous and deeper learning.

## **CURRICULUM**

Knowledge Quest Academy employs a variety of curriculum including:

- Saxon Math (K-5), Connected Math (6-8)
- Shurley English and 6 Traits Writing (6-8)
- Harcourt Reading/Spelling
- Prentice Hall Science, FOSS Science
- Pearson History/Geography
- Miscellaneous teacher supplemented materials

## **INSTRUCTIONAL APPROACH**

KQA teachers employ a variety of instructional methods: small and large group instruction, interdisciplinary instruction, multi-age grouping, cooperative and collaborative learning. Hands-on application will be a key part of understanding abstract ideas. Teachers will ground abstract concepts by applying them to everyday situations, as well as encouraging inquiry and sharing points of view. Lessons will also be presented with attention to students' many different learning styles: visual, auditory, tactile, kinesthetic, and analytical.

## **LEARNING OBJECTIVES OF KNOWLEDGE QUEST ACADEMY:**

1. Develop an ever increasing proficiency in the use of learning skills (i.e. reading, writing, speaking, and computation) beyond minimal levels in accordance with their mental, physical and social ability.
2. Show evidence of developing a self-concept which recognizes their individual abilities and develop a realistic understanding of the abilities of others.
3. Demonstrate an expanding knowledge of the world of work and increasing competency in the development of marketable skills.
4. Develop an understanding of the needs and functions of a challenging society and develop tolerance, consideration, cooperation, flexibility, and self-discipline to function as a productive member.
5. Participate in a program of physical fitness and recreation appropriate to their individual abilities and become aware of the importance of continued physical well-being.

6. According to their ability and interest, experience and develop an increasing appreciation for the cultural arts.
7. Demonstrate knowledge and appreciation for the democratic form of government.
8. Demonstrate interest in learning and an increasing ability for lifelong learning.
9. Develop an awareness and appreciation for the physical world.
10. Develop inductive and deductive reasoning skills by experiencing a variety of problem solving situations.

### **STATE TESTING**

A new assessment system has been unanimously adopted by the Colorado State Board of Education and the Colorado Commission on Higher Education. The new assessment system, which will include summative, interim and formative practices, is designed to provide ongoing signals and measurement of students' progress toward mastery of the standards and college- and career-readiness.

It is our goal at Knowledge Quest Academy to prepare our students for these assessments as well as provide a strong foundation of character and 21<sup>st</sup> Century learning skills that will provide them the knowledge, skills, and abilities to be successful in their future.

# **PARENT INVOLVEMENT AND COMMUNICATION**

## **ACCESS TO RECORDS**

A custodial or non-custodial parent or guardian shall be able to inspect and review the student's education files. The building principal shall provide such personnel as is necessary to give explanations and interpretations of the student records when requested by parents/guardians or the eligible student. In all cases where access to student records is requested, except as provided in this policy, a written request to see the files must be made by the parent or eligible student. The principal, upon receipt of the written request, shall provide access to inspect and review the records and set a date and time for such inspection and review. In no case will the date set be more than three working days after the request has been made. The parent or eligible student shall examine the student's records in the presence of the principal and/or other person(s) designated. Only certified personnel may be so designated. The record itself shall not be taken from the school building. However, upon request, one copy of the record shall be provided within a reasonable time to the parent or eligible student

## **REQUESTING RECORDS FROM ANOTHER SCHOOL**

When a student transfers to this school district from another school, the principal or designee of the receiving school will ask the parent or eligible student to sign a form requesting the other school district to transfer the student's records. This form will be completed by the principal or designee and forwarded to the school of previous attendance.

## **CHANGE OF ADDRESS, PHONE NUMBERS, TRANSFERS, AND WITHDRAWALS:**

Parents are asked to notify the school immediately of any changes in address, telephone, or place of employment. This information is critical in the case of an emergency. Students transferring from school must be cleared through the school office. Students being withdrawn from school permanently must be checked out through the school office. If possible, please notify the school office in advance of pending transfers or withdrawals.

## **ACCOUNTABILITY/ADVISORY COMMITTEE OF KQA**

As required by state law, there is an Accountability/Advisory committee at Knowledge Quest Academy which is composed of parents and teachers. This committee meets with the principal at least once a quarter. This committee is charged with helping to set and evaluate appropriate goals for the school to improve such things as attendance and student achievement. Other goals may be set and evaluated as well. The committee will also:

- Provide assistance, evaluate, and advise the principal regarding programs and activities.
- Serve to improve communication between the school, parents, and community.
- Advise the principal of parent and community attitudes.
- Serve to assist parents in becoming more actively involved in their child's education both in school and at home.

## ARTICLES NOT ALLOWED AT SCHOOL

Problems arise when students bring articles to school which are a distraction to the educational process, create a temptation to another student, or could present a safety hazard to others. We do not want anything brought from home that may interfere in any way with the school procedures. Such items **include toys, water guns of any type, bean/spit wad shooters, slingshots, pocket knives, hard balls, rubber bands, and laser pointers just to name a few.**

### Cell Phones, Music Players, Video Games, and Other Electronics

While students may bring electronics to school, it is expected that these electronics be off and put away during school hours. **Students are allowed to use the phone in the main office if they need to make a call during the day. Likewise, parents may call the office and leave a message for their student if there is a need to make contact during the school day.**

#### **If a student has the above items out during the school day, the following consequences will occur:**

1<sup>st</sup> Offense: Student's item is taken and will be secured by an administrator. At the end of the day, the student may pick up their item and will receive a warning from the administrator and a copy of the electronics policy.

2<sup>nd</sup> Offense: Student's item is taken and will be secured by an administrator. At the end of the day, the student may pick up their item and will receive a phone call home from the administrator and a copy of the electronics policy.

3<sup>rd</sup> Offense: Student's item is taken and will be secured by an administrator. The parent is called by administration and must pick up the item from the school with a copy of the electronics policy.

4<sup>th</sup> Offense: Student's item is taken and will be secured by an administrator. The parent is called by administration and must pick up the item from the school with a copy of the electronics policy. At this time, the parent and student will be informed that the student's electronic item must be turned in daily to the office every morning and picked up at the end of the day.

While KQA will make every effort to ensure the safety of the phone/music players/video games, **we are not responsible for the loss or replacement of any electronics brought to school.**

## ATTENDANCE

One criteria of a student's success in school is regular, punctual attendance. Regular attendance is the responsibility of the student and the parent. **Parents are expected to help their students accept this responsibility by adhering to the attendance policy. Parents are encouraged to help the school by not excusing their student frivolously or for reasons not medically necessary.** Additionally, parents are asked to pick-up students before the end of the day ONLY if an appointment cannot be scheduled at a later time. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No

single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if, of compulsory attendance age, attends school. Each year the Board establishes the school attendance period by adopting a school calendar. Per Colorado law students are required to have actual teacher-pupil instruction and contact time of 1,056 hours for secondary students and 968 hours for elementary students during each school year.

Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. A student who has good attendance generally achieves higher grades, enjoys school more and is more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

**Knowledge Quest Academy, as a part of the Weld Re5J school district, will adhere to all district policies and procedures regarding excessive absences and truancy. Information regarding district policies regarding excessive absences will be available at the beginning of the school year.**

#### **Excused Absences**

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only and which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
4. Any absence due to religious observances.

The school may require suitable proof regarding the above exceptions, including written statements from medical sources.

#### **Unexcused Absences**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the district of the unexcused absence. Family time, including vacation is an unexcused absence and prior arrangements must be made to allow the student to make up

their homework.

The administration shall develop regulations to implement appropriate penalties. Students and parents/guardians may petition the Board of Directors for exceptions to this policy or the accompanying regulations, provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

**The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days during any calendar year or school year.**

Any student who has been absent from class for six consecutive weeks or more in any one school year except for reasons of expulsion, excused long term illness or death, is considered a "dropout" and shall be reported to the Department of Education by the school district. However, if the student is in attendance at the end of the school year, or enrolled in another school, home study course or on-line program, such student is not considered a dropout and shall not be reported.

#### **Make- up Work**

Make-up work shall be provided for any class in which a student has an absence unless otherwise determined by administration. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class. There shall be one (1) day allowed for make-up work for each day of absence. Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school.

#### **Tardiness**

**School begins at 7:40 A.M. Students arriving after 7:40 will be considered tardy.**

If a student does not ride the bus, it is the parent's responsibility to bring students to school by 7:40 A.M. This gives students enough time to be in the classroom ready to start instruction.

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents/guardians shall be notified of frequent tardiness and all penalties regarding tardiness.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy, if the teacher or administrator gives the student a pass to enter his next class. Teachers shall honor passes presented in accordance with this policy.

The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.



The students are also instructed that an adult will talk to them for their side of the story before consequences are determined.

Areas addressed in our Bully Prevention program are designed to be age appropriate and address a wide variety of bullying behaviors.

**It is critical that parents contact the school if their child is being bullied. We are dedicated to addressing issues so that our school environment is conducive to an atmosphere of positive and safe learning.**

## **BUS TRANSPORTATION**

Students who ride the bus are allowed only one pick up and one drop off location. This will only change in the event the student has a physical change of address. Only those students who are designated as bus riders will be allowed to ride the buses to and from school.

All phases of the bus transportation are carefully supervised, and we strive for high standards of student conduct. Students should arrive no more than 10 minutes before their departure time from their bus stop. Bus stops that are not at school sites are not supervised and school area stops are not supervised prior to 7:30 am.

If you have questions or concerns, you may contact your child's bus driver, the school principal, or the head of transportation at 970-587-5742.

### **Bus Rules Established by the District Transportation Department**

The bus driver is in complete authority of the students riding the bus at all times.

Pop bottles, cans or other drink containers are not to be brought on the bus.

Food should not be eaten during regular bus routes.

Passengers must be ready to get on the bus as soon as the bus arrives at the bus stop. The bus will not wait for late students.

The bus driver may assign each student to a certain seat, which will be the regular place for the student to sit.

Students will not move about the bus or out of their seat while the bus is moving.

Students will keep their arms, legs and heads inside and not extend them out a window.

Students should not visit or distract the bus driver while the bus is moving.

Students shall not mark or deface the bus and its equipment.

Students shall not open windows unless the bus driver tells them to.

Students shall not fight or scuffle or horseplay on the bus.

Students shall not throw objects out the bus windows.

Students must stay seated until the bus comes to a complete stop.

Books, back packs, lunch boxes, and similar objects must be kept out of the aisle.

Students cannot bring guests along to ride the bus.

Students should not run along the side of the bus, they should wait until the bus stops. Inappropriate language, gestures, or any violation of school policy.

Bus rules are required to protect the safety of all students. A Bus Behavior Letter is sent home with all students at the beginning of the school year. Please go over the safe conduct rules with your child. If your child is having problems on the bus, talk to the driver or the school. Children who ride the bus are expected to show good behavior by being respectful, quiet, and following instructions from the driver. Bus drivers provide the principal with a Student Bus Conduct Report when a student does not follow the bus rules.

Just a reminder: the bus is just like a classroom. You must abide by all school behavior policies.

**Failure to adhere to the bus rules could result in detention, out of school suspension, and suspension from riding time on the bus.** Consequences are as follows:

- 1st Report - Conference with the student. Parent contact. Positive bus behavior plan.
- 2nd Report – Conference with student. One day suspension from the bus. Parent contact.
- 3rd Report – Conference with student, parent. Two day suspension from the bus.
- 4th Report – Conference with student, parent, bus driver and safety supervisor. Suspension from all school buses for five days.
- 5th Report – Suspension from all school bus service for ten days. Any further incident would exclude the student from bus service for the remainder of the year.

The KQA discipline policy applies to bus and bus stop behavior.

## **CODE OF EXPECTED BEHAVIOR**

In keeping with character education, students should reflect on the **Pillars of Character: Respect, Responsibility, Family, Love of Country, Cooperation, Integrity, Perseverance, Volunteerism, and Self-control.** Each student will receive a copy of his/her classroom discipline plan, as well as a KQA Discipline contract.

Knowledge Quest Academy is also a Positive Behavior Support school. We believe in instructing our students in our expectations for behavior and recognizing them for their success. To help our students understand our expectations, we have created the acronym PATH which stands for Pride, Achievement, Trust, and Honor. In all areas of our building, there are posters which remind students how to stay on the PATH in that specific area. We are pleased to see how responsible and respectful our students are in every setting!

Good behavior is a by-product of good instruction coupled with students' desires to make academic achievement a priority. Good or bad behavior is a result of decisions made by students. Many actions that require discipline are, in reality, the result of poor choices made by students. A discipline problem is created when a rule is broken or a conflict arises between people.

Discipline is a necessary part of the school environment. Discipline is imposed to help maintain an atmosphere that not only allows learning to take place, but encourages learning. Rules are instituted in order to:

- Encourage students to be active learners.
- Provide an atmosphere whereby teaching and learning can flourish.
- Maintain order, health, and safety.
- Comply with the laws of our society.

Since students are expected to be responsible for their own behavior, the administration and staff members of the school will hold them accountable for their actions. Students can expect to be treated in a fair, consistent equitable and timely manner. The ultimate goal is to teach the student to modify his/her behavior in order to become a successful learner as well as a self-disciplined individual.

### **Rules in the Classroom**

The teacher is the ultimate authority in the classroom. Each teacher will have a list of classroom rules and responsibilities. Students and parents will be informed of the rules at the beginning of the school year.

#### **All students are expected to:**

- Follow directions
- Be prepared.
- Be respectful.
- Keep hands, feet, and objects to themselves

#### **No student will be allowed to:**

- Prevent the teacher from teaching
- Prevent another student from learning
- Engage in verbal or physical behavior that is detrimental to himself/herself or others

### **Code of Conduct**

School discipline is a team effort involving teachers, administration, parents and students. Each employee is expected to maintain discipline in school in an effort to establish an atmosphere that is conducive to learning for all students. Disruptive behavior will not be tolerated since it interferes with the rights of other students to learn. Student behavior is not limited to just the school environment. Students are expected to follow the code of conduct while riding the bus, representing the school on field trips, and when involved with school activities or athletic events. Students are expected to follow the code of conduct when we have special assemblies and when substitute teachers are in the classroom.

## **Student Conduct**

When on school grounds, in school facilities, in school vehicles (bus), or at school-sponsored activities, students shall comply with all of the policies and regulations as stated in the KQA School Behavior Policy. Student conduct shall at all times reflect consideration for the rights and privileges of others and show cooperation with all members of the school community.

### Specifically:

- Students shall maintain high personal standards of courtesy, decency, morality and honesty in their relationship with others
- Students shall respect the authority of school staff and officials.
- Students shall show diligence in study commensurate with ability
- Students shall be on-time to school/classes and attend school regularly
- Student behavior shall ensure the safety and welfare of students and school staff
- Student behavior shall promote ordering classroom learning
- Students shall show respect for school and individuals property

***All KQA parents and school staff are expected to show respect through words and actions for all people, including themselves, other students, and those in a position of authority, as well as for private property, school property, and the environment. Additionally, all members of the KQA community are expected to practice cooperation and a positive attitude toward each other.***

## **COLORADO TITLE IX NOTICE / STATE STATUTES**

### **TITLE IX NOTICE**

Weld County School District RE-5J is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, or employment practices as required by Title V1, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact Dr. Martin Foster, Superintendent, Johnstown, CO. (970)-587-6050, or the Office for Civil Rights, U.S.

### **NOTICE TO PARENTS REGARDING SEX OFFENDER REGISTRY**

Information regarding the procedures by which community members may obtain law enforcement information collected pursuant to the Colorado Sex Offender Registration Act is available at:

[http://dcj.state.co.us/odvsom/Sex\\_Offender/SO\\_Pdfs/schoolresourceguideregistration.pdf](http://dcj.state.co.us/odvsom/Sex_Offender/SO_Pdfs/schoolresourceguideregistration.pdf)

Or you can go to:

[http://www.cde.state.co.us/cdeprevention/download/pdf/school\\_sex\\_offender\\_guide.pdf](http://www.cde.state.co.us/cdeprevention/download/pdf/school_sex_offender_guide.pdf)

In addition, copies of this guide are available upon request at the Weld County School District Administration Office located at 110 South Centennial Drive, Suite A, Milliken, Colorado, 80543.

### **COLORADO STATE SCHOOL REQUIREMENTS**

File: JICG

#### **Use of Tobacco by Students**

In order to promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco products and the conspicuous possession of tobacco products by students while on school properties, or under the school's jurisdiction during school hours, or while participating in a school-sponsored event is prohibited. For purposes of this policy, the following definitions shall apply:

1. School property - all property owned, leased, rented or otherwise used by a school, including but not limited to the following:
  - a) All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
  - b) All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
  - c) All vehicles used by the district for transporting students, staff, visitors or other persons.
2. Tobacco - cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking, or both. Tobacco shall include cloves or any other product packaged for smoking.
3. Use - lighting, chewing, inhaling or smoking any tobacco product. Disciplinary measures for students who violate this policy shall include suspension from school, revocation of privileges and exclusion from extracurricular activities. In accordance with state law, no student shall be expelled solely for tobacco use for a first offense.

Date Adopted: 04/10/1995  
Date Reviewed: 10/26/1998  
Date Reviewed: 06/28/2004

LEGAL REFS.: C.R.S. 18-13-121  
C.R.S. 22-32-109(1)(bb)  
C.R.S. 25-14-103.5  
6 CCR 1010-6, Rule 5-306

CROSS REFS.: ADC - Tobacco-Free Schools  
IHAMA - Teaching about Drugs, Alcohol and Tobacco  
JKD/JKE - Suspension/Expulsion of Students

File: JICH-R

### **Drug and Alcohol Use by Students**

Weld County School District RE-5J shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, community and its agencies.

It shall be a violation of Board policy and considered to be behavior which is detrimental to welfare, safety or morale of other students or school personnel for any student to possess, use, sell, distribute or procure, or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

For purposes of this policy, controlled substances include, but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription/nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medicines to students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school-sponsored or sanctioned activity or whose conduct at any time/place interferes with the operations of the district or the safety or welfare of students/employees.

Students violating this policy shall be subject to disciplinary sanctions that may include suspension and/or expulsion from school and referral for prosecution. Suspension or expulsion shall be mandatory for sale or distribution of drugs or other controlled substances, in accordance with state law.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handles on an individual basis depending upon the nature and particulars of the case. When appropriate, the parent/guardian shall be involved and every effort made to direct the substance abuser to sources of help.

The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents/guardians and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs that are available. Information provided to students and/or parents/guardians about community substance abuse treatment programs or a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug/alcohol assessment or treatment provided by other agencies or groups unless otherwise required shall accompany other resources.

The district shall provide all students and parents/guardians with a copy of this policy and its accompanying procedures on an annual basis.

File: JICH-R

The Board shall conduct a biennial review of its drug prevention program to determine its effectiveness, to implement any required changes and to ensure that the disciplinary sanctions required are consistently enforced.

In accordance with the accompanying policy, the following procedures are established for disciplining students for alcohol- or drug-related misconduct.

### **Use**

When a student is suspected of use, that student under suspicion should be notified by the principal or designee and will include reasons for such suspicion such as observed use, unusual behavior, etc. The principal or designee will conduct a check of the suspected student and collect data, This action must comply with the Board policy on interrogations and searches.

- If information is not sufficient to warrant further action, the principal or designee may have a personal conference with the student expressing awareness and concern.
- If information warrants, the parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent/guardian general information and resources related to substance abuse.

When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated. While waiting for the parent/guardian or further medical aid, the student will not be left alone but placed in a quiet situation where he/she will remain under observation.

## **Possession**

Students who use and/or are in possession of drugs, alcohol, or other controlled substances or drug-containing paraphernalia in violation of Board policy will be handled in the following manner:

1. A staff member who comes in contact with evidence and/or contraband must notify the principal or designee immediately.
2. A staff member who has reasonable cause to believe that a student possesses alcohol, any controlled substance or drug-containing paraphernalia in violation of Board policy will request that the student accompany him/her to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately.
3. The principal or designee will attempt to obtain evidence by requesting it directly from the student or through search procedures as outlined in Board policy.
4. The principal or designee will place any evidence in an envelope or alternative container, as necessary, which will be sealed, dated and initialed by the individual who originally obtained the materials and by the principal or designee. The evidence will then be secured,
5. The principal or designee will call appropriate law enforcement officials in each instance of possession or sale of controlled substances by a student. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.

File: JICH-R

## **First Offense for Use and/or Possession**

1. The parent/guardian will be notified.
2. The student will be suspended for ten (10) student contact days\*. If the student participates in and completes drug and/or alcohol counseling or takes and completes a class approved by a school counselor then the suspension will be reduced to five (5) days. The parent/guardian is responsible for all costs incurred in this process.
3. Information concerning drug and alcohol counseling and rehabilitation, and re-entry programs will be given to students and parents/guardians.
4. The student will receive his/her schoolwork to complete but will not receive credit for the work in his/her classes and will be recorded as a zero. The work is provided so the student will not fall behind his/her peers in curriculum.
5. Upon return to the regular school environment, the student will lose all activity privileges for a period of thirty (30) student contact days. At the end of the thirty (30) student contact days, if the student is passing all classes and has not had any additional discipline referrals, the student will be given the opportunity to participate again in all school activities. If the student participates in and completes drug and/or alcohol counseling or takes and completes a class approved by a school counselor then the suspension will be reduced to fifteen (15) days. The parent/guardian is responsible for all costs incurred in this process. If the student is not passing all classes and/or has been referred to the office for other discipline matters, the loss of activity privileges will be extended an additional thirty (30) student contact days. This process will continue until the conditions to participate in activities are met.
6. Additional suspension or expulsion proceedings may be initiated in serious cases, as determined at the discretion of the district administration.
7. Violation of state or federal law will be grounds for referral to law enforcement authorities.

\*Student contact days: A student contact day is defined as a day in which students attend regular classes at school. Vacation days, inservice days, holidays, parent/teacher conference times and weekend days are not counted as student contact days

### **Second or Subsequent Offense for Use and/or Possession**

1. A recommendation for expulsion, according to district policy, will result upon second and subsequent offenses within any four (4) year period unless circumstances are such that the Board elects to impose lesser punishment.
2. Violation of state or federal law will be grounds for referral to law enforcement authorities.

### **Distribution**

Students who sell, give or exchange alcohol, drugs, other controlled substances or drug-containing paraphernalia in violation of Board policy will be handled in the following manner:

File: JICH-R

1. If an employee witnesses an act in which alcohol, drugs, other controlled substances or drug-containing paraphernalia are being transferred from one student to another, the staff member will immediately attempt to detain the student and request that the student accompany him/her to the principal or designee. If the student refuses, the staff member will notify the principal or designee immediately.
2. The principal or designee will attempt to obtain evidence by requesting it directly from the student, or through search procedures in accordance with Board policy.
3. Any student who distributes, trades, exchanges or sells controlled substances will be suspended and recommended for expulsion for one (1) student contact school year (172 school contact days).
4. Violation of state or federal law will be grounds for referral to law enforcement authorities.

File: JICH-R

Date Adopted: 07/10/1995  
Date Reviewed: 10/26/1998  
Date Revised: 09/13/1999  
Date Revised: 04/26/2003  
Date Revised: 08/08/2005

### **Weapons in School**

The Board of Education determines that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the district.

### **Mandatory Expulsion in Accordance with State and Federal Law**

Carrying, bringing, using or possessing any dangerous weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

If a student discovers that he/she has carried, brought or is in possession of a dangerous weapon and

the student notifies a teacher, administrator or other authorized person in the school district, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory and such action shall be considered when determining appropriate disciplinary action, if any.

As used in this policy, "dangerous weapon" means:

- A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
- Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- A fixed blade knife with a blade that measures longer than three (3) inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half (3½) inches.
- Any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, bludgeon, brass knuckles or artificial knuckles of any kind.

In accordance with federal law, expulsion shall be for no less than one (1) full calendar year for a student who is determined to have brought a firearm to school in violation of this policy. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis.

### **Local Restrictions**

The Board of Education determines that extra precautions are important and necessary to provide for student safety. Therefore, the carrying, bringing, using or possessing of any knife, regardless of the length of the blade, in any school building on school grounds, in any school vehicle or at any school sponsored activity without express authorization is prohibited. Students who violate this policy shall be referred for appropriate disciplinary proceedings. However, if a student discovers that he/she has carried, brought or is in possession of a knife and the student notifies a teacher, administrator or other authorized person in the school district, and as soon as possible delivers the knife to that person, expulsion shall not be mandatory and such action shall be considered when determining appropriate disciplinary action, if any.

The district shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school, including the name of the school, the number of students expelled and the types of weapons involved as required by law.

File: JICI

School personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement, unless the student has delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it. In such case, school personnel shall consult with law enforcement to determine whether referral of the student to law enforcement is necessary and how to properly dispose of the firearm or weapon or return it to its owner.

Date Adopted: 10/10/1994

Date Revised: 09/12/1996

Date Revised: 10/26/1998

LEGAL REFS.:

18 U.S.C. §921(a)(3) (federal definition of firearm)  
20 U.S.C. §8921 et seq. (Gun-Free Schools Act of 1994)  
C.R.S. 22-32-109. 1(2)(a)(VII)(policy required as part of safe schools plan)  
C.R.S. 22-33-106(1)(d)

CROSS REFS.:

JK\*-2 - Discipline of Students with Disabilities  
JKD/JKE - Suspension/Expulsion of Students  
KFA - Public Conduct on School Property

*NOTE: As a condition of receiving federal funds, the school district is required to expel for one (1) calendar year students who bring firearms to school. The district is required to include a description of the circumstances surrounding these expulsions, the name of the school concerned, the number of students expelled and the types of weapons.*

*The language allowing the superintendent to modify the length of expulsion on a case-by-case basis is intended to permit the district to discipline students with disabilities and maintain eligibility for federal financial assistance. It is important to note that federal law requires that educational services must continue for students with disabilities who are properly expelled, although they may be provided in another setting.*

File: JICED\*

### **Student Expression Rights**

While students do not shed their constitutional rights when they enter the school or engage in school-related activities, it is the Board of Education's responsibility to adopt rules reasonably necessary to maintain proper discipline among students and create an effective learning environment.

For purposes of this policy, student expression includes expression in any media, including but not limited to written, oral, visual, audio and electronic media in all classroom and other school-related activities, assignments and projects.

Students shall not turn in, present, publish or distribute expression that is disruptive to the classroom environment or to the maintenance of a safe and orderly school, as follows:

1. Obscene.
2. Libelous, slanderous, defamatory, or otherwise unlawful under state law.
3. Profane or vulgar.
4. False as to any person who is not a public figure or involved in a matter of public concern.
5. Creates a clear and present danger of the commission of unlawful acts, the violation of lawful school regulations, or the material and substantial disruption of the orderly operation of the school.

6. Violates the rights of others to privacy.
7. Threatens violence to property or persons.
8. Attacks any person because of race, color, sex, age, religion, national background, disability or handicap.
9. Tends to create hostility or otherwise disrupt the orderly operation of the educational process.
10. Advocates illegal acts of any kind, including the use of illegal drugs, tobacco or alcohol.

Violation of this policy shall result in disciplinary action against the student consistent with district student discipline policies.

Date Adopted: 08/13/2001

LEGAL REFS.:

C. R.S. 22-2-120 (rights of free expression for public school students)

C.R.S. 22-32-1 1 0(1)(r) (power to exclude materials that are immoral or pernicious)

CROSS REFS.:

JICDA - Code of Conduct

JICDD\* - Violent and Aggressive Behavior

JICEC\* - Student Distribution of Noncurricular Materials

JK - Student Discipline

File: JICC

### **Student Conduct on Buses**

The privilege of riding a school bus is contingent upon a student's good behavior and observance of the student code of conduct and established regulations for student conduct at both bus stops and on board buses.

The driver of a school bus shall be responsible for the safety of the students on the bus, both during the ride and while students are entering/leaving the motor vehicle. Therefore, it is the bus driver's duty to notify the supervisor of transportation and the principal of the school involved if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to his/her parent/guardian, the principal may withhold from the student the privilege of riding the school bus. The student also may be denied admission to school, suspended or expelled, in accordance with established policies including discipline of habitually disruptive students, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

Date Adopted: 11/11/1988

Date Reviewed: 10/26/1998

Date Revised: 07/09/2001

CROSS REFS.:

JIC - Student Conduct (and subcodes)

JK - Student Discipline (and subcodes)

## **Truancy**

If a student is absent without a signed parental excuse or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitual truant" shall be defined as a student of compulsory attendance age who has four (4) unexcused absences from school or from class in any one month or ten (10) unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

In order to reduce the incidents of truancy, parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to insure that all children of compulsory attendance age attend school. Parents/guardians shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that his/her parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

A plan shall be developed for a student who is declared habitually truant with the goal of assisting the child to remain in school. When practicable, the child's parent/guardian shall participate with district personnel during the development of the plan. Appropriate school personnel shall make all reasonable efforts to meet with the parent/guardian to review and evaluate the reasons for the child's truancy.

## **Penalties**

A student shall be given a warning on his/her first truancy offense. On the second offense, the student may be given a three (3) day in-school suspension or be suspended from school for up to three (3) days. Additional truantries shall be grounds for in-school suspension, suspension and/or expulsion.

No credit shall be permitted for any student for any class or portion of a class during which time the student was truant.

Date Adopted: 07/12/1993  
Date Revised: 10/14/1996  
Date Reviewed: 10/26/1998

### **LEGAL REFS.:**

C.R.S. 22-32-104  
C.R.S. 22-33-107

### **CROSS REFS :**

JEA - Compulsory Attendance Ages  
JH - Student Absences and Excuses

## COMPUTER /INTERNET – USE AND POLICY GUIDE

Knowledge Quest Academy plans to allow students Internet and computer use to provide access to unique resources, the opportunity for collaborative work, and the development of computer communication skills. Access is a privilege not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with district standards and honor this agreement to be permitted the use of technology. All digital storage is district property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. **Students should not expect that files stored on district servers will be private.** The following is a guideline outlining the expectations of the students during computer classes and all uses of KQA computers.

### COMPUTER USAGE AND CONDITIONS OF USE

1. Students are responsible for good behavior on the school computer networks, just as they are in a classroom or a school hallway. General rules and policies for behavior and communications in the school apply.
2. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. **Access is a privilege - not a right.** Access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges, and may also result in other penalties. The system administrators will deem what is inappropriate use, and their decision is final. Also, they may close an account at any time, as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.
3. Users are expected to abide by generally accepted rules of network etiquette, and to conduct themselves in a responsible, ethical, and polite manner while online. These rules include, but are not limited to the following:
  - a. Be polite. Do not send abusive messages to others.
  - b. Use appropriate language. Do not use obscene, profane, lewd, vulgar, disrespectful, threatening, or inflammatory language or swear, use vulgarities, or any other inappropriate language. Harassment and personal attacks, including the use of prejudicial, discriminatory, racist, or sexist language, is prohibited.
  - c. Do not reveal your personal address or phone numbers or those of other students or colleagues.
  - d. Do not use the network in a way that disrupts the use of the network by others. Abuse of resources is prohibited, such as chain letters or "spamming." Spamming is the sending of annoying or unnecessary messages to a large number of people.

- e. Users are considered subject to all local, state, and federal laws. Illegal activities are strictly forbidden.
4. Users are not permitted to use computing resources for commercial purposes, purchasing products or services, product advertising, political lobbying, or political campaigning.
  5. Users are not permitted to transmit, receive, submit, or publish any defamatory, prejudicial, or discriminatory, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material. Students should not knowingly transmit, submit, or publish inaccurate material.
  6. Vandalism is prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any agencies or other networks that are connected to the Internet. This includes but is not limited to the uploading or creation of computer viruses.
  7. Physical or electronic tampering with computer resources is not permitted. Intentionally damaging computers, computer systems, or computer networks will result in cancellation of privileges and/or further disciplinary action.
  8. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.
  9. Security on any computer system is a high priority, especially when the system involves many users. If you think you can identify a security problem in the school's computers, network, or Internet connection, you must notify a system administrator or staff member. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to log onto the Internet as someone else may result in cancellation of user privileges as well as other disciplinary or legal action.
  10. Knowledge Quest Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any phone charges, line costs, or usage fees, nor for any damages that a user may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by accident, errors, or omissions. Use of any information obtained via the Internet is at your own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  11. Although electronic communication and information is generally treated as private property, there are exceptions. People who operate the system may review files and messages to maintain system integrity and insure that users are using the system responsibly. The Principal or designee also may review files and documents. Messages relating to or in support of illegal activities may be reported to the authorities.

12. A student's parent may request access to the contents of student files and student email and may obtain records of student activities if the Principal or designee agrees with the parent.
13. Web pages placed on the school network and /or Web server must be reviewed by the system administrator or the head webmaster to insure that they adhere to the student code of conduct and the guidelines for Knowledge Quest Academy's website.
14. Users are not permitted to use chat rooms because experience has shown that there is no effective way to prevent the other participants from preying upon or invading the privacy of local users, exposing them to inappropriate language or materials, or entering and destroying the entire computer system and network. To protect student and system privacy and safety, it is a violation of our policies for anyone to directly access a chat room through any KQA computer. Should anyone unintentionally enter a chat room site through some other connection, he/she must immediately disconnect from that site.
15. Any violation of this policy will result in immediate administrative action in addition to serious consequences which may include (1) loss of computer privileges for up to one year, (2) dismissal from your computer class, (3) loss of all Internet access, (4) a temporary ban from the computer lab, and/or (5) other consequences imposed by school policies and/or local, state or federal law, where applicable.
16. Students must have supervision from a teacher or paraprofessional. All internet usage shall be used for school work only.
17. Students must sign the access log for the computer lab when using the lab, outside their scheduled computer class, with prior teacher approval.
18. Do not change the settings on any computer.
19. Do not reveal your full name, phone number, home address, or those of other's when using the internet.
20. Do not use software programs from home on the computer.
21. Use of electronic resources for recreational games or chat is prohibited.
22. Do not receive or send any of the following materials:
  - a. Copyrighted material
  - b. Threatening, harassing, pornographic, obscene or profane material
  - c. Materials related to the illegal use or manufacture of restricted substances or items
  - d. Materials that contain defamatory or discriminatory pictures, words, or other items
23. Students are expected to abide by the generally accepted rules of network etiquette.
24. Do not download software or .exe files to the computer.

Consequences for violation of above computer & internet policy may include, but are not limited to forfeiture of computer rights, expense of repair, detention, suspension, or expulsion.

All students will need to read, understand, and abide by the terms of the “Computer / Internet - Use and Policy Guide” before they will be allowed to access the computers or internet at Knowledge Quest Academy.

## **CONDUCT IN CAFETERIA / FOOD AND DRINK POLICY**

Knowledge Quest Academy is proud to partner with Sodhexo Food Corporation in providing our students with a nutritious and affordable breakfast and lunch program. Students are given the choice of several entrées for both breakfast and lunch. They are also provided with milk and a juice at each meal. A fresh vegetable and fruit bar provides students with healthy options to compliment their entrée. A monthly menu can be accessed at our front office or on our website.

### **Rules of the lunch room**

In order to provide a safe and enjoyable lunch environment, the following rules are expected to be followed:

- No throwing
- Voice level 2 or lower
- No horseplay or running
- No food is allowed outdoors unless approved by administration for special occasions.  
No soda is allowed. **Students are not allowed to bring carbonated drinks to school. This includes all brands of sodas unless approved by administration for a special occasion.**
- Students are required to make sure the tables and floors are free of all trash at the end of their lunch time.
- Students must eat lunch in cafeteria within the allotted lunch time
- Students must stay in lunchroom or bathroom area only; a pass from a teacher needed for hallways or classrooms
- Food may be allowed in classrooms with prior approval of the teacher/administration.

## **LUNCH PERIODS**

LUNCH PERIODS ARE DIVIDED INTO THREE GROUPS.

1<sup>st</sup> lunch- Kindergarten through 2<sup>nd</sup> Grade 10:50 – 11:20

2<sup>nd</sup> lunch-- 3<sup>rd</sup> Grade through 5<sup>th</sup> Grade 11:30 – 12:00

3<sup>rd</sup> lunch-- 6<sup>th</sup> Grade through 8<sup>th</sup> Grade 12:13 – 12:43

All students are expected to enter the cafeteria and go to their seats or the lunch line.

Cash is allowed in the lunch room.

## **EMERGENCY DRILLS**

Fire evacuation and tornado safety plans are posted in each classroom. Students should become familiar with these plans. Drills will be held periodically to assure that students and staff are prepared in the event of an actual emergency.

Fire Drills –Students should always walk and move quietly from the classroom through the hallways to the designated exit. The last one out of the room should shut off the lights and close the door to the classroom. Once outside of the building and at least 50 feet away from any structure the teacher can take roll to make sure all students are together. The principal will signal for all classes to return to the building.

Tornado Drill-Students are to move quickly and quietly from the classroom to the hallway. They are to be seated with their backs against the wall, with their knees drawn up to their chest, and head down with hands behind their head. There is to be total silence during this drill. The principal will signal when students and teachers can return to class.

Lockdown Drill - In the event of some sort of situation in the area that might present a danger to the school, KQA will go into a lockdown situation. In a lockdown situation all entrances to the building will be locked. All students will be asked to stay in their classrooms, and the doors will be locked with students and teacher positioned in a part of the room that is away from any line of sight through a window or door. Anyone that is attempting to enter the school during a lockdown will not be permitted to do so. No one will be able to exit the building as well. The local law enforcement agency will take over and direct those in the building to do as instructed.

We will be practicing these drills periodically during the year. Whenever we practice a drill we try to include the local fire department and police department. We strive to make sure the students have an awareness of why we practice these drills and that they understand their role in each drill. Notification will always be sent home when we have a lockdown drill.

### **Emergencies at School:**

The school office must have at least one current emergency contact and telephone number on file. It is to your child's benefit that you keep the school up-to-date on telephone numbers, emergency numbers, and other pertinent information. If you are going away for the day, let the office know, or give your child the telephone number at which you can be reached.

In case of serious illness or accidents at school, the first priority will be for medical attention. Every attempt will be made to contact the parent. If such contact cannot be made, the Administrator or teacher will exercise reasonable judgment in re-acting to the emergency. If the parent/guardian cannot provide transportation, an ambulance may be called. KQA will not be responsible for any medical or transportation expenses involved.

## **FIELD TRIPS**

Field trips are designed to provide students with quality educational learning experiences outside of the school environment. Effective supervision is essential for these experiences to be successful. Knowledge Quest Academy teachers have the responsibility to choose parent volunteers from their class that will assist with each field trip. Parent volunteers are required to ride the school bus to assist in providing the needed supervision. **In no instance will siblings or other children be allowed to accompany these parent supervisors on field trips, nor, under any circumstances will parents (with or without children) be allowed to meet and accompany the class at the field trip site.** Students are reminded that all school rules are enforced on field trips. Uniforms will be worn on field trips unless prior permission to dress down has been approved by administration.

## **PARENT VOLUNTEERS FOR FIELD TRIPS**

The first priority of the teachers and parent volunteers in a classroom or on a field trip is the **safety** and education of the entire class. We expect parent volunteers to take this responsibility seriously and not to become distracted by conversations with other adults. The classroom teacher will direct the activities and program; parents should follow the directions of the teacher with their assigned group or help with the larger group.

At KQA, every effort is made to allow a variety of parents to chaperone our field trips. Please remember when volunteering to assist on a field trip, we will be rotating our volunteers to give everyone an equal opportunity to volunteer. The teacher, in conjunction with the field trip site coordinator, will determine the number of chaperones needed.

**Parents may not meet up at the field trip site unless they are a scheduled chaperone. Any exceptions to this policy must be cleared with administration**

## **GRADING SCALES/ HONOR ROLL**

K-2 uses the following:

E = 98-100

P = 80-97

PP = 70-79

IP = 63-69

U = 0-62

Grades 3-8 uses the following:

A+ = 100

A = 92-99

A- = 90-92

B+ = 88-89

B = 82-87

B- = 80-81

C+ = 78-79

C = 72-77

C- = 70-71

D+ = 68-69

D = 62-67

D- = 60-61

F = 59 and below

S = Satisfactory

U = Unsatisfactory

## **HONOR ROLL**

Each quarter the honor roll is determined from criteria set forth with grade point averages. The Director's Honor Roll designates students who have a 4.0 grade point average. The second category for "A" honor roll is for students who maintain a 3.5-3.99 grade point average. Each quarter Knowledge Quest Academy will present certificates to these students for their outstanding academic achievement.

## **NATIONAL HONOR SOCIETIES (ELEMENTARY/ MIDDLE)**

KQA is proud hold two charters within the National Honor Society for both our elementary and middle school. This one of the highest honors that can be awarded to an elementary or middle school student. The NHS has worked hard to bring the accomplishments of outstanding students to the attention of parents, teachers, peers, and the community. Chapters across the nation strive to give practical meaning to the Society's goals of scholarship, leadership, service, citizenship, and character. These five ideals have been considered as the basis for selection. No student is inducted simply because of high academic average. The KQA Honor Societies strives to recognize the total student: one who excels in all these areas.

## **PROMOTION BEYOND THE CONSECUTIVE GRADE**

Knowledge Quest Academy has adopted very specific skills and curriculum at each grade level and students must demonstrate adequate mastery before they can be promoted to the next grade level.

The discussion of student promotion beyond the consecutive school year (“skipping a grade”) will be managed by the RtI (Response to Intervention) Team.

Parents, students, or administrators initiating a discussion to skip a school year must do so by November 30 of the current school year to allow adequate time for data analysis, discussion, and testing. To initiate the discussion, the topic must be brought to the attention of administrators, teachers, and parents in writing.

## **GRIEVANCE POLICY/PROCEDURE**

Knowledge Quest Academy seeks to promote respect in our daily communication of concerns. In the case of classroom concerns it is essential that parents and teachers work together in support of the students. Therefore it is helpful if teachers and parents express their concerns directly to each other. If a parent would like to speak with a teacher, he or she is to arrange a meeting by calling the teacher’s voice mail or sending an e-mail to set up an appointment. A teacher is not to be interrupted in an effort to set up an appointment.

**If emotions arise at any time during a meeting, teachers or staff members are instructed to end the meeting and schedule a follow-up meeting which is to include an administrator.** In the case that, after much effort, the parent or teacher is not satisfied that his or her concern is being heard, either one may institute the Grievance/Resolution process.

The resolution process provides a means by which conflicts can be resolved. Parents, teachers or students may initiate the grievance/resolution process. Such a request must be made in writing using the KQA Grievance/Resolution form (available at the school office) and submitted to the Chairperson of the KQA Board of directors.

A complete copy of the Grievance Policy can be obtained at the school office.

## **HEALTH AND MEDICATION POLICY**

Parents should keep students home if they have a fever, cough, sore throat, or any symptoms of illness. A student who has had a fever should not return to school until his/her temperature has been normal for 24 hours. Likewise, a student should not have vomited within 24 hours prior to returning to school.

It is imperative that the health and safety of all students be protected at all times. Therefore, parents will be contacted to take their children home if the child is sent to school with a fever or develops a fever or other illness while at school. Please help us in this matter by providing the school office with an emergency phone number where you can be reached during daytime hours.

## MEDICATION POLICY

In order for school staff to assist your child with medication, **Colorado State Law** requires the following

- Physician's Order for Prescription on the Permission for Medication Form (or its Equivalent) signed by the physician.
- A parent's signature is required on the Permission for Medication form or a note indicating Permission for the child to receive the medication.
- The prescription bottle must be properly labeled with the child's name and containing only enough medication necessary to be given during school hours.

DO NOT send medication to the school in a baggie or envelope.

DO NOT send the medication to school without both the notes from the parent and the physician.

Antibiotics and other medication ordered three times a day or less can be given at home. Three times a day would be before school, after school and at bedtime.

You and your physician can also fax the required notes to us at: 970-587-5750.

Only Prescription medication will be dispensed by school personnel providing the above procedure have been carried out. ***Students who have asthma and use an Inhaler must have a written permission form from both their physician and parent before being allowed to have an inhaler at school.*** Students will be allowed to carry their own inhaler only with a *written* permission slip from their physician.

Over-the-counter medication (aspirin, cough syrup, etc) will not be dispensed unless accompanied by a physician's order and in original container.

When possible, medication should be taken at home (before school, after school, and before going to bed) unless it has been ordered to be taken with meals.

**We will not be able to assist with medication use unless all the requirements are in place.**

## HOMEWORK:

### Tips for Parents and Students:

When a test is to be given, you can help by making sure your child:

- Has plenty of sleep the night before the test
- Has breakfast on the morning of the test
- Goes to school on the day of the test, and
- Knows you think he/she will do well on the test.

**Other things you can do to help your child learn at home:**

In general:

- Be interested. Ask what happened today in school.
- Ask to see your child's school papers.
- Talk with and listen to your child. Ask each other questions and share experiences.
- Go to parent-teacher conferences.
- Let your child know that a good education is important.
- Get to know your child's teacher.
- Tell your child it is okay to ask the teacher questions.

**Books:**

- Encourage your child to bring books home from school to read.
- Take your child to the public library.
- Ask your child to read aloud to you.

**Homework:**

- Make sure that your child gets homework done.
- Plan a time and place in your home for your child to study.
- Have your child sit at a table or desk with good light when he/she studies.
- If your child never brings work home, find out why.

**Television:**

- Know how long your child watches TV.
- Don't be afraid to turn the set off sometimes!
- Know what your child watches on TV.
- Discuss the programs together. (What was the show about? What are the characters' names? What happened first? How did the show end? What might have happened instead? Could it happen in real life? Etc.)
- Make dinner time a talk time by not watching TV.

**Homework Time:**

- Amount of homework time may vary, general rule of thumb, 20 minutes for each grade level (example: 2<sup>nd</sup> Grader possibly 40 minutes of homework per night). This doesn't include the required reading of 20 minutes per student per evening.

## **LIBRARY USE AND EXPECTATIONS**

Our school library is a place where students can find books and materials to further enhance their educational and personal experiences. The staff will provide instruction and encouragement as the students explore our shelves. New computers, new programs and the beginnings of a consistent staff will increase the enthusiasm! Volunteers in the library are an integral part of our success. Stop in and check it out!

Librarian Role-

- To excite students about reading.

- Will teach student skills to navigate any library.
- Provide programs that will encourage comprehension and a desire to read.
- Will provide materials that line up with our Core Knowledge Curriculum.
- Will provide story time to classes.
- Will encourage author visits and programs that promote literacy.
- Will encourage and train volunteers so that more opportunities will be open for our students.
- Will work with teachers and students in encouraging appropriate reading levels and genres.
- Will work with teachers to assist them in finding materials to compliment their lessons.
- Will pull genre and reading level specific books for book reports when given a week notice.

#### Teacher Role-

- Will schedule a regular library time.
- Will work with librarians to establish proper behavior in the library. Inappropriate behavior is grounds for class losing library privileges the following week.
- Will help encourage reading programs.
- Will work closely with librarians to ensure return of materials in a timely manner.
- Will assist librarians in helping provide students with appropriate reading levels.
- Teacher involvement in library time encourages good behavior and greatly assists in appropriate reading level choices for students. The last 10-15 minutes of class is perfect for this.

#### Student Role-

- Library time is for learning. No running or shouting. Be respectful of those around you.
- Investigate different genres. Ask librarian for suggestions and try them!
- Take care of the books and return them in good shape within one or two weeks.
- Books not turned in or paid for at the end of the year will result in student missing end of year activities. Make sure those overdue/damaged book slips get home.
- Computers will only be used to look up books within our system, research topics approved by teacher or check student accounts. Inappropriate use of computers will result in loss of library time the following week for the student.

#### Parent Role-

- Instill accountability and responsibility for books.
- Encourage excitement and participation in reading programs.
- Work with child to understand appropriate limits on reading content as we have a large variety of material for K-8 students.
- Will work with librarians in replacing lost or damaged books in a timely manner.

#### Lending and Replacement Policy-

- Grades K-2 will be allowed to check out one book per week.
- Grades 3-8 will be allowed to check out two books per week.
- Young Adult section is reserved for students in grades 6-8, due to Young Adult interest level.
- Books may be kept for up to two weeks before becoming overdue.
- Books not returned after four weeks will result in student losing check out privileges until overdue book issue is resolved.
- Teachers will be kept up to date about overdue books.
- Lost or damaged books will need to be either replaced or paid for. Notes will be sent home with student and parents are encouraged to contact librarian with further questions.
- Money for lost or damaged books must be turned in to the library to ensure student book record is cleared.

#### Book Donations-

Our library accepts donated books if they meet the following criteria:

- No text books or workbooks.
- Must be in good condition, no excessive wear and tear.
- Must be current within the last 5 years.
- Non-Fiction books greatly needed and appreciated.
- Any book we cannot use will be distributed to appropriate grades for classroom collections.
- Classroom donations via the annual book fairs will be labeled so they are to remain in the classroom and build the individual KQA classroom libraries.
- Content of donated books should be consistent with our Core Knowledge values.

#### **LOCKERS/CUBBIES**

Lockers/cubbies are available to all students. They are provided for each student to have space to store personal belongings. At no time should another student go into another student's locker/cubbie. Lockers/cubbies are school property and remain under the supervision of school administration. Any locker/cubbie may be searched at any time, for any reason, without notice or student consent.

- Do not bring valuables to school to store in your locker/cubbie.
- Decorations are allowed only on the inside of the middle school lockers unless prior permission is obtained from the administration for special events.
- Inappropriate pictures or items should not be placed in your locker.
- Students are responsible for their lockers and will be held accountable if damages occur.
- Any tape, stickers, etc. must be completely removed at the end of the year and the locker must be returned to its prior condition.
- Use of a locker REQUIRES the use of a lock, which will be provided by the school.
- Students may lose the privilege of using a locker if they fail to adhere to these rules.

## **LOST AND FOUND**

Please help us by clearly labeling the student's name on all items of personal clothing. Items which are found around the school area will be turned over to the designated lost and found area, located by the office. Items not claimed will be donated periodically to charity.

## **OUTDOOR RECESS/PLAYGROUND RULES**

All students will be expected to go outdoors during lunch recess on the days that weather is acceptable. We encourage you to make sure your son or daughter is dressed according to the type of weather we are having. If it is dry and the temperature is **above 30 degrees** we will take the students outside. On days that we have inclement weather, extreme cold, or wet weather we will keep students indoors. If your child cannot go outside due to a medical condition, please make sure the office has something on file that is in writing from a doctor.

### **PLAYGROUND RULES OF BEHAVIOR**

1. The playground supervisor is the authority on the playground.
2. Follow instructions.
3. Appropriate and safe use of all recess and play equipment is expected.
4. Students are not to rough house, call others names, or use language that is deemed inappropriate.
5. Throwing snowballs, or throwing snow on another is not allowed, other objects such as rocks, woodchips, etc are not allowed.
6. Safety concerns are to be reported to the supervisor immediately.
7. Due to safety concerns and the need for staff to be attentive to supervision, parents and visitors are not permitted on the playground during recess time unless scheduled as a volunteer for that purpose. Siblings that are not KQA students, may not be on the playground during recess time.
8. Students must stay inside the playground area (fenced area for primary and sidewalk boundary for intermediate/middle school) to maintain student visibility.
9. Students must stay away from the dumpster area.
10. Any bullying is to be reported to a playground supervisor immediately.

## **PARENT/TEACHER CONFERENCES**

During the month of October and March, we have parent/teacher conferences. These conferences are an important time of the school year for students and parents. It is a time in which parents can visit in detail with a teacher about all aspects of the student life at Knowledge Quest Academy. We urge all parents to visit the school during the designated dates and times set aside for parent/teacher conferences. This is quality, uninterrupted time for parents to discuss information with the teacher. We expect 100% participation.

## **PLACEMENT OF STUDENTS**

Research indicates that achievement is higher in classrooms that have healthy dynamics. We

seek to develop the best possible dynamics in EVERY classroom. This includes balancing classes by academic performance and needs so that all students have an equal opportunity to learn.

Our teachers and administration follow a systematic process for creating healthy dynamics in each room. They work hard on this process and we have been very successful in this endeavor. Once a final class list is determined for the school year, it will be posted at the end of June near the front office. From the time the list is posted, it will not be altered; students will not be moved to other classrooms. Parents can help their child adjust to a classroom and teacher by being positive about where their child has been placed. If you have a concern, please share this with your child's teacher and work with the teacher to make the child's experience a positive one. If children see you as supportive of the school and the teacher, they will tend to respond the same way.

### **PROBLEMS TO AND FROM SCHOOL**

Children sometimes need guidance with their behaviors to and from school. Children do have the right to go to and from school without being harassed by others. It is the shared responsibility of the home, community and school to help our children in learning to get along and to respect other people's rights. The procedure to follow when your child has difficulty to and from school is:

1. Contact the parents of the children involved to work out a solution.
2. Contact the school for suggestions and to influence.
3. If the problem persists, notify your local law enforcement officer.

### **SCHOOL ENTRANCE AGE REQUIREMENTS**

A child may enter Kindergarten if the child turns five years of age on or before August 1 of the current year. Younger transfer students will be accepted into Knowledge Quest Academy Kindergarten if they are currently enrolled in another district's Kindergarten program providing there is an opening in KQA Kindergarten. Transfer students at all grade levels will be placed based upon their current academic standing from the district they are transferring from provided that there is an opening at KQA.

### **SCHOOL PLANNERS**

In grades first through eighth all students are to use their daily planner. The planner provides an opportunity for brief teacher-parent communication and promotes students' responsibility in recording and completing assignments. Parents are asked to sign the planner after reviewing the daily entries. Each student is provided a planner; replacement cost is \$6.50.

### **UNIFORMS/DRESS CODE**

The responsibility to make academics the primary focus obligates Knowledge Quest Academy to prevent anything which may distract from the education of students. **To this end, a uniform policy has been adopted and will be enforced.**

Wearing uniforms is intended to promote safety, improve discipline, and enhance the overall learning environment. Proper wear of the uniform also shows pride in oneself and in KQA. Students are expected to be in uniform throughout the school day.

When a parent registers their child at KQA, it indicates their acceptance of the uniform policy. Students not in uniform may be sent home and further disciplinary action may be taken.

### **Parent and Staff Responsibilities**

Parents have the responsibility to ensure that their students arrive at school in proper uniform. Within the school, the dress code will be enforced by the classroom teacher, other staff members and the KQA administration. The administration will make the final decisions regarding uniform issues. **Cheerful, consistent compliance with the uniform policy by all students and parents is expected.**

### **General Uniform Wear Guidance**

Students must present a clean and neat appearance. Uniforms are to be of appropriate size/fit, and they must be worn as intended by the policy. A student can be out of compliance for wearing non-approved items, or by wearing approved items in a manner that is sloppy, immodest or otherwise inappropriate. Items that bare or expose traditionally private parts of the body including, but not limited to, the stomach, upper leg, thighs, buttocks, back and breast are not acceptable (i.e. too tight/baggy, too short, low cut or otherwise revealing).

### **Pants/Shorts**

Pants and shorts for both boys and girls at all levels

- Pants/shorts can be pleated or flat front and can be cuffed or non-cuffed.
- Pants/ shorts must be Black, Navy or Khaki (Tan), and have internal pockets.
- Cotton twill only/NO denim, jean or corduroy pants/shorts
- Capri pants must be Navy or Khaki cotton twill
- No “low riding” of pants or shorts is allowed.
- Cargo pants or any pants with pockets on the legs are not allowed.
- Pants with holes may not be worn. Neither pants, nor shorts may be rolled to achieve proper length.
- Pants/shorts/skirts/skorts must not have any designs, sequins or embellishments.

### **Shirts/Turtlenecks/Sweaters/Sweatshirts**

- Shirts must be **solid** white, navy, black, green, pink, or burgundy with 2-4 buttons (No T-shirts—polo style only) Girls may wear shirts with a Peter Pan collar.
- Shirts may be short or long sleeve. Dress shirts may or may not have a pocket(s) and may have either a button down or non-button down collar.
- School-designed polo shirts with a KQA logo may be worn as part of the regular uniform.
- Pull-over sweaters are not part of the uniform unless worn over a uniform shirt.
- Cardigan sweaters (solid KQA colors) may be worn over a uniform shirt
- Turtlenecks must be solid white, navy, black, green, pink, or burgundy.

- Hooded or collar sweatshirts (approved KQA or solid school uniform colors) may be worn as part of the regular uniform. (sweatshirts with the KQA logo sold during the year are allowed)

### **Shorts/Skorts/Skirts/Jumpers**

Female students have the option of wearing Navy or Khaki skorts, skirts need to be an appropriate length. (***When student is standing with arms down their side, length should be below their fingertips***)

### **NOTE:**

- A polo shirt has 2-4 buttons and a collar. A t-shirt has a round/flat collar and no buttons.
- Khaki (tan) Length of shorts, skirts and jumpers must be appropriate (*When student is standing with arms down their side, length should be below their fingertips*).
- Jackets worn outside of the building are not part of the uniform code.
- Sweaters and sweatshirts worn inside are included in the dress code policy.
- All shoes must have a strap around the heel. No flip flop type shoes/slippers or heales are allowed.
- Girls may wear tights. The color must match the school uniform.
- Any jewelry placed in body parts other than the ear is to be removed during school hours and functions. During P.E. earrings must be removed. All jewelry must be conservative and non-offensive.
- Hair must be well groomed and clean; aerosol can are not allowed in the building.
- Tattoos are not to be visible during school hours and functions. Students who place tattoos on a visible body part must keep it covered at all times.
- Bandanas are not allowed; hats of any kind may not be worn in the building.
- No sunglasses may be worn in the building without a doctor's written **prescription**.
- Sweaters must be solid colored in the approved uniform colors No logos or designs are permitted.
- No head coverings are allowed in the building – this includes hoods and hats unless prior approval is given for a special occasion.
- **For elementary students**, KQA T-shirts and navy, black or gray sweatpants may be worn on PE days for the entire day.

### **Dress down day Guidelines**

- Students must present a clean and neat appearance
- Bare or exposed stomach, upper leg, thighs, back and breast are not acceptable.
- Baggy, too tight, low cut styles are not permitted.
- Excessive jewelry is not permitted.
- Appropriate clothing ( logos, designs etc.)

Uniforms must be worn on field trips unless the administration approves otherwise. Uniforms are not required for any evening or weekend activities unless specified by the administration or the activity supervisor.

## Violation of Dress Code Policy

### **1<sup>st</sup> Dress Code Violation**

When a minor infraction occurs, student receives a warning and reviews Dress Code Policy with teacher. Parents are notified by phone or in writing.

### **2<sup>nd</sup> Dress Code Violation**

Student is assigned 1 after school detention. Parents may be called and required to bring clothing in order for the student to comply with dress code. Parents are notified by phone or in writing of the violation.

### **3<sup>rd</sup> Dress Code Violation**

Parents are called and required to bring clothing in order for the student to comply with dress code. Student is assigned attendance at Friday afternoon school. Parents are notified by phone or in writing of the violation.

### **4<sup>th</sup> Dress Code Violation**

Parent is notified by phone and in writing of the dress code violation. Student is assigned 1 ISS. Parents and students are required to meet with administration.

### **Dress Down Days**

There will be certain days during the school year that we will allow the students to dress down. Otherwise, they will be required to wear a school uniform. The schedules for these days are as follows :

Friday August 26, 2011 Dress Down Day

Friday September 30, 2011 Dress Down Day

Friday October 21, 2011 Dress Down Day

### ***November No Dress Down Day***

Friday December 21, 2011 Dress Down Day

Friday January 27, 2012 Dress Down Day

Friday February 24, 2012 Dress Down Day

### ***March No Dress Down Day***

### ***April No Dress Down Day***

Friday May 21-25, 2012 Dress Down Day

## **STUDENT RETENTION – Elementary and Middle School**

Knowledge Quest Academy has adopted very specific skills and curriculum at each grade level and students must demonstrate adequate mastery before they can be promoted to the next grade level.

The KQA elementary policy states:

Throughout the year several assessments are given and instructional interventions are provided for students based on literacy and numeracy. Based upon

these assessments and a student's performance within the classroom subjects, the KQA administration will make a recommendation if retention is advised for a student. The decision for this recommendation will be given no later than April 15 and a meeting will be scheduled with the parent/guardian to discuss possible retention.

The KQA middle school policy states:

**A student will be recommended for retention if he/she receives a percentage grade of 59%(F) or lower in two or more academic subject areas (Math, Language Arts, Social Studies, Science) or a grade point average of 1.5 or less in all academic areas.** Before March any student at-risk of failing will have a plan in place to provide every opportunity for academic success.

**It is expected that students actively participate in the instruction and completion of assignments.**

Retention will only be recommended when there has been:

- Documented failing academic grades
- Documented accommodations and instructional interventions
- Data from assessments
- Parent-teacher-student conference scheduled in April 2012

If the middle school team is considering retention of a student, the parents and Principal should be informed as soon as possible. In any case, this recommendation or consideration should come no later than the third quarter. Notification should be made in writing as well as verbally during conferences. Knowledge Quest Academy reserves the right to determine final placement of any Middle School student.

## **VISITOR POLICY AND PROCEDURES**

For security reasons, all visitors to KQA are required to check in at the school office and pick up a visitor pass BEFORE proceeding to other parts of the school. The visitor must also sign out when leaving. This policy includes parent volunteers. Visitors are not permitted on the playground during recess time.

## **VOLUNTEER INFORMATION**

In an effort to provide the best learning environment possible for our students, Knowledge Quest Academy Board of Directors unanimously passed a motion on 08/02/06 to create a volunteer policy which **encourages at least 40 hours/family per year in order actively engage parents in their child's educational experience.**

There are abundant opportunities to serve your school throughout the year to fit your family's particular needs. Contact the school office or classroom teacher for more information regarding the many ways to participate in Knowledge Quest Academy's learning community. There are also volunteer opportunities posted on the KQA website throughout the year.

When you do volunteer your time, please write down your name, the date, activity, and hours spent volunteering on the forms provided at the front office. Your hours will be recorded by the volunteer coordinator. Grandparents, and all immediate family's hours are also included in the contribution to the 40 volunteer hour commitment.

**Allowed Hours:**

- Any KQA classroom work. This includes, helping with class parties, reading, assisting teacher, substitute teaching, cutting out materials, filing, etc.
- At-home work for KQA. This may include cutting out materials for teachers, putting together mailings, phone calls for teachers or committees, typing for teachers or committees, e-mails for committees or teachers.
- Baking goods for school parties, fundraising, Teacher Appreciation and Parent/Teacher weeks or other school events.
- Time spent purchasing goods for class activities or picking up goods for school. e.g. McDonald's lunches, office supplies, other equipment ordered by school, donated items, etc.
- Community work for school projects- e.g. getting sponsors for school events, hanging posters, getting donations, handing out flyers, working on the school float, etc.
- Attending Committee meetings
- Chaperoning for field trips or other school events/activities,
- Helping to set-up or takedown for school events.
- Running a booth at a school event.
- Helping organize and distribute fundraising materials at school, ..e.g. tallying orders, separating orders, getting orders handed out.
- Taking your child out door-to-door for fundraising and delivering fundraiser products. (Does not include taking a fundraiser to work with you to have co-workers order).
- Babysitting children whose parents are volunteering for the school.
- Becoming part of a committee including all related work, phone calls, and meetings, etc.
- Bus Duty and Lunchroom Duties - Working in school library.
- Helping to count and collect Box Tops or Cartridges for Kids.
- Volunteering to help in KQA office (if needed)

**Not Included**

- Cub Scouts. . .any activities whether at school or not.
- Babysitting your own children or for someone in your related family, this includes grandparents, aunts, uncles, cousins, siblings, etc.
- Carpooling
- Personal phone calls made to school to speak with teachers or ask questions.
- Parent/Teacher conferences.

## **VOLUNTEER/PARENT VISITATION CLASSROOM POLICY**

Knowledge Quest Academy's Parent Visitation Classroom Policy was created to give guidelines to Knowledge Quest Academy's Parents who would like to visit and be involved in their child(ren)'s classroom(s.) Parents are welcome to visit the school. However, a phone call, email, or hand written note must be sent to the KQA front office to coordinate the visit. **Drop-in or unannounced visitors can be disruptive to the classroom and student schedules and will not be allowed.**

Knowledge Quest Academy is a school of choice. As such, Knowledge Quest Academy recognizes the value of parental involvement in the school and wishes to provide avenues for parents of KQA students to contribute to the success of KQA. The following are specific expectations for parental involvement in the classroom.

1. Teachers are the final authority in the classroom.
2. Teachers have their own teaching style, which is to be respected by all room volunteers.
3. Teachers will provide meaningful opportunities for parents to participate in the classroom.
4. All volunteers must be under the direct supervision of certified staff at all times.
5. All volunteers must check in with the front office before entering the classroom.
6. Under no circumstance is it acceptable for a parent volunteer to confront a teacher about an issue in the classroom, or any other part of the school, when students are present.
7. Should a parent volunteer be deemed incapable of securing the health, safety and welfare of the students and/or the school by Administration – The Principal and/or Assistant Principal reserves the right to deny direct access to students and/or classroom related activities.
8. Unless scheduled to assist on the playground as a volunteer, visitors must not be on the playground during recess time.

**Teachers will develop parent volunteer times for the classroom after the first three weeks of class. The first few weeks are important for teachers and students to get to know one another and complete student ability assessments.**

## **VOLUNTEER/PARENT/TEACHER INTERACTION**

The following parameters will help facilitate a positive professional relationship between KQA parents and KQA teachers.

1. Parents will call in advance to set up meeting times with teachers.
2. Teachers will make every effort to communicate with parents in a timely manner.
3. The responsibility for teacher evaluation rest with the principal and assistant principal.
4. Before entering classrooms, parent will secure mutually agreed upon times and dates with teachers.

5. Parents and teachers will always keep the best interests of the student(s) the highest priority.

**KNOWLEDGE QUEST ACADEMY MIDDLE SCHOOL HANDBOOK APPENDIX  
2011 – 2012**

Welcome to Middle School!

The following handbook items are intended as a supplement to the KQA School Handbook to address specific middle school policies and procedures. Please refer to the school handbook for school-wide information.

**ARRIVAL**

School starts promptly at 7:40am. Middle school students are expected to meet by the playground before school and not block doorways or sidewalk access. Students may go to the cafeteria if they are having breakfast. Students may enter the building at 7:30am to access their lockers.

**ATHLETIC TEAMS/ ELIGIBILITY**

Knowledge Quest Academy is a member of the Northern Colorado Independent League which sanctions competitive athletics for 12 independent schools in the area. KQA has the following sports:

- Girls volleyball, basketball and soccer
- Boys basketball and soccer.

We encourage adolescents to pursue involvement in extra-curricular activities when possible. We have partnered with Milliken Middle School for participation in sports not offered at KQA.

**Participation is open to all middle school students who maintain eligibility as follows:**

Each week every teacher turns in a list containing the name(s) of any student athlete or manager who currently has a "D" or "F" or who has become a discipline problem.

Teachers are asked to use their own discretion in regard to student athlete or manager who are working to their abilities but are unable to make a "C" grade. There will be no leeway in regard to a student who displays poor conduct in school.

**Students must maintain a cumulative grade average of "C" in all core classes.**

A grade of "D" or "F" will constitute a student as being on probation for that week. (Parents will be notified). If a student does not become eligible the following week they will serve a 2 week suspension (Parents will be notified). The student is still expected to attend practices and games while upgrading his/her work or conduct in order to become eligible to continue playing.

All student athletes participating in sports are required to have a physical examination. Also each participant must have adequate insurance. The insurance requirements may be met if your son/daughter is presently covered by a family insurance program. If not you can purchase a School Accident Insurance Coverage Plan through the school. .

**BULLYING/HARASSMENT/INTIMIDATION**

It is critical that student and parents contact the school administration if there is an issue with bullying of any kind. We are dedicated to addressing issues so that our school environment is

conducive to an atmosphere of positive and safe learning. Please see the Bully Prevention section of the student handbook for more **information**.

### **DRESS CODE FOR PHYSICAL EDUCATION CLASSES**

Middle School students will have PE once a week. Students are required to change into appropriate PE clothes: black, grey, or navy blue sweatpants/shorts and a KQA t-shirt. Athletic shoes must be worn during PE. Students will change back into KQA uniform at the end of PE. Non- dressing out for PE will be considered a dress code violation.

### **ELECTRONIC DEVICES**

While students may bring electronics (mp3 players, cell phones, video games) to school, it is expected that these electronics be off and put away during school hours. **Students are allowed to use the phone in the main office if they need to make a call during the day. Likewise, parents may call the office and leave a message for their student if there is a need to make contact during the school day.**

#### **If a student has the above items out during the school day, the following consequences will occur:**

1<sup>st</sup> Offense: Student's item is taken and will be secured by an administrator. At the end of the day, the student may pick up their item and will receive a warning from the administrator and a copy of the electronics policy.

2<sup>nd</sup> Offense: Student's item is taken and will be secured by an administrator. At the end of the day, the student may pick up their item and will receive a phone call home from the administrator and a copy of the electronics policy.

3<sup>rd</sup> Offense: Student's item is taken and will be secured by an administrator. The parent is called by administration and must pick up the item from the school with a copy of the electronics policy.

4<sup>th</sup> Offense: Student's item is taken and will be secured by an administrator. The parent is called by administration and must pick up the item from the school with a copy of the electronics policy. At this time, the parent and student will be informed that the student's electronic item must be turned in daily to the office every morning and picked up at the end of the day.

While KQA will make every effort to ensure the safety of the phone/music players/video games, **we are not responsible for the loss or replacement of any electronics brought to school.**

For health and safety reasons, basic garments and footwear are required for physical education classes. Students are required to wear a KQA T-shirt with sneakers with socks.

### **HOMEWORK POLICY**

#### **I. Philosophy/Purpose:**

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the KQA staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives.

#### **II. Time**

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time on homework, you should contact your child's teachers. Generally, students in grade 6/7/8 will average approximately 1 – 1.5 hours per night.

### **III. Late Work Penalties**

Students are required to turn assignments in on time unless the assignment is accompanied by a late assignment coupon. Students will be given four late assignment passes to use during each quarter. If a student does not need to use their coupon during the quarter, they may turn remaining coupons in to the teacher of their choice for extra credit.

#### **“Working Lunch”**

Knowledge Quest Academy is committed to the academic development of every student. When a student is not completing class and/or homework assignments, their opportunity to fully participate and demonstrate competency is compromised. In order to assist students to finish assignments, KQA has developed a “Working Lunch” program as an academic intervention. It is held daily during the lunch period. Students assigned to the working lunch bring their lunch to a designated classroom and are assisted by administration and staff to complete their missing or unsatisfactory work. Once a student has completed their work and are back on the path for academic success, they return to a regular lunch/recess time.

#### **Loss of Credit**

In the absence of a homework pass, a student's grade on the assignment will be reduced 10% per day up to five days not to exceed a 50% penalty of earned credit. Late work will be accepted until two weeks prior to the end of the quarter. (Work assigned within the last two weeks of the quarter must be in two days prior to the end of the grading period.) Assigned work not turned in by the 7<sup>th</sup> week of the quarter will receive a zero.

### **IV. Incentives**

- Each student will receive four passes at the start of each quarter to use if needed. The pass may be used to turn in a completed assignment, no more than one day late, for full earned-credit.
- Lost or stolen passes will not be reissued.
- Unused passes may be turned in to receive extra credit points.
- Passes from one quarter may not be used in another.
- Passes may not be given, traded, or sold to another student

### **V. Test/Assessment Make-ups**

If the first day of the absence occurs on the day of the test, the student should be ready to take the test upon his/her return to school. If the absence(s) is prior to and inclusive of the actual test date, the student will make arrangements with their teacher to prepare for and take the test. This should not exceed one week after his/her return.

## **VI. Grace Periods for Absences**

### **Absences for Illness and/or Family Emergency**

- Minimum of two days for each day of absence to complete missed work.
- More than five consecutive days of absence – Teacher and student will
- determine essential assignments and agree upon due dates.
- In the event of a one-day absence, for which the work was assigned more than five days in advance, the original due date will be maintained.

### **Planned Absences of More Than One Day**

- Absences of one day will follow the two-day grace period.
- If work is available before an absence, it is due upon return.
- If work is requested, but not available in advance, the student will have two days for each day of absence to complete the assignment.

## **VII. Extenuating Circumstances**

The student and parent will work with the teacher to make a plan to deal with extenuating circumstances. Examples of extenuating circumstances may include: family emergencies, injuries and extended illnesses.

## **VIII. Extensions**

Extensions for students who have not been absent must be pre-arranged with the student, teacher, and parent. The student's parent must contact the teacher to discuss the extenuating circumstances necessitating a change in due date. **If approved**, the teacher will determine the appropriate extension time based upon the information provided.

## **IX. Scholastic Dishonesty**

If a student is guilty of plagiarism or cheating on an assignment or test; or if a student is guilty of assisting in this event, he or she will receive a score of 0% on the assignment and a parent/guardian conference may be requested.

## **LOCKERS**

Lockers are available to all students. They are provided for each student to have space to store personal belongings. At no time should another student go into another student's locker. Lockers are school property and remain under the supervision of school administration. Any locker may be searched at any time, for any reason, without notice or student consent.

- Do not bring valuables to school to store in your locker.
- Decorations are allowed only on the inside of the middle school lockers unless prior permission is obtained from the administration for special events.
- Inappropriate pictures or items should not be placed in your locker.
- Students are responsible for their lockers and will be held accountable if damages occur.

- Any tape, stickers, etc. must be completely removed at the end of the year and the locker must be returned to its prior condition.
- Use of a locker REQUIRES the use of a lock, which will be provided by the school.
- Students may lose the privilege of using a locker if they fail to adhere to these rules.

### **STUDENT RETENTION**

Knowledge Quest Academy has adopted very specific skills and curriculum at each grade level and students must demonstrate adequate mastery before they can be promoted to the next grade level.

The KQA middle school policy states:

**A student will be recommended for retention if he/she receives a percentage grade of 59% (F) or lower in two or more academic subject areas (Math, Language Arts, Social Studies, Science) or a grade point average of 1.5 or less in all academic areas.** Before March any student at-risk of failing will have a plan in place to provide every opportunity for academic success.

**It is expected that students actively participate in the instruction and completion of assignments.**

Retention will only be recommended when there has been:

- Documented failing academic grades
- Documented accommodations and instructional interventions
- Data from assessments
- Parent-teacher-student conference scheduled in April 2012

If the middle school team is considering retention of a student, the parents and principal should be informed as soon as possible. In any case, this recommendation or consideration should come no later than the third quarter. Notification should be made in writing as well as verbally during conferences. Knowledge Quest Academy reserves the right to determine final placement of any Middle School student.

### **TARDY DURING SCHOOL**

Tardy students must get a pass from their previous teacher. Do not come to the front office for a pass. Students will be considered tardy if not in the classroom by the bell unless student has checked in with the current period's teacher. Students who are tardy to school (arriving after 7:40 am) must report to the front office for a pass.

### **TEACHER DIRECTED STUDY GROUPS/OPPORTUNITY SCHOOL**

Our staff is dedicated to student success and will offer study groups after school to assist students. Each teacher will have a designated time for students to come in before or after school. Please contact your child's teacher for more information.

Opportunity School, a 1 ½ hour study group, will be assigned to students who are in danger of failing. The following criteria will be used to determine assignment of a student to Opportunity School:

- More than 5 assignments incomplete
- Less than a 65% class average

Parents of students assigned to Opportunity School will be notified so that transportation plans can be made in advance.

**USE OF PLANNER**

Students receive a planner at the beginning of the year and are required to record daily homework assignments. Teachers will check planners and they will be part of the grade for Academic Enrichment class.