

PARENT AND STUDENT HANDBOOK

2023-2024

QuesTECH
Learning

Exceptional Learning...Without Exception™

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Donna Underwood, Executive Director
Kevin Branson, Principal

Revised March 2023

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Questechlearning.org

August 2023

Dear Parents and Students,

Welcome to QuesTECH Learning. In choosing our school, you have demonstrated a commitment to the values and philosophy of a non-public with a 26-year history.

The guidelines and policies set forth in this handbook are designed to aid parents, students, faculty, and administration in the education of our student body. It provides the school community with clear and concise policies and rules that affect school life.

Each year the handbook is revised to keep it current with any changes in policy. We welcome any input you have for suggested changes, additions, and clarifications since our intent is to make this publication as clear and useful as possible.

Sincerely,

Donna Underwood
Executive Director

Kevin Branson
Principal

**"We make a living by what we get,
We make a life by what we give."
Winston Churchill**

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QuesTECH Learning's Purpose Statement

QuesTECH Learning's purpose is to inspire and motivate students to achieve their maximum potential and to become productive citizens of the 21st century.

Overview

QuesTECH Learning is a non-traditional service which concentrates on the individual's educational needs, and which supports students of average to superior intelligence, with or without learning challenges, whose needs fall outside of the traditional setting. QuesTECH Learning is not a special education school; however, the full-time school offers a "special" education to each student. Also specializing in serving transitional students or those who wish to reach their full potential, QuesTECH Learning provides custom-designed curricula and extensive educational therapy for those who face educational challenges. Students are grouped according to abilities in math and language arts; at any time during the school year, students may change group placement to address their specific, individual academic needs. Placement changes based on student performance are made based on teacher recommendation and notification of parents. Students work in small groups or on a one-on-one basis, depending upon student needs. QuesTECH Learning prides itself in student remediation and advancement so that students may become the best students and citizens possible.

QuesTECH Learning, a 501c3 governed by a board of directors, offers an individualized, motivational, intellectually sound, safe environment for all students. The staff's aim is to cultivate independent, self-sufficient, and morally conscious individuals. In designing a program that works toward meeting each student's needs and goals, QuesTECH Learning, approved by COGNIA and the Louisiana Department of Education, is committed to help students excel and to achieve their maximum potential as they become productive citizens of the 21st Century.

Vision

QuesTECH Learning provides each child the opportunity to develop academically, morally, emotionally, physically, and socially. Our focus is on the **learner**. We believe that our total school program embodies ideals which will lead to the accomplishment of these goals. The philosophy of our school is expressed in the following statements:

- We believe that all students can learn in a safe, nurturing environment where each child's needs are met intellectually through a defined curriculum that describes what is to be taught in each grade.
- We believe that the school should provide for each student's learning styles.
- We believe that the school should stress basic training in academic areas while endeavoring to develop ideals which contribute to the students becoming successful members of society.
- We believe that the school should help students develop self-confidence, self-motivation, and self-direction.
- We recognize the importance of the support of our community. We believe in interaction between the school and its stakeholders. Working with parents and stakeholders strengthens the positive relationship between the school and its community.
- We understand the necessity of students possessing the capabilities to adapt to change, to develop problem-solving and reasoning skills, and to express and receive ideas effectively in the culturally diverse world that is the 21st Century. We seek to secure the necessary foundation upon which students will build life-long patterns of learning as they prepare to transition to public and/or non-public schools.
- We commit to the development of these principles through study and revision of our teaching methods and staff development programs geared to meet the needs of the ever-changing educational system.

Objectives

- To offer an affirming, intellectually stimulating, safe learning environment
- To provide a specialized curriculum supporting the educational goals and learning styles of students working above or below their age and/or grade levels
- To provide a curriculum to help students understand the necessity to adapt to change, to develop problem-solving and reasoning skills, and to express and receive ideas effectively in the culturally diverse world that is the 21st Century.
- To collaborate and partner with stakeholders to ensure a more complete and fully balanced educational plan and to strengthen the positive relationship between the school and its community.
- To support students in achieving their maximum academic, physical, moral, emotional, and social potentials as they develop self-confidence, self-motivation, and self-direction.
- To establish the development of student learning for future educational and career goals
- To encourage independent thought through strong social awareness and growth
- To stress civic responsibility and to encourage students to become productive, contributing citizens.
- To offer life-coping skills while enhancing the individuality of the students
- To assess student learning throughout the school year to determine a plan of action for student success.

Board of Directors

Valerie Finley
Guina Elliott
Tom Kennen, **Treasurer**
Kim Sherrill
Donna Underwood, **Secretary**

Cyndi Foust, **President**
Christi Holt Howard
Pam Smith
Dr. Terry Thomas
Mike Walsworth

QuesTECH Learning: A History

In August 1997, QuesTECH Learning began with seven students and five staff members in a 1400 square foot building on Highway 165 North. Alex George founded the school to help his 8th grade grandson Matthew, who had struggled with ADHD throughout his schooling. In that same inaugural class was Patrick Burns, Dr. Georgiana Burns' son. Dr. Burns' grandson Jordan entered first grade at QuesTECH Learning beginning in 2007. Since its inception, QuesTECH Learning has worked with approximately 2000 students in its full-time day school.

QuesTECH Learning moved to its present location at 2401 Oliver Road in the fall of 2000. The 20,000 square foot expansion offered a positive, intellectually stimulating learning environment for QuesTECH Learning's caring, qualified faculty, and its academically thirsty students. Using specialized curricula, the faculty emphasized strong social awareness and growth, and life-long coping skills.

On March 22, 2007, QuesTECH Learning received its 501c3 classification as a non-profit organization.

Believe and Achieve Therapy partnered with QuesTECH Learning in the fall of 2007. Christi Holt, CCC-SLP, and Ann Tubre, LOTR, began their private practice in speech and language pathology and occupational therapy, respectively, in the annex and have served identified QuesTECH Learning students who need their services in pragmatics, phonological awareness, fine/gross motor skill development, social awareness, Handwriting without Tears, and/or articulation.

At the end of the 2022-23 school year, QuesTECH Learning had seventy-one students in grades two through eight. Twelve full time and four part time teachers presented a structured academic day that included classes in language arts, reading, mathematics, social studies, and science with enrichment opportunities in Spanish, art, music, yearbook, computer coding and Makerspace. Teachers are trained in multi-sensory language arts and math programs as well as hands on instruction in social studies and science. Students who need modifications and/or accommodations receive them. QTL deploys Chromebooks to all students to enhance digital learning.

QuesTECH Higher Learning, grades 9-12, provides a viable learning option for secondary students. School year 2022-23 saw twenty-seven students with three adult mentors find a high school learning environment conducive to their needs.

Throughout its history, QuesTECH Learning has provided its community with parent workshops/seminars/presentations including Dennis Swanberg's ADHD Doesn't Mean Disaster, Dr. Larry Koenig's Smart Discipline, Alice Higgenbotham's "The Dyslexic Student at a Glance," Dr. David Coleman's "Motivating Students," John Rosemond's Because I Said So and Six-Point Plan for Raising Happy, Healthy Children, Dr. David Williams' "Disciplining the Difficult Child," Rudy Ruettiger's "Achieve a Dream; Dream Another," JR Martinez's "Overcoming Life's Challenges," Rowdy Gaines' "If Your Ship Hasn't Come In, Swim out to it," Ethan Bortnick's "Believe in Yourself," Dennis and Dusty Swanberg's "Love and Laughter," Scotty Sanders' "Quest of the Keys," and Jessica Cox's "Disarm Your Limits."

Teacher trainings have included Dr. Larry Koenig's Smart Discipline for Teachers; Donna Underwood's and Kathie Smart's "Para Pro Score Improvement," "ACT Preparation in the Classroom," and "Hands on Instruction in the Classroom." In Spring 2022, Shirley Coker offered Parenting 101 classes.

QuesTECH has one major fundraiser yearly. For the past three years, Stars on the Bayou has been a community-wide talent show offering winners cash prizes for 1st, 2nd, and 3rd finishers in three-four age groups. QTL families are required to sell tickets to this event, which also features silent and live auctions.

After-school services are provided to the community: educational evaluations, one-on-one or small group tutorials in any subject kindergarten through college, homework lab (for QuesTECH Learning students only), and computer instruction. Test preparation coaching in LEAP, GEE, ACT, SAT, GRE, PRAXIS, and ASVAB are essential mainstays yearly. Summer offerings vary but always include credit recovery classes; this course work is approved by the student's school administration. Workshops are also available in the summer program. Information on the fees for these and other additional services is available upon request.

In the after-school program, QuesTECH Learning serves approximately 100 young people tutored by twenty academic coaches weekly. Since its inception in 1997, QuesTECH Learning instructors have helped over 8000 Northeast Louisiana students, not enrolled in the full school program.

A school built on pride, tradition, and commitment, QuesTECH Learning is a respite for academically and/or socially broken students. When they leave QuesTECH Learning, students have a newfound belief that they can and will succeed. The students know that by maximizing their potential, they have become productive citizens of the 21st Century.

Remote Learning

The officially identified pandemic of COVID-19 impacted more than 376 million students worldwide. Louisiana's mandated school shutdown for the last two months of the 2019-20 school year due to the COVID-19 threat tested QuesTECH Learning's ability to provide viable remote learning for students in grades 2-12. Indeed, QuesTECH passed that initial distance learning test based on preparedness: all students possessed the technology tools as a result of the school's Chromebook deployment, the support infrastructure to ensure success, enthusiastic teachers to facilitate instruction and curriculum deliverance through usage of various resources including the Google platform, and family supportive environment.

If QuesTECH experiences an educational disruption in the future for any reason, its team of professionals are prepared to keep students connected and engaged with the content while they work from their homes. Transitioning to remote learning keeps students on track so that when they return to the physical school environment, they will not need to complete make-up work since many requirements in traditional classroom environments appear in the remote learning environments. Additionally, QuesTECH employs specific support structures to eliminate issues involved in the transition from remote to virtual learning environments.

Educational Therapy

Believe and Achieve – Therapists from Believe and Achieve Therapy as well as other local agencies offer speech and language, occupational, and adaptive behavior therapy to the families of full-time school. These professionals may accept Medicaid or may offer services to families with qualifying insurance or private pay clients who need payment options. Clinicians from Monroe City Schools and other local agencies also work with qualifying students.

Orton-Gillingham Approach - a language-based, multi-sensory, structured, sequential, cumulative, cognitive philosophy. This approach is based on a technique of studying and teaching language, the mechanisms involved in learning, and the language-learning processes in individuals. Vocabulary, sentence structure, composition, and reading comprehension are also addressed in the lessons.

Admissions & Registration

Application for admission to QuesTECH Learning indicates a willingness to be committed to the first priority of our school – the success of the children. This commitment calls for active involvement in, and support of the school community. Parents are the primary educators of their children. The school community is dedicated to supporting you in that role. Application for admission means that the family is willing to comply with the programs, policies, and philosophy of the school and participate in its activities.

Non-Discriminatory Policy

QuesTECH Learning is committed to equal opportunity for all students. No one shall be treated differently, separately, or have any action directly affecting him or her taken on the basis of race, religion, national origin, gender, sexual orientation, or disability where a person is otherwise qualified or could be with reasonable accommodation. The immediate remedy for any act of discrimination shall be to end it, treat the individual equally, and, as much as practically possible, to eradicate any effects of discrimination. Discipline should be imposed where appropriate.

Admission Policy and Requirements

Enrollment information is available on the school website at www.questechlearning.org. Enrollment begins in March. **The non-refundable enrollment fee must be paid. Registration for the following school year will not be accepted for any student who has an outstanding tuition balance.**

New students or siblings of current students applying for admission must complete an Application and Enrollment Packet and return it to the school office with the required documents at the time of registration:

- Application
- Tuition Agreement
- Copy of Birth Certificate
- Current Immunization Records
- Copy of Social Security Card
- Request for Student Records Form
- Previous School Records (standardized test results, report cards, IEP, 504 plans, etc.)
- Signed permission for administration to speak with previous school administration regarding academics and discipline.

Prior to acceptance, the registration packet must be completed with the required documentation submitted. The required documents will be reviewed to determine whether the program at QuesTECH Learning will meet the educational needs of the students. An interview with the student and parents may be included in the admission process. All registration fees and the parent tuition agreement must be completed. At the end of the initial registration period, the principal determines which applications to accept, based on the registration information of a prospective student and family and space availability.

All new students are admitted on probation for one academic semester. A review of grades and conduct is made at the end of the semester. Parents will be notified if the student is to remain on probation or asked to leave. The school reserves the right to refuse acceptance to a student whose behavior is not deemed acceptable or to ask a student to leave if behavior is not acceptable or if a parent does not support the policies and procedures as set forth in the handbook.

QuesTECH Learning does not offer a Special Education program for children with exceptional needs. However, a student shall not be denied admission because of a handicap unless the handicap impairs the student's ability to successfully complete the school's academic program, or unless the school cannot provide sufficient care or make a reasonable accommodation for the child. If it is determined by the administration that the program and facilities appear to be unable to effectively meet the needs of a child, his/her continued enrollment will be reviewed by the administration.

Financial Obligations- Tuition Schedule for 2023-24 School Year

Tuition Rate per child \$7,600
(2nd-8th Grade)

Tuition Payment Options- Tuition is due on the 1st of each month.

Monthly Payment Plan June 1, 2023- May 1, 2024
Semester Payment Plan September 1, 2023-December 1, 2023
Yearly Payment Plan Paid in full by September 1, 2023

Withdrawal Policy

Families must notify the school office in advance if they are withdrawing their child and sign a withdrawal form. **Parents are responsible for the tuition for the remainder of the year, according to tuition agreement.**

Student records will not be forwarded until all financial obligations have been met. Examples of these obligations include, but are not limited to outstanding tuition and fees, book fines, and unreturned school property.

Release of Records/Transfer of Records

All material in the student's file shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, legal guardian, parents, and the student after his/her eighteenth birthday. When a parent or legal guardian requests that an individual (who normally would have legal right to the possession of the student's records) not be allowed the possession of the student's records, then it is the legal responsibility of the parent/legal guardian to furnish the school principal the legal documentation preventing the release of these records to said individual.

Permanent Record Cards and Health Records will be released to a receiving school when that school applies directly to QuesTECH Learning. A copy of the student's Permanent Record Card and the original health records shall be transferred.

Parents as Partners

As the primary educators of their children, parents/guardians freely make the choice of a QuesTECH Learning education for their children. Registration and acceptance at QuesTECH Learning constitutes an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between QuesTECH Learning personnel and a parent/guardian is essential for the overall education of the student and is critical that it is maintained through constructive dialogue.

If a parent/guardian refuses to abide by the rules and regulations of QuesTECH Learning, or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under school policies, the parent/guardian will be considered in breach of the agreement and the administration may request the parent/guardian to withdraw his/her child or children.

Additionally, parents/guardians will be held to the same standards of respect as students regarding their interactions with administrators, teachers, staff, and students.

As partners in the educational process at QuesTECH Learning, parents are expected:

- To set rules, times, and limits so that your child
 - Gets to bed early on school nights.
 - **Arrives at school on time and is picked up on time at the end of the day.**
 - Is dressed according to the school dress code.
 - Has daily lunch money or sack lunch.
- To actively participate in school activities such as Parent-Teacher Conferences and fundraising
- To see that the students pay for any damage to schoolbooks, Chromebooks, or property due to carelessness or neglect.
- To notify the school office via phone call when the student has been absent or tardy.
- To meet all financial obligations to the school.
- To notify the principal immediately when unable to provide tuition payments.
- To notify the school secretary of any change of address or phone number.
- To inform the teacher or principal of any special situation regarding the student's well-being, safety, and health.
- To complete and promptly return to the school any request information.
- To read school notes, homework tracker, teacher, and school websites, this staying informed of the total education goals of the school.
- To follow attendance policies, including check i-in and check-out.
- To support the educational goals of the school.
- To support and cooperate with discipline policy of the school.
- Not to post negative comments about students, teachers, or the administration on any type of social media.
- To treat teachers and staff with respect and courtesy in discussing student concerns.

Chromebook Contract & Policy

Parents/Guardians will be provided full copies of policies regarding Chromebook and internet use.

Family Educational Rights and Privacy Act (FERPA)

QuesTECH Learning abides by the provisions of FERPA with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, QuesTECH Learning will provide the

Noncustodial parents have access to academic records and other school information regarding his/her child. It is imperative that the line of communication be open between separated/divorced parents regarding the education of their children. The school cannot intervene in parental disputes. For more information, please refer to Family Educational Rights and Privacy Act (FERPA) (20 U.S.C.1232g) and LRS 17:3914

Homework

Students have homework trackers in the front of their binders. Teachers endeavor to ensure that all students have homework assignments written on trackers by the end of each class. All homework and class assignments must be turned in by the due date specified by the teacher. In the case of absence, the student will be given one day for each excused day to make up his/her work. Failure to complete homework assignments will affect the student's performance and grades. As a result, students who do not have their assignments on the assigned day will receive a pink slip for parent notification, signature, and possible detention.

The purpose of homework at QuesTECH Learning is to give the student the opportunity to practice learned skills independently and develop good study habits. If your child works consistently on homework, it should not take your child longer than 45 minutes-1 hour (grades 2-5) or 1-1½ hours (grades 6-8). If your child is totally frustrated or confused over an assignment or if he or she has exceeded the time limit mentioned above, write a note to the teacher explaining the situation. In most situations, the teacher will excuse the student and provide further instruction. These suggestions often produce a no-hassle experience:

1. Establish a routine for homework to build a sense of responsibility and establish homework as a daily habit.
2. Schedule a specific time and place for homework. Many people find the best time to be after dinner; the best place is usually at the kitchen or dining room table. Some children prefer to work at desks in their bedrooms.
3. Make certain the children have the materials they need (paper, pencils, etc.) before they begin their homework.
4. Supervise the homework periodically "over-the-shoulder" to determine progress.

The academic growth of each student is an important educational goal. The purpose of all evaluation is to communicate to the students and their parents the progress that each student is making and to motivate each student to improve. The grading scale, which rounds at 0.5, is as follows:

QTL Grading Scale

A	100-92
B	91-85
C	84-75
D	74-70
F	69 & Below

Honor Roll and Perfect Attendance

Principal's A Honor Roll is recognized every nine weeks to students who earn an A in all subjects, including conduct. For a student to be on the A/B Honor Roll, he/she must not have an N or below, or a C or below on his/her report card. Perfect Attendance is awarded at the end of the year for students who **have not missed a day of school and have no more than two tardies.** **Early dismissal counts against perfect attendance.**

Promotion and Retention Policy

Students who are on grade level and have passed all core subjects will be promoted to the next grade. Advancement to the next grade in QuesTECH Learning is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

The administration may recommend the repetition of a grade, tutoring, or summer classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. Generally, a student with an “F” in two or more core academic subjects is retained.

Standardized Testing

Most students in grades 2–8 take the Stanford 10 Achievement Test.

Report Cards

At the end of each nine-week period, parents receive a pupil report. If this report card is not received at home, please contact the school office. The report card should be signed and returned to school the following day. Dates for the end of each grading period are listed on the school calendar.

The students receive grades for daily work, homework, and tests. At the end of the nine-week period, these scores are averaged for a final grade.

Sign and return papers go home with students weekly, typically on Mondays. Students who do not return their signed report memos will not be eligible for free dress on Fridays. The principal will notify parents if their children do not consistently return the memo indicating that parents have seen the weekly papers and/or progress reports.

Progress Reports

At the mid-point of each grading period, parents of students who have an academic grade below B in any subject and/or an effort grade below S receive progress reports detailing student academic progress and suggestions to improve performance in each subject where there is an academic or effort problem. Of course, teachers may write progress reports of praise.

Parents may request academic updates or conferences at any time.

School Hours

The school day is 7:50 AM – 3:00 PM. Students arriving after 7:50 AM are considered tardy and must report to the front office to check-in.

Attendance

Prompt and regular attendance at school is essential for successful class work. When sickness or extenuating circumstance in a student’s family necessitates his or her absence, a note of explanation should be sent from the parent to the teacher when the student returns to class. The student will neither be eligible to receive grades nor be promoted to the next grade unless there are extenuating circumstances concerning a student’s absences. Vacations are considered unexcused absences. Teachers are not required to provide advanced assignments for an extended period of time.

Absence

When a student is absent from school, a parent must call the office by 9:00 AM. If the office does not receive a call, a parent will be contacted.

A written statement giving the reasons for absence or tardiness **must** be brought to the school office upon the student’s return. Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child’s learning process. Missed assignments are the student’s responsibility to make up.

Excessive absences or tardies can cause a student to be retained in the current grade for another year.

Absence During the School Day

Parents should make every effort to avoid scheduling doctor and dental appointments during school hours. However, if that is not possible, parents should schedule such appointments at 2:00 pm. Parents are required to come into the office to sign their child out and back in, if they return to school the same day.

Arrival

Students may arrive at school at 7:30 AM through the two carpool lines. Students dropped off in carpool may enter through the Oliver Road entrance. The front office opens at 8:00. Students report to their first period classes when entering the building.

Parents checking in on a student are not to escort their children to their classrooms.

Someone from the office will take the child to class or call the teacher to let them know that the student is on the way.

Tardy to School

It is the responsibility of the parents to see that students arrive at school on time. Students coming in late disrupt class time and the learning environment of the room. The only excused tardies include medical appointments that cannot be scheduled for after school, hazardous weather conditions, a severe family emergency, or other unusual circumstances approved by the administration. Please respect your child and the other children by being punctual.

Students are considered tardy if they arrive after 7:50 AM. Three tardies or three early check-outs (excused or unexcused) constitute a half-day absence, which counts against perfect attendance awards. It is the parent's moral and legal responsibility to have his/her child present on a daily basis. Excessive tardies or absences will have a direct impact on the student's academic evaluation.

Continued tardiness will necessitate a conference with the teacher, parents, principal, and child to develop a plan to remedy the situation. If a student is tardy more than 20 times, the parent/guardian will be charged an administrative fee of \$10 for each additional tardy due to the excessive disruption, time and paperwork involved. Report cards will be held for unpaid balances.

Dismissal

School dismissal is 3:00 PM at the drop off entrance. Please check the school calendar for early dismissal dates. Any student who has not been picked up by 3:15 PM will be taken to Homework Lab. Parents will be charged \$9.00 at that point.

Transportation Safety and Car Line Guidelines

The drive entering the school is one-way with two lines of traffic only.

During the Day

If you come into the school for any reason during the day, you must enter through the middle entrance and sign in at the front desk.

Afternoon Pick Up

If you arrive early for carpool, please line up in two lanes. Parents may enter the school's middle entrance.

Checking a student out after 2:30 p.m. is strongly discouraged. It is very disruptive for students to be called out of class while the teacher is trying to complete that last class period and ready students for dismissal.

Dress Code

There is a close relationship between positive scholarship and the neatness and appropriateness of student dress. The intent of the dress code is to maintain an optimum positive learning environment throughout the school day and at all school-sponsored activities. Students of QuesTECH Learning are expected to wear uniforms described below. Students dressed inappropriately will be sent home to change.

- **Girls' Daily Uniform:** Khaki or navy uniform slacks or shorts, jumpers, or skirts; white, navy or burgundy short or long sleeve polo shirts or t-shirts. White turtlenecks and white button-down oxford shirts are also acceptable. Only school logos are acceptable on any part of the uniform.
- **Boys' Daily Uniform:** Khaki or navy uniform slacks or shorts with white, navy, or burgundy, short, or long sleeve polo shirts or t-shirts. White turtlenecks and white button-down oxford shirts are also acceptable. Only school logos are acceptable on any part of the uniform.
- **QTL school designed t-shirts are uniform acceptable.**

*Skirts, jumpers, and shorts can be no shorter than **two inches** above the top of the kneecap.*

If a student chooses to wear a T-shirt under his/her uniform, it must be plain white, and the sleeves must not hang down below the shirtsleeve.

Tennis shoes are suggested for safety on the playground and during P.E. Shoes with heels or soles higher than 1 ½ "may not be worn. Sandals are appropriate for free dress days. Socks or tights may be white or navy.

- **No leggings or jeggings even on free dress days.**
- Skirts may not be rolled up at waistline.
- Shirts with objectionable wording or graphics are not allowed, even on free dress days.
- Muscle shirts and sleeveless shirts are not permitted. Shirts worn over leggings or yoga pants must be at finger-tipped length.
- Shoulder and back areas must be covered; low-cut necklines are not acceptable at school functions.
- Socks or tights must be worn with shoes.
- Skirts or shorts must be no more than two inches above the knee.
- No piercings other than the earlobes are permitted; students may not wear excessive jewelry. Students may not have any visible tattoos.
- Hair must be neat. No extreme hair colors are permitted.
- Boys are expected to be clean-shaven (no facial hair).
- No caps, hats or headwear is allowed for boys or girls inside or outside the building.
- Extreme fads or fashions are not permitted. Pants and jeans must be neat and free of holes. Pants with writing/slogans on the posterior are not allowed.
- Electronic communication devices (pagers, beepers, cellular phones, etc.) are not allowed on campus.
- Scouts may wear the official complete uniform on club meeting days.
- Girls may wear makeup, lightly applied and light in tone. However, possession or application of makeup is not allowed at the school.
- **Spirit Shirt Friday**-All students who have a perfect point card will be allowed to wear a spirit shirt on Fridays! #kindnessNOW tee-shirts are the official QTL spirit shirt and can be worn with any school acceptable bottoms or blue jeans- no leggings or jeggings! These can be purchased at QTL for \$15! Any shirt purchased from QuesTECH Spectrum will be acceptable to wear on Spirit Shirt Day! These shirts are sold in the lobby or at qtspectrum.org!

The uniform dress code will be enforced. A student not in proper uniform or wearing uniforms in an improper manner is in violation of school rules and will be disciplined accordingly.

Health

Health Policy

- As mandated by the State of Louisiana, immunization certificates are required for all students entering school for the first time and from those who transfer from other schools.
- If a child becomes sick during school hours, the school office will contact his or her parent or guardian.
- Fever is a sign of infection. A student must be **free from fever for at least 24 hours before returning to school**. A fever is considered 100 degrees or above.
- A student should be **symptom free of vomiting and/or diarrhea for 24 hours before returning to school**.
- Students recovering from pink eye (conjunctivitis) must be on an antibiotic for no less than 24 hours before returning to school. **The student may not have any watering or crusting in eye upon return.**
- Students who have had head lice must be free from all nits before returning to school.

Medication

If a child must take prescription medication during school, that medication must be delivered to the school office in the original prescription container with the label stating the following:

- Child's name
- Name of child's doctor
- Frequency
- Dose
- Date

In addition, a form provided by QTL must be signed by the physician and be submitted in order for medication to be dispensed.

No child is allowed to carry any medication in backpacks, in lockers, or on their person. All non-prescription medication (cough drops, etc.) must be taken to the school secretary before school with the following information:

- Child's name
- Frequency
- Dose
- Date

Non-prescription medication will only be given out for short term situational illness. For long-term distribution, a doctor's note is required. The medical permission form must be completed and signed by the parent and will be kept on file in the school office. At the end of the school year, all medications not picked up will be discarded.

Asthma Medication

Immediate access to reliever inhalers is vital. Children are encouraged to always carry their reliever inhaler with them. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name.

School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. QuesTECH Learning makes no claim to be a peanut-free school. A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks provided by a parent or guardian will be kept separate.

Teacher Communication Memos

With sign & return papers on Mondays, parents receive valuable information on the cover sheet.

School Website

The school website is a way for parents to receive important information about the school. www.questechlearning.org. Important announcements will periodically be transmitted through the Remind system/app.

Classroom Communication Process

Questions, whether behavioral or academic, relating to the classroom, should first be brought to the teacher. If the issue cannot be resolved, please set up a conference with the teacher and/or administrator.

Appointments and Messages

Please make appointments to see an administrator or teacher by sending an email or calling the person.

To keep classroom interruptions to a minimum, only messages of vital importance will be relayed to pupils during class time. Students will not be called out of class for forgotten items. If a parent comes to school to deliver a message, the parent is to deliver the message through the school office and never directly to the child or the teacher. Students **will not** be called to the telephone, nor will they be allowed to use the telephone unless there is an emergency. The following are not considered emergencies: forgotten items, lunch, carpool issues, etc. Students are not to use cell phones to communicate with parents or guardian. **STUDENTS MAY NOT BRING CELL PHONES TO SCHOOL UNLESS SPECIAL PERMISSION IS GIVEN BY THE PRINCIPAL** (See Cell Phone Use Policy)

Parent-Teacher Conferences

Scheduled Parent-Teacher Conferences are held at the end of the **first** semester. Report cards are sent home via the students at the end of the first, second, third, and fourth quarters. Parent conferences are required if the student has below a "C" in any subject or below a "B" in conduct. Your communication with the school to discuss concerns with your child's work is welcomed and encouraged. Please make an appointment through the office or contact the teacher via email.

Please do not try to have a conference with the teacher during afternoon pick-up or in the multipurpose room before school. Teachers are on duty at this time.

Emergency Closing

If school is cancelled due to weather conditions, the school uses *Remind* to disseminate emergency text and phone calls, which automatically dials all designated numbers in the system to indicate an emergency dismissal.

In the event that an emergency evacuation is needed, parents will be contacted by *Remind* regarding details of location and time for student dismissal.

It is very important that every family maintains an up-to-date address and telephone number in the school office. The office must be notified immediately of any change of address, telephone number, cell number, or email address.

School Directory

The Student Directory listing students' and parents' names, addresses, and telephone numbers will be distributed to each family. Parents have the option to have their student's name in the directory when they register. The directory should be used to acquaint parents with the names of their child's classmates and their parents. This directory is not to be used, shared, or sold for other purposes.

Lunch

All students are required to have a lunch.

State law prohibits carbonated soft drinks and fast-food lunches from being brought into the school. Restaurant and fast-food packaging are prohibited. Parent may bring forgotten lunch to the office for the student to pick up on the way to lunch.

Friday Lunch

On Fridays, students who have qualifying point cards may eat prepared lunches including but not limited to pizza, corn dogs, chicken strips, etc. The students will be required to pay \$5.00 and bring \$1.00 for a drink. A monthly menu will be posted in the lunchroom and classrooms and will be sent home. Menus are subject to change without notice due to the availability of food products.

Lunch Area Conduct

- Students are urged to keep the lunch area as clean as possible.
- Students are to place all used disposable articles in the containers provided.
- Students are not to misuse any lunch facilities.
- Students who spill food and/or drink in the lunchroom are expected to clean up the spill.
- Students may not buy food for someone else, trade food, or share lunches.
- Students are expected to be orderly, courteous, and respectful in the serving line.
- Students are expected to use table manners.

Items Not Allowed at School

The following is a list of items *NOT ALLOWED AT SCHOOL*. This list is not all-inclusive and may be amended at any time without notice.

E-cigs or vaping devices

Guns/knives/swords (real or toy)

Lighters, matches

Toys

Laser Lights

Individual hand sanitizer on

backpack Wearable Texting Device

Backpack or lunch box “toys”

Drugs, alcohol, tobacco products

Electronic games

Trading cards, Playing cards

Questionable Books and

Pictures Fidget spinners

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items that are taken away from students will be returned to the parent/guardian.**

School Property

A child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must be properly covered and carefully handled. **Do not cover** books with any material that will stick to the cover such as contact paper. Covers should easily come off without damaging the book. They should be kept free of ink or pencil marks. Answers to problems or objective tests should never be written in books that will be passed on in subsequent years to other students. **If a book is lost or damaged through carelessness or neglect, the student must pay for its replacement.**

Lockers

If students are assigned lockers, the school reserves the right to inspect lockers at any time. No locks of any kind or permanent locker decorations are permitted on the lockers.

Code of Conduct

QuesTECH Learning aspires to create such a spirit of cooperation between the faculty and the students that discipline will be self-imposed, not forced. When students enroll, they become identified with QuesTECH Learning. Likewise, the school is judged by the kind of people the students are and by the way they conduct themselves. Both on and off the campus, conduct must always reflect favorably on the students and on the school. Insisting that its students exemplify high standards of honor, trust and respect, QuesTECH Learning will appropriately discipline the student who is guilty of misconduct.

Positive treatment of self, others and the school are three emphasized rules. Accordingly, the following suggest the learning environment which QuesTECH Learning perpetuates. These are in no way to be considered all-inclusive.

1. QuesTECH Learning believes very strongly that truth and honor must flourish in an academic community for it to be worthy of respect. Cheating is a direct violation of these principles and is, therefore, at all times and in all ways absolutely unacceptable.
2. Permission to remain in class is based on acceptable behavior; the privilege of being a student in a class ends if the student shows an unwillingness to observe the rules of a particular classroom and becomes uncooperative. Such a student will be referred to the office until the director determines when the student will return to class.
3. Daily class attendance is necessary for a student's academic success. Skipping class is prohibited. Excessive absences and tardies adversely affect student success. Doctors' excuses are required for illnesses; three tardies equal one absence.
4. Because QuesTECH Learning recognizes the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it shall be the policy of QuesTECH Learning to provide a tobacco-free environment for all students, employees, and visitors. This policy covers the smoking of any tobacco product and the use of oral tobacco products or "spit" tobacco.
5. The possession or use of all tobacco products and smoking devices are prohibited on all property owned, leased, or operated by QuesTECH Learning, including parking lots. The use of tobacco products and smoking devices is also prohibited in any vehicles owned or leased by QuesTECH Learning. The use of tobacco products and smoking devices of any type is prohibited at school-sponsored functions, on or off school property. The aforementioned policy shall be applicable to tobacco in all forms including, but not limited to, smoking tobacco of any kind, oral tobacco products (dips, chewable tobacco, orbs, etc.) and any form of smoking device (i.e., e-cigarettes). Students who violate the Tobacco-Free Policy will result in confiscation of tobacco products and notification of parents; further violations will result in disciplinary action. Visitors who violate the Tobacco-Free policy will be asked to cease smoking activity; further violations may result in removal and banning from school property. Smoking, including e-cigarettes and the use of any vaping device for the purpose of inhaling ANY substance-tobacco related or otherwise- is strictly forbidden and may result in expulsion.
6. Use of drugs is unequivocally prohibited (See Drug Free School Policy).
7. Conduct must comply with socially accepted standards of behavior. Habitual disrespect, lying, bullying (See Anti-Bullying Policy.), fighting, profanity in words or gestures, vulgarity, stealing, sexual harassment (See Sexual Harassment Policy.) and public displays of affection are unacceptable. Throwing items which could cause injury to other persons and leaving the school premises without permission are unacceptable behaviors. Conduct regulations also require respect for federal, state, parish, and municipal laws.
8. Any student responsible for bringing pornographic materials onto school grounds at any time MAY be subject of suspension and/or expulsion from school. These materials include books, magazines, pictures on clothing, and pornography via phone, fax, and/or computer. Visiting inappropriate/pornographic websites is prohibited.
9. Cutting or defacing school property, including desks, books, lockers, bulletin boards, restrooms, or classrooms, is prohibited. The school is not responsible for lost, stolen, or damaged personal property.
10. Intentionally setting off an unwarranted alarm is prohibited.

11. Threats (verbal or written) of violence and/or terrorism will result in a full investigation by law enforcement.
12. Using a personal or school computer in an inappropriate manner is prohibited. (See Technology and Internet Responsible Use Policy.)
13. The carrying of a firearm or any dangerous weapon on school property (including cars on field trips) by anyone is grounds for expulsion.

Cell Phone/Audio/Electronic Telecommunication Equipment

Students are prohibited from bringing cell phones or any electronic telecommunication device to school. School officials will use the following procedures as corrective action for any student who violates this policy:

First Offense: The phone or device will be taken from the student and turned over to the director. The director will notify the parent of the student's violation and return the student's phone to the parent with the warning that the 2nd offense will cause the student to lose his or her phone for 30 days.

Second Offense: The phone or device will be taken from the student and turned over to the director. The director will notify the parent of the student's violation and inform the parent that the student's cell phone or device will remain confiscated for 30 days.

Third Offense: The phone or device will be taken from the student and turned over to the director. The director will notify the parents of the student's violation and inform the parents that the student's cell will remain confiscated until the end of the current semester.

Text messaging, photographing, and regular phone use constitute use of the device. If a parent believes it is necessary for their student to have a cell phone at school, they must sign the identified section at the end of the handbook, giving permission. These records will verify that the student has the parent's permission to have a phone on campus and that they are aware of the restrictions and procedures concerning the use of cell phones during school hours. **While at school, students are not to use cell phones to communicate with parents or guardians unless situational permission is given by the administration. iWatches or any devices that can receive text messages or phone calls are not acceptable.**

Cell Phone Guidelines

Other Electronic Devices

Inappropriate or unauthorized use of any electronic device will result in confiscation of the device and disciplinary action.

Inspection Policy

In order to provide students and employees with a safe and healthy environment, the administration reserves the right, at its discretion, to conduct inspections of school property and the property of students. Included with this policy, is the right to inspect the following: desks, book bags, athletic bags, purses, and lockers.

Drugs, Alcohol, and Weapons

A student who possesses drugs, alcohol, or weapons at school or any school function faces expulsion.

Expulsion

Expulsion is the removal of a student from the school. Expulsion is the result of a very serious infraction of the diocesan/school handbook, state laws, etc. Expulsion could also be the result of a student who has been suspended previously and has shown no indication of improvement. Once a student is expelled, he/she will not be re-admitted. Tuition payments are due and payable for the quarter.

Extraordinary Exclusion

When students enter QuesTECH Learning, they understand and agree the school reserves the right to exclude them anytime if their conduct, attitude, or academic standing is regarded by the school administration as unacceptable. It is understood and agreed that QuesTECH Learning, or any of the administrative officers or faculty, shall not be liable in any way whatsoever for such exclusion.

General Information

Lost Articles

All books, school bags, and clothing must be marked with the child's name. Purses and wallets should have some kind of identification. The school is not responsible for lost or stolen articles brought to school. **Items placed in the Lost and Found remain there for 30 days.**

After 30 days, items are donated to charity.

Birthdays

Cupcakes or cookies for the entire class may be sent to school in recognition of your child's birthday (no flowers, balloons, stuffed animals, gifts, etc.). Please let the teacher know in advance when you want to send cupcakes. Cupcakes (white icing only, please) are given out at afternoon break. Students may not distribute personal invitations at school. The Director will distribute invitations at pick-up.

Even though birthdays are special occasions, please do not have limousines or other special transportation pick up students to go to after school parties since this would single out any children who were not invited to the party. Students should not exchange gifts with individuals at school. This gesture often creates hurt feelings.

Student Insurance

Accident insurance covering students while at school is mandatory. The cost of this insurance is part of the tuition. Insurance must be filed with family insurance first, and then with school insurance. Claim forms may be picked up from the school office and mailed directly to the insurance company after being signed by a school officer. It is the parent's responsibility to request a form and to mail the completed form to the insurance company.

Child Abuse Laws

QuesTECH Learning abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Unwritten Regulations / Right to Amend

This Handbook is limited in content. We live in a constantly changing world and, therefore, emphasis has been placed on those things that are deemed most beneficial to the students and parents of QuesTECH Learning at the present time. QTL reserves the right to amend this Handbook. Notice of amendments will be sent to parents.

Probation

Academic Probation

Academic Probation is assigned to students whose grades and/or efforts are deemed to be unsatisfactory. It is intended to be a very serious warning to the student. A student on academic probation will be taken off probation.

- if the grades improve appreciably,
- if all effort grades on the next report are better,
- a satisfactory combination of both.

A student on academic probation can be asked to leave QuesTECH Learning if academic progress or significant changes in attitude and/or in effort are not made in the interim between reporting periods.

Social Probation

A student is placed on social probation when his/her inappropriate behavior violates the sensibility of the student, the school, or the community. Student probation is the most serious behavior warning that the school can make.

The probationary period will be terminated when the student modifies and corrects his/her behavior(s). Should continue violations of school rules or infringements of other's rights persist, the student may be asked to leave QuesTECH Learning.

Sexual Harassment

It is the policy of QuesTECH Learning that sexual harassment is strictly prohibited. Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and/or other verbal or physical conduct of sexual nature where such conduct is made, explicitly or implicitly, a term or condition of employment and has the effect of creating an offensive working environment.

Some examples of sexual harassment are unwelcomed requests to accompany a person on social outing, the telling of jokes of a sexual nature, and unwelcomed physical contact of a sexual nature.

Should an employee or student feel that he or she is being sexually harassed by anyone (whether employee of the school or not), such harassment should be reported immediately to any one or all of the following persons:

1. The executive director or principal of the school
2. Board Members of QuesTECH Learning

The complaint will be treated in strictest confidence and will be investigated fully. Should the investigation reveal that sexual harassment did occur; appropriate action will be taken which may include formal or informal reprimand, counseling of the person committing the harassment, suspension, or termination. It is the express policy of this institution that sexual harassment is prohibited and will not be tolerated.

Anti-Bullying Policy

QuesTECH Learning is committed to protecting its students and employees from bullying for any reason and for any type. QuesTECH Learning believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and will be just cause for disciplinary action.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by a student or an adult, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve but is not limited to the following: unwanted teasing, threatening, intimidating, stalking, cyber stalking, cyber bullying, physical violence, theft, public humiliation, destruction of school or personal property, social exclusion, spreading rumors or falsehoods, and sexual, religious, or racial harassment.

QuesTECH Learning prohibits the bullying of any student or school employee. QuesTECH Learning, in collaboration with parents, students, and community members, will incorporate systematic methods for student and staff recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success to address positive school culture and behavior.

Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to suspension and/or expulsion as stated in the school's Code of Conduct.

Technology, Internet Responsible Use Policy

The infusion of technology into the classroom experiences represents an outstanding opportunity for QuesTECH Learning students but presents new challenges for the staff as they implement these advances into the curriculum. The most critical of these is the filtering or censoring of inappropriate materials that become readily available because of the vast offerings on the worldwide web. To address this concern and to ensure the proper use of technology, the following policies will be enforced:

1. The QuesTECH Learning staff will try to ensure that proper filtering of internet access points is implemented. This process will be limited by cost and manpower constraints but will be adapted and prioritized as needed.
2. Inappropriate use of the internet by any student (for example, accessing or downloading pornographic materials) will be handled as a disciplinary problem and appropriate punishment will be assigned. Teachers will reinforce APPROPRIATENESS issues. If a student is in doubt about appropriateness, he or she should ask the supervising teacher immediately to avoid even the appearance of impropriety.
3. Unauthorized access to the internet is prohibited. Students should access the internet only when given specific permission.
4. Any attempt to use the technological facilities of QuesTECH Learning to infiltrate the administrative and accounting systems of the school is expressly prohibited. Such attempts can result in immediate and permanent dismissal.

It must be recognized that the development of a body of policy to govern technology will be a fluid and continual process. As policy is needed, it will be communicated to the affected student groups for immediate implementation and will be added to the aforementioned policy statements.

Copies of the QTL Chrome book and Acceptance Internet Use policies will be provided to each family.

Policy Regarding Electronic Communications between Employees and Students

Purpose

This policy is intended to comply with all applicable State and Federal laws, including the most recent action taken in A 214 by the 2009 Louisiana Legislative Session, Louisiana Revised Statute 17:81 (Q).

This policy also introduces and outlines guidelines to ensure that employees, parents, and students are aware of the expectations of QuesTECH Learning with respect to proper use of electronic communication devices between its employees and students. The school's approved electronic communications systems shall be utilized to promote appropriate student-staff relationships and educational excellence. This policy is not intended to limit the use of technology as an effective teaching tool.

Definitions

1. *Electronic Communication* - any direct communication facilitated by voice or text-based telecommunication devices, or both, computers as well as those devices that facilitate indirect communication using an intermediate method, including, but not limited to internet-based social networks. It shall also include the transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature, in whole or in part by wire, radio, electromagnetic, photoelectric, or photo optical system and pertains to both personal and school-issued devices.
2. *Educational Services* - constitutes provision of direct and indirect classroom instruction, as well as extracurricular activities provided by QuesTECH Learning.
3. *Electronic mail* - the transmission of text-based information or communication by use of computers, facsimile machine, pager, cellular telephone, video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.
4. *Computers* - all computers.
5. *Social networks* - locations on the internet where users may interact with other users – examples are Facebook, Myspace, YouTube, and other social network sites available on the internet.
6. *Improper or inappropriate communications* - any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual, or lewd in content, threatening or harassing, discriminatory, or suggestive in nature.

Policy Guidelines

1. QuesTECH Learning prohibits any type of close personal employee/student relationship that may be reasonably perceived as unprofessional, such as excessive personal attention outside of school. School employees shall not communicate with students, entertain students, socialize with students, or spend excessive amount of time with students in such a manner as reasonably to create the impression to other students, their parents, or the public that an improper relationship exists.
2. All electronic communication conducted by an employee with a student must be relative to the educational services provided to the student and shall be delivered by means provided by or otherwise made available by QuesTECH Learning for this purpose. Approved school electronic communications methods are school system email, school-sponsored teacher web sites, school web sites, and other electronic communication approved by QuesTECH Learning.
3. QuesTECH Learning employees are prohibited from using any school system electronic communication with a student for a purpose not related to educational services, except for communication with an immediate family member if such communication is specifically authorized by QuesTECH Learning.
4. The occurrence of any electronic communication made by an employee with a student using means other than ones provided by or made available by QuesTECH Learning shall be reported by the employee to the site administrator prior to reassuming regular duties, but no later than 24 hours after the occurrence or knowledge of the occurrence, and a written report should be completed by the end of that working day. See Appendix A for a copy of the reporting form.
5. Student-initiated communication that may be constructed as inappropriate in content, as defined in this policy, must be reported to the site administrator no later than 24 hours after the occurrence or knowledge of the occurrence, and a written report should be completed by the end of the workday.
6. Records of any reported communication shall be maintained by the director for a period of at least one year.
7. It is the duty of each employee to comply with this electronic communications policy. Failure to comply may result in disciplinary action, in extreme circumstances; it may constitute willful neglect of duty.

Violations

1. Violations of this policy include, but are not limited to the following:
 - a. The employee's utilizing QuesTECH Learning or personal electronic communication system with a student for non-educational services.
 - b. The employee's failure to report an instance of communication using a non-school system electronic communication system.
 - c. The employee's contacting a student when the parents have opted out of individual communication with employees.

2. Responses to violations include, but are not limited to the following:
 - a. Any violations or suspected violations of this policy should be reported to the director immediately. The director will promptly, thoroughly, and fairly investigate reports of an alleged failure by the employee or student.
 - b. The investigation shall include dates, the names of the persons reporting the allegation, and the specific allegation made.
 - c. The site director shall meet with the employee to document his/her response to the allegation. The employee shall be required to cooperate fully with the investigation.
 - d. All information from the investigation shall be provided to the Director and/or Assistant Director.
 - e. Appropriate action shall be taken that is consistent with the results of the investigation and the legal requirement afforded by law or Faculty or Student Code of Conduct. Violations of this policy or any implementing regulations or procedures may result in discipline of the employee/student up to and including termination of employment/suspension of the student or employee.
 - f. Any alleged violation of QuesTECH Learning Policy or these procedures and guidelines involving a school employee that may also be a violation of state or federal law shall be reported to the proper authorities. Some acts are considered criminal and may be subject to prosecution. QuesTECH Learning will fully cooperate with law enforcement agencies and the District Attorney in investigating and prosecuting such criminal offenses.

Notification

A school-wide letter and/or telephone call will be disseminated to parents or legal guardian informing them of the policy regarding electronic communication by employees with students. Thereafter, parents and students will be notified as part of the Student Handbook.

"Opt-Out Procedure"

A parent or legal guardian has the option to submit written documentation to the school's director reflecting the desire for his or her child not to be contacted individually through electronic communication by any school employee, group electronic communication exempted.

Summary

These procedures and guidelines discourage improper employee electronic communication with students and improper interaction shall be handled following applicable laws and policies. However, the law clearly prohibits electronic communication by an employee to a student, unless proper procedures are followed in compliance with law and policy. QuesTECH Learning shall not be civilly liable for any electronic communication by an employee with a student that is prohibited as provided in this policy.

QuesTECH Learning Student Fee Policy

All students of QuesTECH Learning are subject to the following mandatory fees:

- Art/Yearbook Fee (\$50 annually) - This fee is used to acquire the materials and supplies necessary to offer art programs and enrichment for all students at QuesTECH Learning. After paying this fee, all students will also receive a digital yearbook.

Only fees that are specifically authorized by the QuesTECH Learning student fee policy may be imposed. All fees are required to be paid at the beginning of the school year, prior to the first day of classes. Late enrollees are required to pay fees prior to the student's first day of class.

Financially responsible parties who are unable to pay designated school fees due to financial hardship may request a waiver of payment of fees. All such waiver requests must be submitted in writing with a reasonable summary of circumstances which make the request necessary. Waiver requests are considered individually by the administration, which has full and final authority for a determination on the requested waiver. Waiver requests must be made annually, if needed.

Pursuant to state law (R.S. 17:112), lack of payment, debt, or outstanding obligation of student fees will not result in the withholding of education records.

This student fee policy will be posted publicly on the QuesTECH Learning website.

Failure to Adhere to Guidelines in Handbook

Failure to adhere to QuesTECH Learning's Student/Parent Handbook guidelines, rules, and regulations may result in the following disciplinary action(s):

1. Teacher reprimand
2. Parental notification
3. Before, after school, and/or Saturday detention (work detail)
4. In-school detention
5. At-home suspension
6. Expulsion

SUSPENSION: Suspension becomes a disciplinary action only after teachers and the director have exhausted other disciplinary options for correcting a student's negative treatment of self, others, and the school. Length and type of suspension remain flexible.

EXPULSION: Expulsion becomes a necessary disciplinary action only in instances of extreme violations of the school's code of conduct and/or in instances where all other disciplinary measures have been exhausted and when a student becomes a detriment to the success of the other students. Students who disturb the educational process and/or habitually violate any rule will be dismissed from QuesTECH Learning.

APPEAL RIGHTS: A student has a right to appeal any action of the school that results in a student's suspension or expulsion. A student must file his or her appeal in writing with the director by 3:00 P.M. of the next school day following suspension or expulsion. The appeal will be heard within three school days after the appeal is received.

The Appeals Committee shall be appointed by the director and shall consist of five voting members. The director shall be a non-voting member of said committee. An appeal shall be determined by the vote of the majority of the committee.

Handbook Acknowledgement Form

Each QuesTECH Learning family must complete the Student/Parent Handbook Form to indicate their understanding and commitment to abiding by the policies stated in the school's Student/Parent Handbook.

Handbook Acknowledgement Form

Dear Parents:

Please read this current Parent and Student Handbook carefully and discuss it with your child. Please complete this form to indicate that you have received the current handbook.

Student's Name: _____ Birthday: _____

Student's Address: _____ Phone: _____ Sex: _____

Mother's/Guardian Name: _____ Father's/Guardian Name: _____

Mother's Address: _____ Father's Address: _____

Mother's Home Phone: _____ Father's Home Phone: _____

Mother's Cell Phone: _____ Father's Cell Phone: _____

Mother's Work Phone: _____ Father's Work Phone: _____

Emergency Contact Name: _____ Cell Phone # _____

Home Phone# _____ Emergency Contact Address: _____

Parents must contact the school within 24 hours of changes in any of the above information.

PUBLICATION PERMISSION

I hereby give permission for my child to be photographed or videotaped at QuesTECH Learning. I realize that the photo may be published in a newspaper, a magazine, webcast, or other publication. The video may be used for educational or informational purposes regarding the programs or curriculum at QuesTECH Learning. I understand my child's name may not be used alongside their image with specific permission (exception is digital yearbook). Parent/Guardian

Signature _____

Date _____

FIELD TRIP/ACTIVITY PERMISSION

I hereby give permission for my child to attend or participate in any activity planned by QuesTECH Learning.

This is to certify that I, as parent/guardian with legal responsibility for this participant, do consent and agree not only to his/her release of QuesTECH Learning from any and all liabilities incident to his/her involvement in any planned activity for myself, my heirs, assigns, and next of kin.

Parent/Guardian Signature _____

Date _____

STUDENT/PARENT HANDBOOK FORM

We have read the Parent/Student Handbook and understand the policies as set for them in the Handbook. My child will abide by these policies while attending QuesTECH learning.

Parent/Guardian Signature _____

Date _____

MEDICAL/EMERGENCY INFORMATION

In case of accident or serious illness, I request that the school contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated below and to follow his/her instructions. If it is impossible to contact this physician, the school may take whatever action necessary.

Physician's Name _____ Physician's Phone _____

Policy Holder's Name _____ Relationship to Student _____

Hospital Insurance Co. _____ Policy Number _____

Insurance Phone # _____

