QUEST
PREPARATORY ACADEMY

A Leader in Me School

Parent & Student Handbook

2026-2027

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Introduction

Welcome to Quest Preparatory Academy! We are delighted that you have chosen Quest as the school of choice for your child's educational experience. It is our goal to provide your child and you with a safe, learning environment where teachers can teach and students can learn. To accomplish this, it is necessary to establish and require adherence to a well-defined standard of acceptable behavior. A school is a community and the rules and regulations are established for the protection of the rights of all members of that community. Violation of school rules and regulations that are harmful to the rights and privileges of others is not acceptable.

The purpose of the policies and procedures contained in this handbook is to present not only guidelines for responsible student citizenship, but to provide a systematic and consistent approach to handling violations of these policies which may arise in the school setting. The objective of school discipline is to allow for student growth in abilities, attitudes, and habits that are essential to acceptable and self-controlled behavior.

The partnership between home and school is vital in the development of each child. Parents are encouraged to take the time to review this handbook with their child(ren). Everyone's knowledge of and cooperation in following the guidelines set forth in this handbook will greatly enhance Quest Preparatory Academy's ability to create an exceptional school environment for every child.

After reading and understanding the contents of this handbook, please fill out and return the Parent Handbook Acknowledgement Receipt Form found at the conclusion of this handbook.

About Quest

Quest Academy is a public, tuition-free charter school sponsored by the state of Nevada serving grades PreK-8. We are located in Northwest Las Vegas. The Nevada Academic Content Standards and Common Core State Standards are implemented with the goal of creating lifelong learners and leaders ready for success.

The school has two emphases:

1. An intensive academic curriculum that addresses individual needs and then continues to challenge all students to achieve our highest expectations—that they are college and career ready, no matter where their paths may lead. All students will receive the opportunities and attention that facilitate their success in the core subjects as well as in the arts and sports.

2. A school community that draws on the resources and skills of families, parents, students, businesses, and community groups to help our students become confident in their abilities and proud of their communities, their culture, and their histories.

School Mission & Vision

Mission

Quest Academy is an academic institution that is dedicated to growth, perseverance, and academic achievement. We foster students' personal and intellectual growth so that they are prepared to be positively productive and engaged citizens of their communities. We pride ourselves on our familial environment, and caring and committed teaching, leadership, and support staff.

Vision

Quest Preparatory Academy provides a uniquely designed, academically rigorous, caring and nurturing learning experience in a tuition-free, public school setting. We are a close-knit community of teachers, leaders, and families, committed to providing our diverse student population with the high-quality educational experience that they deserve.

Academic Excellence

The following policies, rules, and regulations set forth in this handbook are for the benefit of the students and all other members of the Quest Community. A student's sharing of his/her talents in athletic, artistic, academic, dramatic and other aspects of Quest life will contribute to his/her own growth as well as to the welfare of fellow students.

Core Values

I. What is best for children
II. Focus on results
III. Insist on high expectations and a high level of accountability
IV. Success comes from and belongs to all stakeholders
V. Special education and English language learners are integral parts of total school improvement

School Schedule

2026-2027 School Year Calendar

The school calendar can be found on our website at: https://www.questlv.com/calendars.html

Office

The school office at 4025 N. Rancho Drive is open 7:30 a.m.-3:30 p.m. Monday through Friday.

Full Day

	Elementary	Middle
Start Time	8:15 a.m.	8:25 a.m.
Dismissal	2:45 p.m.	3:00 p.m.

Early Release

	Elementary	Middle
Start Time	8:15 a.m.	8:25 a.m.
Dismissal	11:30 a.m.	11:45 a.m.

**Lunch is served on Early Release Days by pre-order*

Arrival or Departure from Campus

Quest Preparatory Academy maintains a closed campus policy. Once a student arrives on school grounds, the student is to remain on campus until the end of the school day. Parents/guardians picking up students before dismissal are required to sign the student out at the front office and state a purpose for taking the student out of school. If a child is to be picked up by someone other than his/her legal guardian, they MUST be listed on the student's "Emergency Contacts" in Infinite Campus, be 18 years of age or older, and show photo I.D. Due to the disruption of the classroom environment, students will **NOT** be allowed to be checked out during the final 30 minutes of the school day (after 2:15 p.m. for elementary school and after 2:30 p.m. for middle school).

Early Arrival/Late Pick-Up

Quest offers Before/After Care programs through Champions. Students must be 4 ½ years old to enroll in Champions. Before-Care begins at 6:00 a.m. and After-Care begins 15 minutes after dismissal. Students may not be dropped off prior to the school start time unless they are enrolled in the Before-Care program.

In the event that a student arrives prior to the start time for drop off (8:00 am) and is not signed in to the Before-Care Program, parents or other emergency contacts will be notified to return for the student and wait for 8:00 am. This creates a safety concern for the child and school. Parents will be required to attend a conference after a second offense. Students will not be allowed to go to class until a parent signs them in and authorities will be contacted with repeated offenses (2+).

In the event that a student has not been picked up within 15 minutes after dismissal and is not enrolled in After-Care, every effort will be made to contact parents or other emergency contacts listed in the student's "Emergency Contacts" list in Infinite Campus. Child Protective Services (CPS) will be contacted if the school is unable to reach the parent or any of the persons on the emergency contact list.

All early arrival and late pick up will be documented in Infinite Campus.

Parents are encouraged to enroll in our Before/After-Care program through Champions.

Closed Campus Policy – Lunchtime

Quest maintains a closed campus during the lunch period. Students may not leave campus for lunch unless they have their parent, legal guardian, or authorized emergency contact person sign them out at the front office for the duration of their lunch period.

Campus Pass Regulations

Students are expected to be in class when class begins. Students should rarely need to leave class until the dismissal bell rings. For those rare occasions when teachers grant a student permission to leave class, a campus pass must be carried. NO STUDENT SHOULD BE OUT OF CLASS WITHOUT A SIGNED PASS. Only staff members or an administrator may excuse a student who is tardy from one activity on campus to another by issuing a tardy pass.

School Field Trips

School field trips and excursions are authorized and are considered as an extension of the classroom to contribute to the achievement of the educational goals of Quest Preparatory Academy. While on field trips and excursions, students, approved chaperones and staff members are considered ambassadors and representatives of the school. Students must treat employees, chaperones, and guides with respect and courtesy at all times. Parents are notified before the trip concerning the destination, times, payment, and lunch arrangements. All funds paid are non-refundable. The required health forms and permission slips must be signed and returned by the given deadlines to be able to participate. Students who have discipline write-ups or chronic absenteeism within the past 30 days may not be allowed to participate in field trips and/or excursions. Administration also reserves the right to not allow participation in field trips.

Arrival and Departure Procedures

Drop-Off/Pick-Up

Quest is open for traffic during the specified drop off and pick up times below. Do not block thoroughfares and adhere to the times below. **If you arrive for pick up BEFORE the specified time, you will not be able to wait**. You will need to leave the grounds and return at the appropriate time. If you are on Rancho, do NOT turn in north of Pep Boys, please enter south of Pep Boys.

Drop-Off Times and Pick-Up Times

Drop Off Schedule		
Time	**End Time**	**Who?**
8:00 a.m.	8:15 a.m.	Elementary Students and Families with Elementary and Middle School Students

8:00 a.m.	8:20 a.m.	Middle School students with NO elementary siblings
8:30 a.m.	8:30 a.m.	PreK ONLY must park and drop off at PreK door and sign in PreK student
Pick Up Schedule		
Time	**End Time**	**Who?**
2:00 p.m.	2:05 p.m.	PreK students
2:45 p.m.	3:00 p.m.	Elementary students with NO middle school siblings Recommended car arrival times: 2:45 p.m.-K/1st 2:50 p.m.-2nd/3rd 2:55 p.m.-4th/5th
3:00 p.m.	3:15 p.m.	Middle School students with NO elementary siblings Recommended car arrival times: 3:00 p.m.-6th graders 3:05 p.m.-7th graders 3:10 p.m.-8th graders
3:00 p.m.	3:15 p.m.	Elementary students WITH middle school siblings Recommended car arrival times: 3:00 p.m.-6th graders 3:05 p.m.-7th graders 3:10 p.m.-8th graders

No Parking

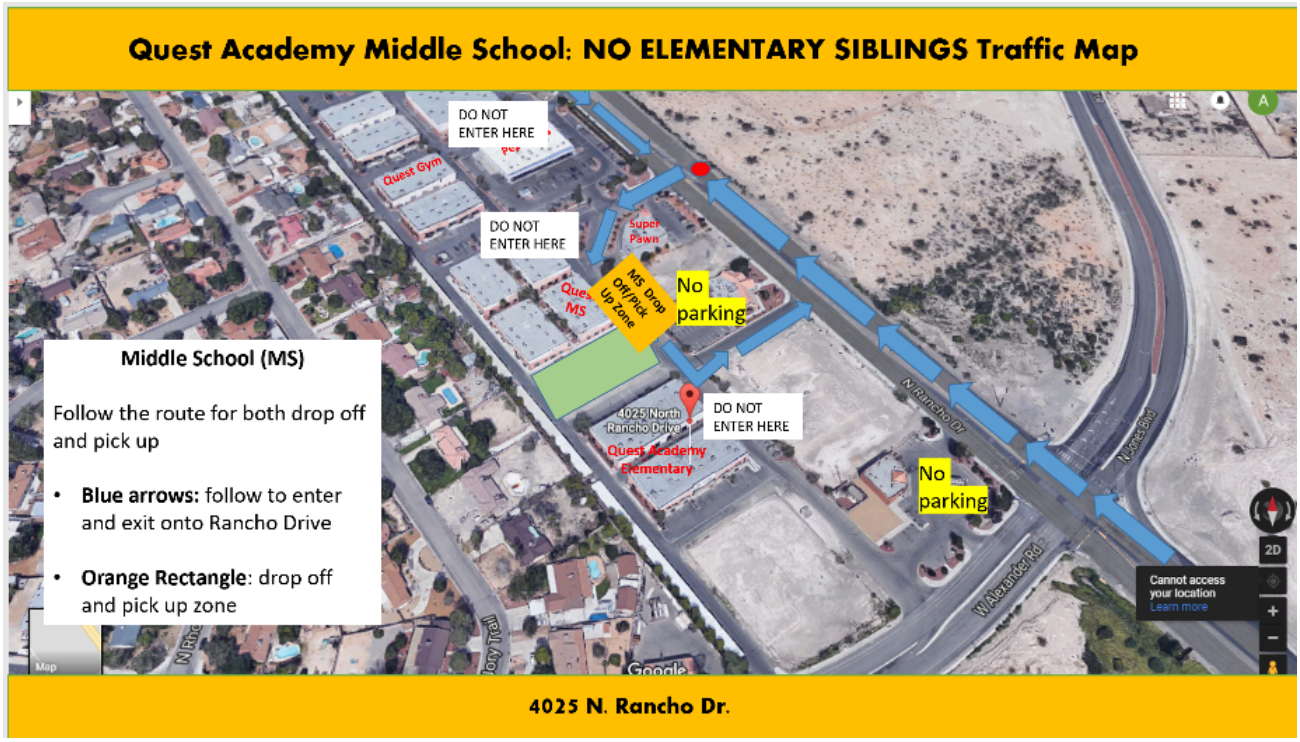
No parking at Timbers or the gas station

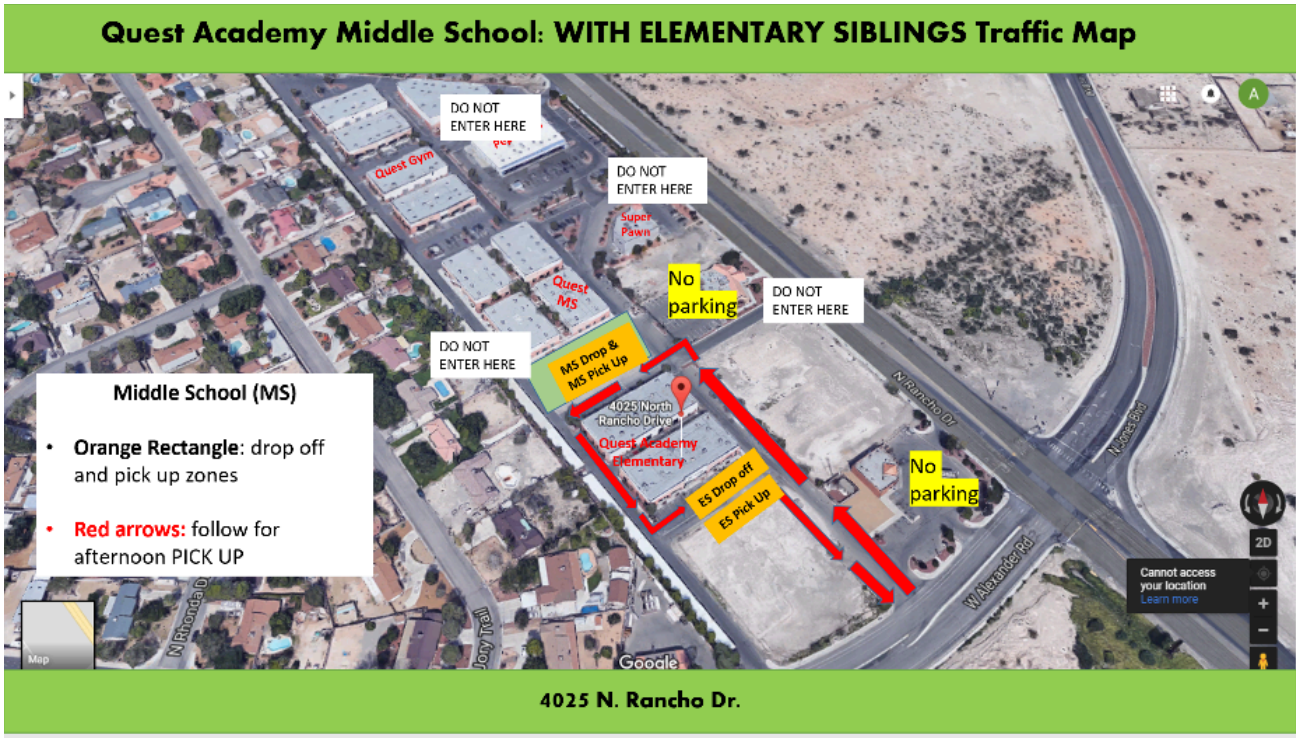
Maps

Please adhere to the traffic map that applies to your student (see following pages). This is the APPROVED route from the city.

Elementary School

Middle School





Car Line

For safety purposes, **ALL STUDENTS MUST BE DROPPED OFF AND PICKED UP IN CAR LINE EXCEPT PRE-K STUDENTS**. Follow the arrows on the traffic maps. This is the approved drop off location and direction from the city.

Walking Passes

Walking passes are <u>only</u> for students taking a bus home or walking all the way home within a 1 mile radius of the school campus. If families are not following this policy, their walking pass will be revoked. Walkers are released after all afterschool pickup is completed.

Patience

We appreciate your patience and understanding during student drop-off and pick-up times. Please remember, our staff and volunteers are looking out for student safety and compliance with the city. Please be polite and respectful. **Yelling and cursing at staff will not be tolerated. Authorities will be notified as necessary and adults may receive a *no trespass* notice or ticket.**

Operational Policies & Procedures

Governing Board Meetings

Governing Board meetings are generally held every July, September, November, January, March, and May.

Rights of Individuals to Attend Board Meetings

Quest Academy is committed to transparency and community involvement. In accordance with Nevada Open Meeting Law (NRS 241), all regular and special meetings of the School Board are open to the public.

Board meetings are held virtually and are accessible to all individuals via a publicly posted video link. Meeting notices, agendas, and access instructions are posted on the school website and the Nevada Public Notice website at least three business days in advance, as required by law. Governing Board Meeting notices are posted at both the Elementary and Middle School campuses.

Members of the public have the right to:

- Attend and observe board meetings.
- Submit public comment either in writing prior to the meeting or during the designated public comment period.

If you need special accommodations to access a meeting due to a disability, please contact the school office at least 24 hours in advance.

Quest Governing Board Grievance/Complaint Policy

Quest Academy values open and proactive communication among and between the members of the school community, including parents, students, faculty, staff, administration, and the Board. Issues that are not dealt with directly can become destructive to the school community and, therefore, detrimental to the learning process of our students. The adults in the Quest Academy community must model for its students a willingness to address conflict directly, respectfully, and at the lowest level possible, whenever possible. As such, Quest Academy will create a grievance policy consisting of four steps that is designed for settling differences in a prompt and equitable manner. These procedures guide how any adult member of the school community – parent, employee (faculty or non faculty), administrator, or other adult – is expected to express grievances about other members of the community. The school's administration and Board both expect that conflict will be addressed and proactively dealt with following the fewest number of steps possible. The steps include:

(1) addressing the situation directly with the other person(s) involved;

(2) enlisting the assistance of an administrator/member of leadership to assist in facilitating a resolution;

(3) preparing a written grievance for the Principal at j.veith@questlv.com , who then reviews and acts upon that grievance as appropriate; and

Filing a Formal Complaint
In the formal complaint or grievance, include:

If the issue remains unresolved after following the steps above, parents/guardians may file a formal written complaint. This written complaint should include:

- The names of the individuals involved
- A clear and factual description of the concern
- Actions taken so far to resolve the issue
- The desired outcome or resolution

Formal complaints should be submitted to the Principal and will be acknowledged within 5 school days. The school will review the complaint and respond in a timely manner.

(4) preparing a written grievance for the Board of Directors, who then may choose to hear additional information at a Board meeting and will ultimately make a final decision, not subject to appeal.

It is important to emphasize that the Board will not become involved in a grievance until the final step of the process. Board members are expected to refer any member of the school community who may approach them with a grievance to the school's grievance policy and the proper process for resolving the issue. This process is designed to avoid Board micromanagement and the creation of factions within the school.

Important Notes:

- Concerns involving discrimination, bullying, harassment, or safety may be escalated immediately and do not require following the full step-by-step process.
- Anonymous complaints will be reviewed as appropriate but may limit the school's ability to investigate or respond fully.

For questions about this process, please contact the front office.

Special Education

Quest Preparatory Academy complies with state and federal laws. Special education programs are available for the students with specific disabilities. For questions and concerns regarding special education, please contact the Student Support Office.

NRS 386.580 (4) states that *if the governing body of a charter school determines that the charter school is unable to provide an appropriate special education program and related services for a particular disability of a pupil who is enrolled in the charter school, the governing body may request that the board of trustees of the school district of the county in which the pupil resides transfer that pupil to an appropriate school.*

Educational Rights & Privacy Act (FERPA)

FERPA (10 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students". Quest Academy complies with the **F**amily Educational Rights and Privacy Act (FERPA).

Under FERPA, parents and eligible students (those age 18 or older) have the right to:

- Inspect and review the student's education records within 45 calendar days of submitting a written request.
- Request corrections to records they believe are inaccurate or misleading.
- Consent to disclosures of personally identifiable information in the student's records, except in cases where FERPA authorizes disclosure without consent (e.g., to school officials with legitimate educational interest).

Requests to inspect or amend education records should be submitted in writing to the school principal or designee.

Certain basic information—such as a student's name, grade level, and participation in school activities—may be released as **directory information** unless parents/guardians opt out in writing each school year.

For more information about FERPA rights or to file a complaint, visit:

https://studentprivacy.ed.gov/file-a-complaint

FOIL / Public Records Policy

Quest Academy adheres to the Nevada Public Records Act (NRS Chapter 239), which ensures public access to non-confidential school records.

Public Records Requests:

Members of the public may request to inspect or receive copies of public records maintained by the school. Requests must be submitted in writing and should clearly describe the records being requested. Requests can be sent via email, mail, or delivered in person to the school office.

Timeline:

The school will respond to public records requests within five (5) business days, either by providing the records or acknowledging the request and providing a timeline, explaining any delays, or stating if the records are exempt from disclosure.

Fees:

Reasonable fees may apply for copies or staff time related to fulfilling the request. If applicable, a cost estimate will be provided in advance.

Note: Education records protected under FERPA are not subject to public records requests and can only be accessed by parents/guardians or eligible students, as outlined in the FERPA Policy above.

For public records inquiries, please contact the school administrator.

Enrollment

Quest Preparatory Academy is a tuition-free, public charter PreK-8 school in Las Vegas, Nevada. There is no fee or required donation for students to attend Quest. Quest Preparatory Academy does not discriminate its enrollment based on the race, gender, religion, ethnicity, or disability of a pupil. As a Nevada State approved charter that is dedicated to providing educational programs and opportunities to the community, Quest Preparatory Academy follows the enrollment guidelines as detailed in NRS 388A.453 sub-section 2.

Applications

January

Re-enrollment forms become available to current students and their incoming siblings (applications must be completed for all incoming siblings). Failure to complete and submit re-enrollment form by January 31st will result in forfeiture of enrollment for the upcoming school year.

February

Applications become available to the general public for all grades (including incoming kindergartners).

March

The lottery is conducted on the first Monday of March if applicable.

Lottery

If more pupils who are eligible apply to Quest Preparatory Academy for enrollment than the number of spaces that are available, Quest Preparatory Academy determines which applicants to accept based on a lottery system. The lottery is conducted in accordance with NRS 388.456 subsection 2. These guidelines establish the following enrollment priorities and allowances (preferences listed below are in order of priority) which are followed for the lottery.

Preferences/Priorities

1. Siblings of a pupil currently enrolled at Quest Preparatory Academy.
2. Children of a Governing Board Member or person employed by Quest Preparatory Academy
3. Remaining applicants

Based on the above listed preferences, an applicant waitlist is generated and referred to as spaces become available at the appropriate grade level.

Waitlist

Applicants not contacted to fill available spaces will remain on their grade level waiting list for the current school year. Applications are valid only for the current school year. A new waiting list is generated annually after each lottery on an as needed basis. If an applicant on a current waitlist wishes to be included in the lottery for the following school year, it is his/her parent's responsibility to contact the Registrar during the month of February to keep the application in consideration for the following year.

Withdrawals/Transfer

Coordinate with the Registrar at least three days prior to the last day of attendance to obtain and complete required forms. All text books, library books, technology equipment, and athletic equipment must be returned before the student's last day of enrollment. Records will be held until all school balances and fees are up to date.

Visitors/Parent Volunteers

Every person who enters the building must sign in with a government issued ID at the front desk. Visitors and volunteers are required to sign in and receive a visitor's badge. To ensure the safety of our students, no one will be permitted on school grounds without a badge. All staff are instructed to direct visitors without a badge to the front office. It is imperative that Quest staff knows who is on campus at all times. It is mandatory for all visitors to enter the building via the front doors, regardless of how often they may visit the school. Volunteering in the classroom is at the teachers' discretion. Volunteering is NOT required of parents or families. Enrollment or re-entry for future school years is not based on parent volunteerism; students are not penalized if their parents do not volunteer, and monetary donations are not required in lieu of volunteer hours. Anyone interested in volunteering or observing at Quest Preparatory Academy must contact the teacher and/or principal for availability, approval, and classroom policies.

Volunteering

Quest Preparatory Academy values the participation and involvement of our parents in their child's education. We encourage our parents to spend time volunteering at the school. As of August 1, 2018, Senate Bill 287 requires ALL volunteers with unsupervised OR regular contact with students to be fingerprinted and pass a criminal background check. Regular contact has been defined by the Nevada Department of Education as volunteering at least four times a month.

Parents who wish to regularly volunteer or chaperone a field trip MUST complete a background check including fingerprinting and acknowledgment as being a mandatory child abuse reporter. This process will be required every three (3) years. Volunteers must contact the front desk receptionist at each campus to inform the school that they wish to undergo fingerprinting and to pick up the required form. Parents who wish to volunteer must report to B & D Fingerprinting Services LLC at 800 N. Rainbow Blvd. #175, Las Vegas, NV 89107. Volunteers are required to give their name, the name of the charter school, and provide the fee for the background check and fingerprinting. The process may take up to 3-4 weeks to complete.

All volunteers at Quest Academy are required to complete a brief orientation and training prior to working with students. Training includes guidelines on student privacy, safety procedures, and appropriate conduct, ensuring a safe and supportive environment for all learners.

Lunchroom Visitor Policy

Parents, on special occasions, may want to eat lunch with their child. This must be pre-arranged with the front office staff to ensure adequate seating and space. Just as Quest does not allow visitors daily in the classroom due to it disrupting the classroom environment, daily, weekly, or overly frequent visits to the lunchroom at the elementary level will not be permitted. No visitors will be allowed at the middle school level. Approaching other students is prohibited and will result in loss of visiting privilege. If you are dropping off lunch, the front office will hold the lunch until the student's scheduled time.

Classroom Observations

On occasion, parents may request to observe their child in the classroom setting. We do allow classroom observations; however, to limit disruptions to the classroom setting, we have established the following guidelines:

- Classroom observations will occur only with an administrator or the administrator's designee present and must be scheduled in advance,
- Classroom observations will be limited to thirty minutes in length.
- Classroom observations will be for the purpose of observing your child, not others. A parent cannot record or take pictures of other students.
- The parent cannot disrupt the educational setting, i.e. talk to or distract the child or classroom teacher during instruction.

Video Policy

Quest Academy uses audio and video recordings to support and maintain a safe school environment. These recordings are part of the school's internal safety systems and are not considered public records.

Quest Academy does not release video footage to parents or guardians. Videos are protected under student privacy laws and may contain images of multiple students, making them confidential. Parents may submit a formal written request for a video review. Requests will be evaluated by administration in accordance with the school's internal Video Review Policy, which outlines when and how a video may be reviewed or summarized by authorized individuals. For questions or to request a review, please contact the school principal.

Social Media Code of Conduct

Quest Academy aims to provide information to its families in every avenue possible. In addition to notes sent home, parent meetings, and mailers, and posts to the school's website (**http://www.questlv.com/**), Quest also utilizes its Facebook page (**https://www.facebook.com/questacademylv/**), Instagram, Twitter, and TikTok to reach out and inform families on the most current updates from the school.

Quest recognizes the many benefits of social media in terms of communication. Our goal is to use our Facebook page to build school spirit and camaraderie among the members of our community. This page is open to all parents/guardians, caregivers, grandparents, and staff of Quest (children under the age of 13 must not have access to the site, as per Facebook regulations). Quest administration wishes to remind the community that some things are best dealt with privately. Issues involving any of the students, staff, or members of the parent community **must not** be communicated via Facebook or any other social media outlets, including, but not limited to, Instagram, Snapchat, Twitter, TikTok, etc. Quest also asks its community not to use the names of any student, staff, or any other members of the community in any posting in reference to concerns. **Quest will not support any posts that incite or contribute to overly negative sentiments.**

Quest's social media accounts are moderated by its staff members. Quest reserves the right to remove any posting or block access to anyone without warning. Quest Academy is committed to ensuring that it remains a safe place for all members of the school community, and will ensure that no negative behavior, either in person or online, undermines this purpose.

Dos

Be Respectful

Quest Academy has a responsibility to ensure that all members of the school community are treated with respect at all times. Please keep the tone of discussion positive and respectful.

Be Responsible & Ethical

Unless specifically authorized to speak on behalf of the school as its spokesperson, you should state that the views expressed in your postings, etc., are your own. Any worries or concerns about your child would need to be communicated through proper channels (i.e. speaking to your child's class teacher first). Comments made online are considered to be "published" and may remain on the internet permanently. Should comments be considered offensive, Quest will have no option but to take further action by referring matters to the police or taking civil action against the individual.

Correct Mistakes

Be sure to immediately correct any mistake you make, apologizing publicly if necessary, and make clear what you have done to fix it.

Use Good Judgment

Regardless of your privacy settings, assume that all of the information you have shared on your social media is public information.

Don'ts

Share Private, Personal, and/or Confidential Information

If it seems confidential, it probably is. Online "conversations" are never private. To ensure your safety, be careful about the type and amount of personal information you provide online. Avoid talking about personal schedules or situations, and NEVER give out or transmit personal information of students, parents, or colleagues.

Share Images/Photos/Videos Without Consent

Each child's parent/guardian signed a written consent to either agree or disagree to using their student's images for publication. It is vital that this protocol is adhered to when uploading photos/media. Quest assumes that photos/media that you have posted on social media have followed this procedure, and the school does not take responsibility for your photos. If the school believes that permission has not been granted, then the post will be removed. Parents are not allowed to videotape, audio record, or take any pictures of other students.

Post Links Without Checking Content First

Links to other sites may provide useful and interesting content, but please ensure that you have verified the content first and know that it is what you intended to share.

"Friend" School Staff

Please do not "friend" school staff, nor do not be upset if a friend request is turned down. Quest staff members are subject to an acceptable use policy and professional boundaries which places restrictions on social media use.

Posts that Will Be Removed

- Personal attacks (posts deemed libelous, profane, defamatory, disparaging, hateful, harassing, threatening, or obscene)
- Post that break the law
- Fraudulent, deceptive, or misleading information

Campus Procedures & Expectations

Personal Belongings

Unless authorized by staff for a specific school activity, students' personal belongings and/or electronic/communication devices are to remain off and concealed inside their purse or backpack during the school day. Students' misuse of such devices, or if use of such devices disrupts the educational environment, will result in confiscation of the device. If an item is confiscated, it may be picked up by a guardian at the front office.

Please note that Quest WILL NOT be responsible for lost or missing items. The school is NOT responsible for lost, stolen, or damaged items that are brought to school. Quest's recommendation regarding this policy is that students should keep ALL personal devices at home.

Lost & Found

Please mark all items clearly with your child's name. This makes it much more likely that we can return an item. Students can claim lost items by checking the Lost and Found at a time approved by the teacher. Small items that were found such as money, purses, jewelry, glasses, keys, and cell phones may be claimed in the school office. Please note that on the last day of each quarter, all unclaimed clothing items, including those items that are labeled with a student's name, will be donated to local charities. Items not pertaining to the school day may not be dropped off at the front office for school personnel supervision. The school will not allow items to be left at the front office for after school or weekend activities.

Personal Electronic Devices

Personal electronic device use by students is prohibited during school hours. School hours mean from when the student exits their vehicle until the student returns to the vehicle after traffic. If students bring a cell phone or personal electronic device to school, they must be turned off during school hours and stored in their backpack-not on their person. In the event a student is found using his/her personal electronic device, it will be immediately taken away and kept with designated staff. If a parent needs to contact the student, he/she must call the school's office. If a student needs to make a call, s/he must make the call from the school office phone with permission from the teacher and/or office manager.

The following items are considered electronic devices:

- Cell phones (all types)
- Wireless earbuds/airpods (all types)
- Tablets (all types)
- Smart watches (if used for communications or internet access)
- Smart glasses/Meta glasses

If a student refuses to turn in their personal electronic device when caught using it during prohibited times, the personal electronic device offense protocol will be followed in addition to disciplinary action for insubordination and refusal to comply with directions. An RPC (required parent conference) will be required.

All personal electronic device offenses will be documented in Infinite Campus.

First Offense

The office will keep the personal device until the end of the school day. The student may pick up the device at the end of the day. Parent(s) will receive notification through Infinite Campus, phone, or email.

Second Offense

The office will keep the personal device until the end of the school day, and a parent must sign out the device between 3:30 p.m. and 3:45 p.m. before it will be released. Parent(s) will receive notification through Infinite Campus.

Third Offense

An administrative consequence is given and requires a parent conference before the student returns to the classroom and restorative justice practices will be utilized and disciplinary actions to include in school suspension.

Fourth Offense

Phone privileges will be revoked for the remainder of the current semester, meaning the student cannot have a device on campus in any capacity or will be required to check it in everyday, and the student may have disciplinary actions to include an in school or out of school suspension. This consequence will also apply to any student using another person's cell phone or electronic device.

Communication & Emergency Data

It is the parent's/guardian's/student's responsibility to ensure that the correct home address, telephone numbers, and emergency contact information are on file at the school at all times. Any changes to this information must be done in person during the school office hours or through the Infinite Campus app. This is crucial to the child's safety in case of illness or emergency. If contact(s) are unavailable, then the proper authorities will be notified.

In-School Assemblies & Events

Assemblies or events that take place during the school day are considered instructional time. All students are required to attend and exhibit school-appropriate behavior. Attendance is defined as remaining inside the designated area. Non-attendance is considered truancy. Refer to the truancy policy for more information.

Health Room Policies

The school first aid safety assistant (FASA) provides first aid and medical care primarily for sudden illness or injury that occurs during the school day.

First Aid

First Aid will consist of:

- Stopping the bleeding
- Cleaning the wound with soap/water or wound wash
- Applying Bactine and/or Vaseline for protection
- Applying Band-Aid or gauze pad as deemed appropriate
- Applying Anti-itch lotion
- Application of a cold pack with be given when necessary
- Treating other minor injuries as deemed necessary
- Isolation for students who develop a fever

Medical Care

Medical care will consist of:

- Temperature taking
- Administering prescribed/over the counter medication – ***See policy listed below***
- Other duties as directed by a physician or health care provider

Students Going Home

A student MUST* go home:

- When exhibiting symptoms of Covid-19 or other communicable illnesses
- When vomiting or has vomited on campus
- When temperature is 100.0 degrees Fahrenheit or higher
- If student sustains a head injury or an injury that may require a physician's care

*Parents/Guardians have a responsibility to pick up their ill or injured child upon notification of a qualifying event from Quest Academy. The student must be picked up promptly. Quest will attempt to notify parents/guardians first. If Quest is unable to contact the parent, the designated emergency contacts listed for the student will be notified.

Students are not allowed to call parents from their cell phones asking to be picked up from school. If a student is ill or not feeling well, the call to go home must come from the school's Health Office (not the student).

Medications

No medication can be given to students unless parents have completed the Medical Release Form and submitted it to the front office. A health provider will contact the parent/guardian for further information or directions.

The medical containers MUST be labeled by the pharmacist and include the student's name, prescribing pharmacist's name, proper dosage, and instructions for administration. Students are not permitted to have any kind of medication in their possession while on school grounds, except per NRS 392.425 students may have self-administering medication for asthma and anaphylaxis. The campus health assistant will make medication available at prescribed times.

All medication must be presented in the original prescription containers and current by date. Expired prescriptions will not be accepted. Quest does not provide any over-the-counter medication including aspirin, acetaminophen (Tylenol) or Ibuprofen (Advil and/or Motrin).

Food Services/Breakfast & Lunch Program

Quest Preparatory Academy receives Free Breakfast and Lunch for all of our students. The schools' Wellness Policy can be found at questlv.com.

If you wish to bring food to share with your child's class (for example, cake, cupcakes, juice, etc.), it **must be store-bought**. Due to health department regulations, any food that is not purchased from the store will not be accepted.

Quest does NOT allow food to be delivered to students (for example, Uber Eats, DoorDash, Etc.). A parent may drop off lunch for their child at the front office. No staff are allowed to purchase food delivery for students.

Food Delivery and Lunch Drop-Off Policy

To ensure student safety, protect instructional time, and respect food allergy concerns, **Quest Academy does NOT allow food to be delivered to students** under any circumstances. This includes food delivery services such as **Uber Eats, DoorDash, Grubhub, or any similar platforms.**

Important Guidelines:

- ✅ **Parents/Guardians may drop off lunch** for their family members only, but it must be labeled and delivered to the front office **prior to the student's scheduled lunchtime.**
- ❌ **No third-party food deliveries** (Uber Eats, DoorDash, etc.) will be accepted for students.
- ❌ **Staff are not permitted to order food for students** or accept delivery on their behalf.
- ❌ **Students may not share food** with others. Sharing food poses a serious risk due to potential food allergies. If a student shares food, this privilege may be revoked.
- ❌ **Food must be intended for your own child only.** No food for classmates or group meals may be dropped off.
- ⏰ **Students will not be pulled out of class** to eat delivered food. All food must be brought in before the designated lunch period to avoid disrupting instruction.
- 🔥 **Staff are not allowed to heat food for students.** Please send food in containers that do not require heating.

We appreciate your cooperation in helping us maintain a safe, inclusive, and focused school environment.

Student Celebrations

Classroom celebrations are allowed on days approved by administration to occur at the end of the instructional day, not to exceed 30 minutes. Days are designated for Fall Festival, Winter Celebration, and Valentines on the master calendar. Food is allowed and must be store-bought. ***During the 2026-2027 school year, items must be store bought AND individually-wrapped**. Teachers must be made aware of any allergies their students might have (i.e. nuts, etc.) so that they can inform parents who are bringing treats for the class. When providing treats, there must be enough for every child in the class.

Celebrations of individual students, for example-birthdays, are allowed and not to exceed 15 minutes. Food is allowed and must be store-bought. The parent and teacher must coordinate the day and time. The time must not interfere with instruction in core subjects. Food brought in for a student celebration may not be distributed or eaten during lunch.

Please note that additional older OR younger siblings will not be permitted into the classroom to join the celebration; therefore, please make other arrangements.

Food & Drinks

No food or drinks (excluding water) are allowed in the classrooms without prior approval from the classroom teacher and/or site administration.

Alcohol and Drug-Free School

Quest prohibits the possession of controlled substances and narcotics on school property in compliance with NRS 453.336. Quest complies with the Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101 et seq.

Academic Policies & Procedures

Available Courses

Elementary School

Students at Quest will be required to take the following courses:
ELA to include Reading, Writing, Listening, Speaking
Math, Science, Social Studies
Specials: Students will have P.E, S.T.E.A.M., and Leadership *subject to change

Middle School

Please refer to the Quest Middle School Course Catalog for a complete list of course offerings and promotion/retention information. Sixth,seventh,and eighth graders are required to take courses in the following areas:

Sixth Grade	Seventh Grade	Eighth Grade
ELA	ELA	ELA
Math	Math	Math
Science	Science	Science
World History	U.S./Nevada History	World Geography and Economics
PE (1 sem.)/Art (1 sem)	Art (1 sem.)/PE (1 sem.)	Health (1 sem.)/PE (1 sem)
Leadership	Leadership	Leadership
Elective	Elective	Elective

Electives (subject to change) : Publications, Advanced Sports Education, Hydroponics, Art, STEM, DECA, Student Aide.

Homework Policy

Parents may expect children to have homework based on the individual requirements of each teacher. The purpose of homework is to practice and/or reflect on previously learned material. Parents are requested to help guide their child during homework, but not complete the assignment for their child. When a student is struggling to understand a concept, additional homework may be given to help the student gain mastery of that material. Occasionally, homework assignments may be assigned to meet student needs, focus on special projects, or complete make-up work.

Report Cards & Progress Reports

Students will receive report cards at the end of every quarter. Any concerns in regards to the student's grades and/or report card may be discussed through appointment with the student's teacher as well as during Parent/Teacher conferences. A parent may view their child's grades at any time through the Infinite Campus portal. For Infinite Campus login information, contact the Registrar.

Quest Academy uses a letter grading system to mark student progress in courses. The grading scale is as follows for 3rd grade through 8th grade:

Letter Grade	Numeric Range
A+	100-97
A	96-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	67-69
D	63-66
D-	60-62
F	59 or below

Quest Academy uses the following grades for Kindergarten, 1st Grade, and 2nd Grade:

Number Grade	Numeric Range	Indicator
4	95-100	Exceeding Grade Level Expectations
3	80-94	Performing at Grade Level Expectations
2	70-79	Approaching Grade Level Expectations
1	69 and below	Developing/Emerging

Make-Up Work

Middle School (6-8)

Students with excused absences should pick up their work the day they return to school. Assignments may also be found on the Microsoft Teams platform or the curriculum platform of that subject and in Infinite Campus. Students have three days for each excused day they have been absent to complete their assignments. Students exceeding five excused absences in a row must work with their teachers to create a make-up work plan. The teacher will provide the student with all work to be made up as well as explicit instructions for completion.

Elementary School (K-5)

The teacher will provide the student with work missed during their absence on the day they return to school. Assignments may also be found on the Microsoft Teams platform or the curriculum platform of that subject and in Infinite Campus. Students have three days for each excused day they have been absent to complete their assignments. Students exceeding five excused absences in a row must work with their teachers to create a make-up work plan. The teacher will provide the student with all work to be made up as well as explicit instructions for completion.

Test & Quiz Make-Up Policy

In-class tests and quizzes may be made up with a documented excused absence. The teacher must provide a testing environment within three days of the student's return to class for the student to make up quizzes and tests for each excused day absent. In rare instances, a student may be excused from an assessment pending approval of the administration.

Test Retake/ Test Corrections

Students may retake a test (if a teacher has a second test) or complete test corrections if they received below 80%. For test corrections, students may redo test problems they missed for 1/2 credit. Not only do they need to show all their work in their re-do, if they were given the correct answer they must also explain what they did wrong the first time and how their new answer is better than the old answer. The purpose of an assessment is to ensure student mastery of content as they progress through standards. Test retakes and corrections can earn up to 80% credit.

Extra Credit

To provide accurate measurement of student content mastery, Quest Academy limits the ability for students to earn "extra credit." Student grades should reflect a student's content mastery of subject standards. Extra credit can move a student's grade no higher than 5%. Extra credit cannot be given for major assessments. Extra credit must be content related unless approved through the principal.

Requirements for Promotion to High School (7th & 8th Grades)

To receive course credit to meet promotion and graduation requirements, a student may not score lower than a D for a final grade for the semester course. The semester grade is 45% one quarter, 45% the other quarter and 10% the semester exam. Students who receive final grades which are 59% or below do not receive credit for the course in which they have received the grade.

Per NAC 389.445 Required units of credit; pupils with disabilities; pupils who transfer between schools; recognition of certain programs of homeschool study. (NRS 385.080**,** 392.033**)**

1. Except as otherwise provided in subsection 4, a pupil must earn at least the following units of credit during the seventh and eighth grades for promotion to high school:

(a) One and one-half units of credit in English with a passing grade;
(b) One and one-half units of credit in mathematics with a passing grade;
(c) One unit of credit in science with a passing grade; and
(d) One unit of credit in social studies with a passing grade.

NAC 389.445 (4) states that *A pupil with a disability who is enrolled in a program of special education may be promoted to high school if the pupil meets the requirements for promotion to high school that are prescribed in his or her individualized educational program.*

Promotion & Retention Policy (K-8)

Quest Academy is committed to ensuring that all students are prepared academically, socially, and emotionally for success at the next grade level. Promotion decisions are based on multiple measures of student performance and are made in the best educational interest of each student.

Quest Academy considers a variety of factors when making promotion and retention decisions, including but not limited to:

- Academic performance and classroom grades
- Performance on state, benchmark, and progress monitoring assessments
- Completion and quality of classwork and assignments
- Demonstrated mastery of grade-level standards
- Attendance
- Teacher recommendations and documented interventions
- Social-emotional and developmental readiness

The school seeks to gather as much information as possible when making these decisions. Input from parents/guardians, teachers, intervention staff, and other school personnel who are familiar with the student's academic and social-emotional needs will be considered. However, the final determination regarding promotion or retention rests with Quest Academy's Principal.

Quest Academy follows the guidelines of **NRS 392.125(2)**, which states that the teacher and principal, in joint agreement, have the authority to retain a pupil in the same grade for the succeeding school year.

Academic Retention Criteria

Students who are significantly below grade-level expectations may be considered for retention. Factors that may lead to retention include, but are not limited to:

- Consistent performance below grade-level standards as demonstrated through classroom assessments, benchmark assessments, state assessments, and progress monitoring data;
- Failure to demonstrate adequate academic growth despite receiving targeted interventions and support;
- Persistent academic deficiencies reflected in grades, classwork, assignments, and overall classroom performance;
- Lack of mastery of essential grade-level skills necessary for success in the subsequent grade.

Quest Academy reserves the right as a charter school to make promotion and retention decisions based on its educational program, standards, and expectations. The school maintains high academic standards and believes that students must possess the foundational knowledge, skills, and work habits necessary to be successful at the next grade level.

Attendance and Retention

Regular attendance is critical to student achievement. Students who are chronically absent may not receive sufficient instructional time to master grade-level standards and may therefore be considered for retention.

For elementary students (Kindergarten through Grade 5), a student who accumulates **17 or more absences during the school year**, excluding absences supported by appropriate medical documentation and approved by the school, may be considered for retention if the absences have negatively impacted the student's academic progress or ability to meet grade-level expectations.

Middle School Promotion and Credit Requirements

Middle school students (Grades 6–8) earn promotion based on successful completion of coursework and demonstration of academic progress.

Students who accumulate **8 or more absences during a semester**, excluding absences supported by appropriate medical documentation and approved by the school, may be deemed chronically absent for that semester and may be denied credit for one or more courses if the absences significantly interfere with the student's ability to meet course requirements and learning objectives.

Loss of semester credit due to chronic absenteeism may impact promotion to the next grade level and may require credit recovery, summer school, retention, or other interventions as determined by the school administration.

Intervention and Notification Process

Prior to retention, Quest Academy will make reasonable efforts to identify academic or attendance concerns and provide interventions designed to support student success. Such interventions may include:

- Academic intervention programs
- Progress monitoring and targeted instruction
- Parent conferences
- Attendance improvement plans
- Student Support Team (SST) interventions

Students approaching chronic absenteeism thresholds will be identified through the school's attendance monitoring process, and parents/guardians will be notified of attendance concerns and the potential impact on promotion, retention, and course credit.

Parents/guardians will be informed when a student is at risk of retention whenever practicable and will be provided information regarding the student's academic and/or attendance concerns.

Students with Disabilities

Students with disabilities may have additional or modified promotion criteria based on their Individualized Education Program (IEP). Any modifications to promotion or retention criteria will be determined by the IEP team and documented within the student's IEP. Decisions regarding promotion and retention for students with disabilities will be made in accordance with applicable federal and state laws and with consideration of the student's disability-related needs, goals, and progress.

Retention Support Plan

Quest Academy is committed to ensuring that retained students receive additional support and opportunities for success. In the event a student is retained, the school will develop a plan that may include academic interventions, targeted instructional support, progress monitoring, and other strategies designed to address the student's identified areas of need and promote future academic success.

Academic Honesty Policy

Student tests/assignments may be disqualified without the right to make up when plagiarism is evident, or the teacher's test taking procedures have been violated. Academic honesty is vital to the success of a student. When the students have engaged in academic dishonesty, their work and their evidence of true ability is compromised, therefore, they will be disciplined accordingly. A referral will be given for the act of cheating. Students who are found to be in violation of the Academic Honesty Policy will be subject to academic and/or administrative disciplinary action. An automatic "no credit" will be given to the assignment, with no opportunity for a resubmission. Plagiarism will not be tolerated.

Violation of the school's academic honesty policy includes but is not limited to: using AI, Google, and other internet based technology, cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or witness information. Students will be required to sign an acceptable use of the internet and other electronic devices policy in adherence to NRS 389.5200 section 2 (a) (1) (2).

Nevada Department of Education Code of Honor

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self-respect, and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

What is cheating? Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source. Examples of cheating can include, but are not limited to:

- Taking or copying answers on an examination or any other assignment from another student or other source
- Giving answers on an examination or any other assignment to another student
- Copying assignments that are turned in as original work

- Collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- Allowing others to do the research or writing for an assigned paper
- Using unauthorized electronic devices
- Falsifying data or lab results, including changing grades electronically

What is plagiarism? Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's works or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source
- Turning in purchased papers or papers from the Internet written by someone else
- Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own
- Helping others plagiarize by giving them your work

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life.

Attendance Policy

Ninety Percent (90%) Attendance Requirement

In order to receive credit for the term, 90% attendance is required in each assigned class. In addition, if a student falls below the 90% attendance rate in a school year that student may be retained dependent upon academic growth. Students not in attendance 90% of the time are considered CHRONICALLY ABSENT REGARDLESS OF TYPE OF ABSENCE unless there is a doctor's note. Types of absence are defined below.

Classes missed due to school approved activities through Quest Preparatory Academy such as: field trips, performing groups, student government, etc., are excluded and not considered absences.

Absence Defined

Absence is defined as a student's non-attendance in his/her assigned classroom during an assigned period.

Verified Absences

Absences are verified if the parents/guardians notify the school by phone or note (authorized school activities are not considered absences) within one day of the student's return to school. If a student is ill for three or more consecutive days, a doctor's note is required. A verified absence can either be an excused or unexcused absence.

Unverified Absences

If a student has 10 or more consecutive unverified absences, the school has the right to withdraw the student from Quest Preparatory Academy. If an appeal conference is requested, the student, parent, teachers, and administration shall confer to determine future action.

Excused Absences

An excused verified absence includes: student illness, medical appointments, court-ordered appointments in which the student must be present, family funeral, and any religious holidays or ceremonies. Administrators are authorized to excuse additional absences for extended illness, injury, or extenuating medical circumstances upon satisfactory verification, including licensed doctor's certified note or letter. In such cases, to receive credit, students are expected to make up missed work in a timely manner. Credit may be withheld if work is not completed and submitted to the correct teacher.

Unexcused Absences

An unexcused verified absence includes any reason other than listed above (for example, vacation, out of town, car trouble, attending appointments not scheduled for the student, etc.)

Tardy Policy

A tardy student is defined as any student who is not inside their assigned classroom at the start of class. The tardy policy has been created to:

- reduce classroom interruptions caused by students arriving late to class,
- reduce the number of students loitering on campus,
- Teach the "life" skills of promptness and responsibility

Student tardiness is a serious disruption to the educational process. Tardiness interferes with time to teach and infringes on the educational rights of other students. Teachers at Quest Preparatory Academy are required to follow the Tardy Procedure.

Excused Tardy

An acceptable *excused tardy* is student illness, medical appointment for student, and/or court with provided documentation.

Consequences

When a student is late to school, a parent must accompany the child into the school building and sign the student in before s/he is admitted to class.

All students who have five unexcused tardies or have three or more unexcused and/or unverified absences within one attendance period (month) will receive a truancy letter and loss of school privileges as determined by the site administration. If the truancy continues, a second truancy letter will be sent home. When there is no improvement, a third letter will be sent home along with a scheduled parent meeting with administration. **Chronic absenteeism and truancies will be reported to agencies as appropriate.**

For students who receive 10 absences in a semester without a doctor's note, loss of credit may occur. If a student loses credit due to excessive absences, tardiness or truancy, a letter will be mailed home explaining the reason for loss of credit as well as the procedure to appeal for credit (Grades 6-8).

Truancy

Truancy by definition is any intentional unauthorized or illegal absence from class. This applies to students not at school, either arriving late, leaving campus early unauthorized, or not attending during the day. This applies to students of their own free will who choose to skip or "ditch" one or more classes during school hours. **Chronic absenteeism and truancies will be reported to agencies as appropriate.**

Truancies & Extracurricular Events/Clubs

If students are truant for ANY part of the school day, they will be ineligible to participate at the next event or practice, including sporting events. The students are expected to attend and dress out, but they will not be able to participate.

School Supports

Student Support Team

The Student Support Team (SST) is a collaborative, school-based, problem-solving team that is organized to address academic, medical, behavioral/emotional, social and/or other problems that may interfere with a student's ability to obtain an appropriate education. Under the guidance of the Student Success Facilitator, the SST meets weekly with teacher(s) requesting assistance and the resolution of student-centered problems. The SST works effectively with other teachers, staff members and parents to analyze student problems and design interventions powerful enough to effect the desired change. It is critical to the success of the child that parents are involved in the process.

Rights of Students with Diverse Learning Needs

Quest Academy is dedicated to ensuring that every student has access to a high-quality education in a safe, supportive, and inclusive environment. In accordance with federal and state laws, students with diverse learning needs—including those with disabilities, English learners (ELs), students experiencing homelessness, and those in foster care—are entitled to:

- A free and appropriate public education (FAPE) tailored to their individual needs.
- Access to academic supports, services, and accommodations through an Individualized Education Program (IEP), Section 504 Plan, or language development plan.
- Equal participation in all school programs and activities.
- Stability in education and immediate enrollment for students experiencing homelessness or foster care placement, even without traditional documentation.

Quest Academy works closely with families to identify needs early and provide coordinated support. For questions or assistance, please contact the Special Education Facilitator or administrator.

English Language Learners

English Learners are a valued and critical aspect of what makes Quest Academy special. Our ELs have unique and broad experiences that add to the daily lives and experiences of all of our students and staff. It is the responsibility of all Quest stakeholders to teach to and learn from our English Learners and their families.

In addition, several staff members speak languages other than English to assist with the parent and home community and build a bridge of communication for all. All teachers and staff work together to provide an environment that recognizes and values the diversity that exists among us at Quest Academy.

Special Education

Special education services are support services for students with an exceptionality. In order for a student to be eligible for special education services, the student must first be determined to have an exceptionality and need specialized instruction.

As stated in our motto, *Where Every Student Matters,* Quest Academy provides a structure for educating its wide-range of diverse learning in the classroom. This is an ongoing process that school staff use to locate and identify students who may need special services.

Dress Code Standards

The purpose of a uniform dress code is to make clothing a non-issue, so the focus is on education rather than appearance. Students have every opportunity to express their individuality through their coursework and activities. It is the policy that all students abide by the specific uniform requirements, including the styles and color specifications explained on the uniform policy.

Students must remain dressed in the appropriate school uniform while on school property each day and during virtual learning online, as well as during field trips. All uniforms must be purchased through the school-approved vendor, **Campus Club**. There are special spirit days and dress down days designated throughout the year that allow students to wear special designated attire.

Any new student enrolling must have proper uniform attire before attending. Quest administration will administer appropriate discipline reports and other consequences as necessary. Any further decisions regarding questionable attire will be made at the site administrator's discretion. **This policy will be strictly enforced.**

Dress Code Violations

First Violation
Verbal warning and violation letter.

Second Violation
Violation letter and phone call. The student is not allowed to go to class until in compliance.

Third Violation
Violation letter, phone call, and loss of school privileges (for example, field trips, assemblies, field day, school dress down, etc.) or other disciplinary action deemed appropriate by school administration. The student is not allowed to go to class until in compliance.

Fourth Violation
Violation letter with out-of-school suspension. Chronic violations will require a conference between parent/guardian and administrator as well as a plan for improvement.

All violations will be documented in Infinite Campus. Continued violations will result in a referral to the administration to determine possible long-term suspension and/or expulsion.

Tops

ALL uniform tops must be purchased through the school-approved vendor, Campus Club, and must include the Quest logo.

Shirts must fit appropriately.

During colder months, students may wear long-sleeve shirts under their polo shirts. The long sleeve shirt must be solid **navy blue, lime green, light blue, gray or white**, No multicolored or waffle undershirts allowed.

Students may not wear sweatshirts under vests or polo shirts.
Students may not alter the bottoms and tops except to make them fit properly (e.g. cutting slips at the bottom of the pants or tying the side of shirts.)

Outerwear/Sweatshirts/Jackets

Outerwear purchased through Campus Club may be worn at any time throughout the day.

Store bought winter coats and/or jackets may be worn outside the building only. Trench coats and jean jackets are not allowed. Quest sweatshirts (Quest gray sweatshirt and Quest navy zip up hoodie) OR solid navy blue or solid gray zip up hoodies (no graphics) may be worn over uniform shirts inside classrooms. Hoods must be down while inside school/classroom.

Campus Club offers monogramming on the sweatshirt hoods. The monogram may have the last name or initials on it. The vendor will not include first names due to student safety. Parents are strongly encouraged to write or monogram their child's name somewhere inside the clothing. **Quest Preparatory Academy will not be responsible for any lost items.**

Bottoms

All bottoms must be worn at the natural waistline, not below. Bottoms must fit appropriately.

Pants, Skirts, Shorts, Capris, & Jumpers

Bottoms must be Khaki (tan) or navy blue in color. They must be uniform style. NOT ALLOWED – khaki (tan) or navy blue stone colored jeans, flare pants, five pocket, cargo pants/shorts, leggings, jeggings, joggers, or other inappropriate styles as determined by administration.

Shorts, skirts, and skorts may not be shorter than two inches above the top of the knee and may not fall below the kneecap. Bermuda style uniform shorts for girls are considered appropriate.
Pants must be long enough to touch the top of the shoe or cover the ankle bone. Girls may wear white or navy short shorts under dresses, but the shorts cannot be longer than the length of the dress. Only navy blue leggings may be worn under skirts, dresses, and skorts. **Tights are not allowed.**

Shoes & Accessories

Any shoes may be worn with the following exceptions:

- No shoes with wheels.
- No lace up shoes of any kind that go above the ankle.
- No open-backed shoes.
- No open-toe shoes.
- No wedges or heels.
- No slippers or slip-on sandals.
- No Crocs
- Shoes cannot have any holes on the top/sides/or back

Hair accessories must not be distracting. Headwear, such as bandanas, bonnets, wave caps, and hats are not authorized for wear with the uniform. All hats must be removed from uniform when inside school at all times. Exceptions due to medical issues or religious reasons will be considered by administration on an individual basis.

Jewelry (necklaces, earrings, bracelets) may be worn if they are small in size (non-distracting) and do not exhibit any offensive symbols. Students may not have any visible body piercing (nose, eyebrow, tongue, gauges, etc.) **Quest Preparatory Academy will not be responsible for lost or damaged jewelry**. No gloves, leg warmers, or sleeves are allowed inside the school buildings.

Physical Education (P.E.) Uniforms

PreK-8

P.E uniforms are OPTIONAL. P.E. uniforms include the t-shirt, mesh navy shorts, and navy or gray sweats. Sweats and shorts MUST have the Quest logo. Students choosing to wear P.E. clothing must come to school dressed in their P.E. uniforms **only on the days they are scheduled for P.E**.

Spirit & Dress-Down Days

Spirit days are days when there is a specific theme for clothing. If a student is not participating in the spirit day, the student must dress in his/her regular uniform. Dress-down days are special days on which students may dress out of uniform. Written notice will be given in advance to parents regarding any scheduled dress down days. Student may not wear the following on dress down days:

- Clothing with offensive pictures or logos, torn or irregularly faded jeans or clothing showing bare midriff. Torn/ripped jeans may be worn with leggings underneath.
- Spaghetti straps (tank top straps must be 3 finger tips wide)
- Short shorts and skirts (shorts and skirts must be fingertip length)
- Flip flops or backless sandals –must adhere to shoe and accessories policies
- Visible undergarments

Student/Parent Responsibility

Students and their parents/guardians have the responsibility to be aware of the school's specific dress code and to conform to these requirements. If in doubt, do not wear it. If students or parents have any questions about which specific attire or accessories are in compliance with the dress code, they should contact the school office prior to the student wearing the item.

Discipline

Quest Academy maintains a comprehensive Restorative Justice Plan on the school website at https://www.questlv.com/quest-family-handbook-and-restorative-plan.html for community access.

Positive Behavioral Interventions and Supports (PBIS)

PBIS is an organizing framework for Quest Academy's operating as a community. PBIS is grounded in a continuum of evidence-based interventions that are used consistently throughout the school to prevent problematic behavior, to teach prosocial skills, and to reinforce new skills. The framework includes a set of clear practices that are embedded in a three-tiered support system for students.

Three school-wide behavioral expectations guide the PBIS process at Quest. These expectations are: **Be Respectful, Be Responsible, Be Safe**.

Having good behavioral *systems* and disciplinary *practices* in place, and using *data* will create outcomes that Quest desires to see: improved social and behavioral competence and improved academic achievement.

A system of rewards and consequences is established by the staff to reinforce the behavioral expectations.

Student Disruption of the Education Process or Violation of Classroom Procedures

Classroom teachers will handle day-to-day discipline within their classroom or team. Teachers and parents will partner to ensure that students achieve high standards of academic and social success.

Students at Quest Preparatory Academy have the right to a quality education, free from unnecessary disruptions or distractions. Quest's administration and staff have the responsibility to determine when a student's behavior is inappropriate, in violation of policy and/or disruptive. Examples of behavior considered classroom disruptions are, but not limited to: students not performing assigned tasks; a student exhibiting any behavior that interferes with the teacher's right to teach or students' right to learn; students speaking out at inappropriate times; students moving around the classroom inappropriately.

Quest Preparatory Academy will utilize individual and group meetings to educate students on proper behaviors and work on areas of weakness such as social skills, friendship groups, and dealing with hardships.

Restorative behavior plans will be used on an individual basis to provide support, direction and structure for success on our campuses.

Restorative Practices and Discipline Policy

A progressive discipline and restorative practices policy is designed to ensure that all students are given the best opportunity to acquire the necessary skills for learning. Discipline will be dealt with based on a case-by-case circumstance. The severity of some discipline infractions may dictate more serious consequences. All consequences are administered at the discretion of the designated administrator. Disruption of school and classroom activities include, but are not limited to: the inability to participate in classroom instruction causing disruption to the learning process, habitually biting/hitting students or teachers, causing harm to others depending on the nature and severity of the offense (i.e. yelling, screaming, or use of inappropriate voice and/ or behavior at any time).

Once the classroom progressive discipline and restorative practices plan has been exhausted and/or the teacher finds that the behavior seriously interferes with teaching and learning, an administrative disciplinary referral will be issued. All steps outlined dealing with removal from the classroom will be followed. Should the student continue with unacceptable social behavior and is unable to behave in an alternative placement, he/she may be subject to expulsion upon administrative review.

Students with Disabilities
Students with disabilities are entitled to the same restorative opportunities, with adjustments to support their access and understanding. Behavioral manifestations of a student's disability will be considered during all discipline processes. If a behavior incident results in suspension or other serious consequences, an IEP or 504 team meeting may be held to determine whether the behavior is a manifestation of the student's disability. If the current plan is appropriate and being implemented as designed, or if additional services or supports are needed (e.g., counseling, behavior intervention plans).

Please refer to the school website and "Restorative Justice Plan" under Parent Resources for the current policy.

PreK-8th Grade Administrative Disciplinary Actions

PreK

All Nevada Pre K programs shall enhance a child's behavior through positive guidance and redirection. Guiding children's behavior is done throughout the day, not just when a child acts in a way that is unsafe or unacceptable. We will guide behavior by establishing predictable routines, setting clear expectations with the children, and modeling kindness and respect. We will teach, redirect, provide positive guidance and reinforcement Together, through these actions, we will help each child feel noticed, confident and secure while in Preschool.

We will utilize The Pyramid Model or a similar research-based, developmentally appropriate framework for supporting the social-emotional development of young children in all early childhood settings. We will guide children to learn, practice, and apply skills for self-regulation and social emotional competence. If behavioral concerns arise, the teacher will communicate the concerns with the parent/guardian. If it is a consistent concern and does not resolve with teacher support, then a parent teacher conference will be scheduled at the school. Teachers will collaborate with families and consult with specialists as needed. We will make every effort to work with behaviors and the social/emotional needs of every child to ensure the child's successful participation in the program.

First Offense K-8

Parents will be notified; restorative practices will be utilized and classroom consequences will be enforced, infraction documented, students may receive an Required Parent Conference (RPC) and/or one day in/out of school suspension depending on type of offense. A parent/administrator conference by phone or in person may be required.

Second Offense

Repeat process from first offense; student may be placed on a restorative justice plan; student may receive up to 3 days in/out of school suspension, a parent/teacher/administrator conference will be required.

Third Offense

Repeat process from first offense; student will be placed on a restorative justice plan, a parent/Student Support Team conference will be required; student may receive up to 5 days in/out of school suspension. Kindergarten: possible alternative placement from full day program to a half-day program.

Fourth Offense

Repeat process from first offense; parent/Student Support Team/Principal conference is required for possible expulsion.

Automatic Suspension or Expulsion

Possession of any type of contraband, for example, weapons, knife, gun, stick with the intent to use as a weapon, tobacco, drugs "non-prescription" pills, alcohol; fighting, profanity towards staff, threats towards staff, display of sexual intent and any other actions that are harmful to another being.

Expulsion (NRS 392.466)

Quest complies with the requirements for expulsion set forth in NRS 392.466. Battery to a staff member or selling/distributing a controlled substance will result in expulsion for 1 semester. A 2nd offense of the same infraction will result in permanent expulsion. If a student is expelled, it is the parent's responsibility to enroll their child in either a private school, virtual school, or an independent study program. Possession of a firearm or weapon warrants expulsion for 1 year. A 2nd offense from the same infraction will result in permanent expulsion. The same guidelines apply as stated above.

Appeal of Suspension/Expulsion Policy

To appeal a suspension or expulsion, please refer to the Restorative Justice Policy at *https://www.questlv.com/quest-family-handbook-and-restorative-plan.html*

Discipline will be dealt with based on a case-by-case circumstance. The severity of some discipline infractions may dictate more serious consequences. All consequences are administered at the discretion of the designated administrator.

Bullying & Cyber-Bullying

Quest Academy is committed to providing a safe, secure, and respectful learning environment for all students and staff. Individuals who are deemed to have committed bullying or cyberbullying will be subject to further investigation and appropriate discipline at the administrator's discretion.

Definitions

Under NRS 388.122, "bullying" means a willful act which is written, verbal or physical, or a course of conduct on the part of one or more persons which is not authorized by law and which exposes a person repeatedly over time to one or more negative actions which is highly offensive to a reasonable person and: i) Is intended to cause or actually causes the person to suffer harm or serious emotional distress ii) Exploits an imbalance in power between the person engaging in the act iii) Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person iv) Places the person in reasonable fear of harm or serious emotional distress; or v) Creates an environment which is hostile to a student by interfering with the education of the student.

The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic, or family status.

Under NRS 388.123, "cyberbullying" means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, "sexual image" has the meaning ascribed to it in NRS 200.737 which is any visual depiction, including, without limitation, any photography or video of a minor simulating or engaging in sexual conduct, or of a minor as the subject of a sexual portrayal.

Under NRS 388.124, "electronic communication" means the communication of any written, verbal, or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer or any similar means of communication.

A student who is a minor who knowingly and willfully transmits or distributes an image of bullying, electronically or using another means, with the intent to encourage, further, or promote bullying: i) For a first violation is considering a child in need of supervision, as that term is used in title 5 of the NRS. ii) For a second or subsequent violation, commits a delinquent act, for which a court may order the detention of the minor in the same manner as if the minor had committed an act that would have been a misdemeanor if committed by an adult.

Bullying and Cyberbullying are Prohibited in Public Schools. No member of the Board of Trustees, employee of the school, member of a club or organization which uses school facilities (regardless of whether the club or organization has any connection to Quest Academy), or any student shall engage in bullying or cyberbullying at any school facilities, buildings, on school grounds, or at school-sponsored activities.

Reporting of Bullying & Cyberbullying

Safe Voice

Quest aims for all its students to be safe.Families are highly encouraged to download the SafeVoice app which enables students, parents, and community members to anonymously report threats, cases of self-harm, and incidents of bullying.

SafeVoice is a statewide reporting system created by the Nevada Department of Education that is monitored 24/7 by professionals trained to respond to student issues, including a variety of threats to safety, from students who are feeling suicidal to online bullying or other threats of violence. All reporting is anonymous.

In addition to using the app, family members may also access SafeVoice by visiting www.safevoicenv.org or by calling 833-216-SAFE(833-216-7233).

Students

It is the policy of Quest Academy to encourage students who are subjected to, witness, or overhear incidents of bullying and cyberbullying to report such incidents. Students should report any incident(s) of bullying and cyberbullying to a teacher, counselor, or school administrator and are required to fill out a witness statement in person.

Employees

Any Quest Academy employee who witnesses or receives information about an incident of bullying and cyberbullying at any school facility, on school grounds, in school buildings, or at school-sponsored activities shall verbally report it to the principal or the principal's designee on the day on which that person witnesses or receives information about the incident.

Cause of Action

No cause of action may be brought against a student, an employee, or volunteer of a school who reports a bullying and cyberbullying incident unless the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law.

False Reports

If the principal determines that the report was false and that the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law, the principal may recommend the imposition of disciplinary action or other measures against the person in accordance with school policies that govern disciplinary action.

Distance Learning during Emergency Times

State emergencies that dictate a school be closed for two weeks or longer require a responsive educational model. Please refer to our Reopening Plan Distance Learning Plan by visiting our website, www.questlv.com and use the "Covid 19" tab.

Quest's Path Forward:
A Plan for a Safe, Efficient, and Equitable Return to School Buildings

The Nevada Department of Education (NDE) Path Forward Framework provided a background for which Quest created a plan forward with a return to school buildings. At the state level, state health officials, district superintendents and staff, charter school leaders, school safety experts, and others created a re-opening committee. That committee produced "Nevada's Path Forward: A Framework for a Safe, Efficient, and Equitable Return to School Buildings." With the Governor's directives for legal requirements and the Nevada framework for guidance, Quest created a plan that is responsive to our local, school community.

Acknowledgement of Parent Handbook

Please read, initial, sign and return this form to your child's teacher (K-2) and advisory/homeroom teacher (3-8).

As a parent, I understand the importance of the Quest Preparatory Academy School Parent Handbook and have explained it to my child/children in detail. My child/children and I agree to adhere to the policies and regulations of the Student/Parent Handbook. _____/_____ (initial). **I understand that failure to follow school regulations and policies, will jeopardize my child/children's eligibility to register for the following academic year, or perhaps will result in dismissal from Quest Preparatory Academy School by the Governing Body of this institution. The handbook can be found in full at https://www.questlv.com/quest-family-handbook-and-restorative-plan.html.**

Parent Initials/Student Initials

_____/_____ Student Conduct and Dress Code: I understand and agree to the terms of Student Conduct and Student Dress Code.

_____/_____ Personal Electronic Device Use Policy: I understand and agree to the terms of the Personal Electronic Device Use Policy.

_____/_____ Arrival/Dismissal Policies: I understand and agree to the terms of the Arrival and Dismissal policies.

_____/_____ Attendance and Tardy Policies: I understand and have received the attendance and tardy policies.

_____/_____ ACCEPTABLE USE POLICY: I understand and agree to the terms of the Acceptable Use Policy found in Appendix A of this Handbook. **Elementary Device: $300 for REPLACEMENT; if repairs exceed $300, school will charge replacement cost. Middle School Device: $350 for REPLACEMENT; if repairs exceed $350, school will charge replacement cost**

_____/_____ Title I School-Parent Compact: I understand and have received the Title I School-Parent Compact.

Student Name: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

Classroom Teacher: _____ Grade: _____

APPENDIX A: ACCEPTABLE USE POLICY

Acceptable Use Policy

Computer network resources, provided by Quest Preparatory Academy Las Vegas, enables communication with electronic communities around the world. These computer network resources include Internet, e-mail, mainframe, and all other Internet service providers, when used in an educational setting.

The use of these electronic resources shall be consistent with the purpose, mission, and goals of Quest Preparatory Academy Las Vegas and used for educational and professional purposes. The purpose in providing these services is to facilitate access to information and resources, promote educational excellence, and enhance communication between schools and the community.

The Internet is a network connecting thousands of computers throughout the world. The Internet can bring a wealth of educational material to the classroom but may also contain material that is objectionable. The Quest Preparatory Academy Las Vegas filters web sites believed to be inappropriate for students. However, no filtering system is perfect. The School cannot and does not represent that inappropriate or objectionable material can be completely filtered. Parent(s) and guardian(s) must consider this in deciding whether to permit their children access to the School's computer network resources.

This Acceptable Use Policy (AUP) is provided so that staff, students, and members of the community using the School's computer network resources are aware of their responsibilities. The use of these network resources is a privilege, not a right.

TERMS AND CONDITIONS

A. Access to District Network Resources

1. Students, and members of the community may be given access to the School's computer network resources. This access, including account and password, must not be shared, assigned or transferred to another individual.

2. The School will periodically require new registration and account information from students, parents and other users. Parent users must notify Quest Preparatory Academy of any changes in account information (address, phone, name, etc.) within fifteen (15) business days.

3. Access to the School's computer network resources may be suspended or terminated if terms and conditions of this AUP are violated.

B. System Security

1. Computer users may not download or run any applications or files without permission from their teachers or administrators as these may create a security risk to the School's computer network resources. If users identify a security problem, they must notify appropriate administrators immediately.

2. Any user reasonably deemed to be a security risk or discovered to have a proven history of problems with other computer networks, may be denied access to the School's computer network resources.

3. Users should immediately notify the system administrators if they believe that someone has obtained unauthorized access to their private account.

C. Respecting Resource Limits

1. All users are prohibited from posting chain letters or engage in spamming. Spamming is sending messages to a large number of people or sending a large number of messages to a single person, with the intent of annoying users or to interrupt the system.

2. The system administrators reserve the right to set a limit on disk storage for network users.

3. Unless previously approved, users are responsible for any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by user while accessing computer network resources.

D. Illegal Activities

1. Quest Preparatory Academy will cooperate fully with local, state, or federal officials in any investigation related to illegal activities.

2. It is prohibited to sell or purchase goods and services without prior approval of the appropriate administrator.

3. Attempting to gain unauthorized access to the School's network resources or go beyond authorized access is prohibited. This includes but is not limited to attempting to log in through another person's account, accessing another person's files or computer.

4. Vandalism will result in cancellation of privileges to the School's computer network resources. Vandalism is defined as any malicious attempt to harm or destroy data or equipment on any computer network.

5. It is prohibited to use the School's computer network resources with the intent of denying others access to the system.

6. Advertising will be permitted on the School's computer network resources with the prior approval of the appropriate administrator.

E. Intellectual Property (Copyright)

1. No copyrighted material is to be placed on the School's computer network resources without written permission from the copyright owner.

2. All users of the School's network resources must agree not to submit, publish, or display any type of material that violates this AUP.

F. Software

1. Only public domain files, and files that the author has given written consent for online distribution, may be uploaded to the School's software libraries.

2. Software having the purpose of damaging the School's network resources or other systems is prohibited.

3. Users may be required to use a School approved Internet browser or other software to access the computer network resources.

G. Language

1. Polite and appropriate language is expected at all times.

2. Abusive messages are prohibited.

3. Harassment is prohibited. Harassment is conduct which is sufficiently severe, persistent, or pervasive that it adversely affects, or has the purpose or logical consequence of interfering with a user's educational program, or creates an intimidating, hostile, or offensive environment. Behavior that continues after an individual is informed of its offensiveness may constitute evidence of an intent to harass. If told by a person to stop sending messages, the sender must stop.

H. Liability

1. Quest Preparatory Academy Las Vegas does not warrant the functions or services performed by the School's computer network resources. Resources are provided on an "as is, as available" basis.

2. Opinions, advice, services and all other information supplied by third parties is for informational purposes only. It is not guaranteed to be correct. Users are urged to seek professional advice for specific individual situations.

3. Any software available from the School's network resources is not guaranteed as to suitability, legality, or performance by Quest Preparatory Academy Las Vegas.

4. Staff, students, and community members agree to indemnify and hold harmless Quest Preparatory Academy Las Vegas for any liability arising out of any violation of this AUP.

I. Electronic Mail and Real-Time Conferencing

1. It is not the intention of the system administrators to inspect or disclose the contents of electronic mail or computer files sent by one user to another, without consent from either party, unless required to do so by Quest Preparatory Academy Las Vegas, local, state, or federal officials. Electronic mail is not private. As with written communication, users should recognize there is no expectation of privacy for electronic mail.

2. All users must promptly report inappropriate messages received to a teacher, supervisor, or the system administrators.

3. Students should not reveal personal information such as addresses, phone numbers, passwords, or financial information to others. Private information may not be posted about another person.

4. A canceled account may not retain electronic mail.

5. The system administrators reserve the right to terminate access to the School's computer network resources if this AUP is violated while using real-time chat features, including video conferencing.

The use of computer network technology resources shall be consistent with all Quest Preparatory Academy Las Vegas policies and regulations.

J. Responsibility

1. Staff is personally responsible for all network resources assigned to them or their classroom.

2. **While the school is aware of normal wear and tear on assets in use, willful destruction, lax supervision, or intentional destruction of network resources may lead to the student/guardian being financially liable for replacement or repair of Quest Assets as well as disciplinary action up to and including termination.**

Elementary Device: $300 for REPLACEMENT; if repairs exceed $300, school will charge replacement cost

Middle School Device: $350 for REPLACEMENT; if repairs exceed $350, school will charge replacement cost

Acceptable Use Policy

This is to certify that I have read and agree to abide by the guidelines set forth within Quest Preparatory Academy Las Vegas's Acceptable Use Policy. As an authorized user of Quest Preparatory Academy Las Vegas's communications and computing resources I fully intend to comply with this policy, realizing that I am personally responsible for intentional misuse or abuse of the School's communications and computer systems including laptops, Chromebooks, iPads and other devices. All users must agree to abide by all policies, standards promulgated by Quest as a condition of access and continued use of these resources. If Quest learns of a possible inappropriate use, Quest may temporarily disconnect the user. If I have any questions about the policy, I understand that I need to ask my supervisor for clarification. If any abuse or damage appears and/or is proven to be done premeditatively or intentionally to any technology belonging to Quest Preparatory Academy Las Vegas, the student will be responsible for covering the cost of repairs and/or replacement of the piece of technology.

Student Name **(please print)** _____

Student Signature _____

Date _____/_____/_____

Parent Signature _____

Date _____/_____/_____

State Public Charter School Authority

SCHOOL-PARENT COMPACT
Quest Preparatory Academy
Title I - 2026-2027

Quest Preparatory Academy and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the school year 2026–2027.

School Responsibilities

Quest Preparatory Academy will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

   We will ensure that all teachers are using curriculum which is aligned to the Nevada Academic Content Standards. We will provide school-wide embedded professional development to support high quality instruction that is differentiated to support your child's individualized needs.

2. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held:

   Parent conferences are held for grades PreK-8 the week of October 26th-29th, 2026. For K-3 students on Reading Plans, conferences will also be held on February 12th, 2027 and April 5th, 2027.

3. **Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:

   Parents have access to view their child's academic progress by checking the Parent Portal Grade Book in Infinite Campus. The school will also send home progress reports each quarter at the mid-quarter and end of quarter..

4. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

   Parents may coordinate with their child's teacher appointments at mutually agreed times. In addition, there are scheduled parent conferences, one back to school night event, and a curriculum night event.

5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities**, as follows:

Kindly understand that the following conditions apply in order to ensure reasonable consistency for all families and protect the confidentiality of our students:

- *All guidelines established in the Quest Parent and Student Handbooks will apply.*
- *Visitations of instruction are limited to twenty (20) minutes per visit, two times a year with one visitation during each semester (September 1- December 31, January 1- May 30).*
- *A counselor, Student Support Team (SST) member, or building administrator will accompany you to observe classroom activities.*
- *The date and time of the visitation shall be scheduled no less than seven days in advance and shall be mutually agreed upon by the visitor and the Principal.*
- *Conversations (ie: debriefing) with the teacher regarding the visitation shall occur at a later date and/or time so as to prevent any distraction to instruction and the students.*
- *Recordings of any type are not permitted during the visitation and notes (hand-written or electronic) shall be subject to the review of school personnel prior to leaving the building. Failure to comply may result in legal action by the school.*
- *All conditions above shall be subject to approval by the Principal and alterations to the guidelines may only be made following a formal request in writing or to comply with an IEP.*

Additionally, all opportunities in the 25-26 school year will need to follow state and county directives regarding covid-19 protocols, school reopening plans if applicable, and the Southern Nevada Health District guidelines.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring the amount of television and screen time their children consume*.
- *Volunteering in my child's classroom*.
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the State's Committee of Practitioners, the Reopening Committee or other school advisory or policy groups.*

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Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Take action steps every day and ask for help when I need support in reaching my goals*
- *Read at least 20 minutes every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*
- *Adhere to the School Code of Conduct and policies in the Student Handbook*

Quest Preparatory Academy will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.

2. Involve parents in the joint development of any school wide performance plan, in an organized, ongoing, and timely way.

3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend.

4. Provide information to parents in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.

5. Provide parents information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.

6. At the request of parents, provide opportunities for meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.

7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading (SBAC for 3-8, MAP Growth Reading for K-3)

8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, Quest Preparatory Academy will:

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and other advisory boards.

2. Notify parents of the school's participation in early literacy programs operating within the school and the contact information.

3. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.

4. Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students.

_____

School Parent(s) Student

_____

Date Date Date

(PLEASE NOTE THAT SIGNATURES ARE NOT REQUIRED)