

Welcome to



**Knowledge
Quest
Academy**

**Home of the
TRAILBLAZERS!**

Student/Family Handbook
2025-2026

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WELCOME TO KNOWLEDGE QUEST ACADEMY!

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

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

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

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

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

KNOWLEDGE QUEST ACADEMY BOARD OF DIRECTORS

2025 - 2026

Chester Gemaehlich chester.kqa@gmail.com	Chair
Samantha Hise	Vice-chair
Samantha Hise	Treasurer
Deborah Tikka	Secretary
	Director
	Director
	Director

KNOWLEDGE QUEST ACADEMY BOARD OF DIRECTORS MEETINGS

The Board of Directors meets on the first and third Thursday of every month at 6:00pm for sessions open to the public with the exception of the first annual meeting, which is held in April on the first Tuesday. See the [school calendar](#) for specific dates.

SCHOOL HOURS, TRANSPORTATION, and EMERGENCY INFORMATION

HOURS

Elementary: 7:40am – 2:35pm Middle School: 7:35am – 2:35pm

Students should be picked up no later than 15 minutes past the dismissal time.

ATTENDANCE

Our goal for students is to have strong attendance habits in school. Research has shown that good attendance at school is a key factor in student success and performance in school. Students are expected to have a 95% attendance rate. Students who fall below this percentage may receive a letter home reminding the parents and guardians of their child's attendance record.

Please call our school attendance line before 7:45 am to excuse your child if they will be absent or tardy. The number is (970)587-5742, then press 1.

COMMUNICATION

Please join **Classtag/SchoolStatus Connect** to receive important school information and to connect with your child's teacher/classroom. An invitation will be sent to parents/guardians of KQA email boxes at the beginning of the year. Please click on the link to join.

STUDENT EMERGENCY CONTACTS

Please be sure our school has updated information for your contact information or any person you have listed as emergency contacts. If at any time the contact information changes, please notify our front office.

TRAFFIC PLAN

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

- Do not line up along the street north of the school's main entrance on School House Dr. (school buses by law cannot pull out and around a vehicle). The Milliken police reminded us on several occasions that this practice is unsafe and is a traffic violation.
- DO NOT leave a vehicle when in the circle. Park in the school lot and go into the school. Remember there are other vehicles waiting to enter the circle.
- When in the circle, DO NOT block the handicapped parking spaces when cars are present
- If in the circle, do not block the parking lot driveway.

- Load and unload students in the **designated loading zones** from the **passenger side of the vehicle only**. This is for your child's safety.
- Do not use the handicapped parking space unless you have a handicapped designation sign/plate.

Elementary students should arrive before 7:35AM (school begins at 7:40AM)

Middle school students should arrive before 7:30AM (school begins at 7:35AM)

AFTER SCHOOL/ PLAYGROUND USE

After school, students are to go directly home unless they are participating in an afterschool activity or are supervised by a parent. Playground areas may be used with the supervision of a parent after school. The school is not able to provide supervision after school hours. At 3:30 pm, the playgrounds will be available for community use.

SNOW DAY AND EMERGENCY CLOSING

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

Just a reminder: do not look for Knowledge Quest Academy to be on the screen. It will always be listed under the district name. The following stations will broadcast announcements of closings. **KQA follows the district's decision regarding school closures.**

Radio KFKA 1310 AM

KQA 850 AM

TV Channel 2

Channel 4

Channel 7

Channel 9

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

We highly encourage our parents to join our ClassTag/SchoolStatus Connect service which

will send text messages, newsletters, and announcements directly to you. To sign up for this free service, please contact Brenda Chinn at Brenda.Chinn@weldre5j.org.

STUDENT TELEPHONE USE AND MESSAGES

Students are permitted to use school phones with permission from staff. Students should not have cell phones on or in use during school hours. Phones should be in lockers or backpacks during the school day.

Please call before 2:00pm if you need to get a message to your student. Calls after 2:00pm may not be able to be delivered prior to dismissal.

HEALTH AND MEDICATION POLICY

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

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

MEDICATION POLICY

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

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

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

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

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

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

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

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

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

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

[Please see the district policy for more assistance](#)

<i>Tracie Johnson</i>	<i>3rd Grade</i>	<i>x 120</i>
<i>Shaye Waller</i>	<i>3rd Grade</i>	<i>x 121</i>
<i>Courtney Dickerson</i>	<i>2nd Grade</i>	<i>x 119</i>
<i>Camryn Foster</i>	<i>2nd Grade</i>	<i>x 118</i>
<i>Chelsea Jenner</i>	<i>1st Grade</i>	<i>x 116</i>
<i>Eryn Davis</i>	<i>1st Grade</i>	<i>x 117</i>
<i>Allison Herrera</i>	<i>Kindergarten</i>	<i>x 115</i>
<i>Sandra Pratt</i>	<i>Kindergarten</i>	<i>x 114</i>
<i>Sarah Spencer</i>	<i>ELL/Reading Intervention</i>	<i>x 129</i>
<i>Kim Wagner</i>	<i>Spanish</i>	<i>x126</i>
<i>Jeanette Easter</i>	<i>Paraprofessional</i>	
<i>Sarrah Safi</i>	<i>Paraprofessional</i>	
<i>Rebecca Bear</i>	<i>Paraprofessional</i>	<i>x 107</i>
<i>Megan Short</i>	<i>Paraprofessional</i>	<i>x 107</i>
<i>Jodi Hagan</i>	<i>Paraprofessional</i>	
<i>Debra Wright</i>	<i>Paraprofessional</i>	
<i>Jamie Cronje</i>	<i>Paraprofessional</i>	
<i>Sarah Baros</i>	<i>Paraprofessional</i>	
<i>Heather McDonald</i>	<i>Paraprofessional</i>	
<i>Lori Kurnik</i>	<i>Paraprofessional/Lunch Aide</i>	

KNOWLEDGE QUEST ACADEMY WEBSITE: www.kqatrailblazers.org To receive your KQA Community password, please contact Dan Johnson at (970)587-5742 x110.

KNOWLEDGE QUEST ACADEMY OVERVIEW

KQA Motto

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

KQA Mission Statement

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

KQA Vision Statement

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

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

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

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

PILLARS OF CHARACTER AT KNOWLEDGE QUEST

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

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

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

Effective classroom management and preventive school discipline are essential for supporting teaching and learning. Knowledge Quest Academy emphasizes that classroom management and preventive school discipline must be integrated and work together with effective academic instruction in a positive and safe school climate to maximize success for all students.

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

Pride

Achievement

Trust

Honor

By using the positive, proactive, and instructional approaches to behavior, we find that students understand what is expected of them, and inappropriate behavior is held to a minimum.

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

PARENT INVOLVEMENT/VISITORS

VISITOR POLICY AND PROCEDURES

For security reasons, during school hours, all visitors to KQA are required to check in at the school office and pick up a visitor pass BEFORE proceeding to other parts of the school. The visitor badge must be visible at all times while the guest is on school property. The visitor must also sign out when leaving. Any visitor not wearing a visitor badge will be escorted to the office by staff. This policy includes parent volunteers and staff guests. **Visitors are not permitted on the playground during recess time.**

Younger/older siblings are welcome to visit; however, they should not be in the classrooms during instructional time or class parties. We cannot plan to accommodate extra children for parties unless the teacher has specifically invited siblings to attend. We provide many school activities for our KQA families, such as movie nights, family nights, and other celebrations that we encourage siblings to attend. Please remember that our focus is on providing a quality educational experience for your child during the school day. Younger children must be well supervised while in the building for their safety.

Former students may not visit during school hours unless by appointment with the approval of the principal.

FIELD TRIPS

Field trips are designed to provide KQA students with quality educational learning experiences outside of the school environment. Effective supervision is essential for these experiences to be successful. Knowledge Quest Academy teachers have the responsibility to choose parent volunteers from their class who will assist with each field trip. Parent volunteers are required to ride the school bus to assist in providing the needed supervision. **In no instance will siblings or other children be allowed to accompany parent supervisors on field trips, nor, under any circumstances, will parents (with or without children) be allowed to meet and accompany the class at the field trip site without prior approval of the principal. Chaperones may not be siblings or other relatives/friends of the family.** Students are reminded that all school rules are enforced on field trips. Uniforms will be worn on field trips unless prior permission to dress down has been approved by the administration.

PARENT VOLUNTEERS FOR FIELD TRIPS

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

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

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

PARENT/TEACHER CONFERENCES

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

VOLUNTEER/PARENT VISITATION CLASSROOM POLICY

Knowledge Quest Academy's Parent Visitation Classroom Policy was created to give guidelines to Knowledge Quest Academy's parents who would like to visit and be involved in their child(ren)'s classroom(s). Parents are welcome to visit the school. However, a phone call, email, or handwritten note to the KQA front office to coordinate the visit is appreciated.

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

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

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

VOLUNTEER/PARENT/TEACHER INTERACTION

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

1. Parents will call in advance to set up meeting times with teachers. Before school and after school are for teacher planning, preparation, and meetings. Please call to make an appointment, as we often cannot accommodate drop-in conferences. Teachers will make every effort to communicate with parents in a timely manner.
2. The responsibility for teacher evaluation rests with the principal and assistant principal.
3. Before entering classrooms, parents will secure mutually agreed-upon times and dates with teachers.
4. Parents and teachers will always keep the best interests of the student(s) as the highest priority.

EMERGENCY DRILL INFORMATION

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

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

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

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

We will be practicing these and additional drills periodically throughout the year. Our [Standard Response Protocol \(SRP\)](#) drills include hold, secure, lockdown, evacuate, and shelter in place. Whenever we practice a drill, we try to include the local fire department and police department. We strive to make sure the students have an awareness of why we practice these drills and that they understand their role in each drill.

Emergencies at School:

The school office must have at least one current emergency contact and telephone number on file. It is to your child's benefit that you keep the school up-to-date on telephone numbers, emergency numbers, and other pertinent information. If your child will be in the care of someone else while you are out of town, let the office know how they may reach someone in your absence.

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

CURRICULUM AND INSTRUCTIONAL DESIGN

CURRICULUM

Knowledge Quest Academy employs a variety of curricula including:

- Alive Phonics (K only)
- Haggerty Phonemic Awareness (K only)
- McGraw-Hill Writing (K-2)
- HMH Into Social Studies (K-3, 5)
- HMH Math Expressions (K-5)
- McGraw-Hill Wonders -Reading/Language Arts (K-5)
- Zaner-Bloser Handwriting (K-5)
- McGraw-Hill Inspire Science (K-8)
- Daily Language Instruction (1 - 2)
- Zaner-Bloser Grammar, Usage, and Mechanics (3 - 5)
- Simplified Writing (3 - 5)
- Colorado Story (4th Grade History)
- Holt McDougal Western World 2012 (6th Grade History)
- Holt McDougal Ancient Civilizations 2012 (7th Grade History)
- HMH Into Literature (6 - 8)
- HMH Into Math (6 - 8)
- HMH US History 2018 (8th Grade History)
- Miscellaneous teacher-supplemented materials

INSTRUCTIONAL APPROACH

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

LEARNING OBJECTIVES OF KNOWLEDGE QUEST ACADEMY:

1. Develop an ever-increasing proficiency in the use of learning skills (i.e., reading, writing, speaking, and computation) beyond minimal levels in accordance with their mental, physical, and social ability.
2. Show evidence of developing a self-concept that recognizes their individual abilities and develops a realistic understanding of the abilities of others.
3. Demonstrate an expanding knowledge of the world of work and increasing competency in the development of marketable skills.
4. Develop an understanding of the needs and functions of a challenging society and develop tolerance, consideration, cooperation, flexibility, and self-discipline to function as a productive member.
5. Participate in a program of physical fitness and recreation appropriate to their individual abilities and become aware of the importance of continued physical well-being.
6. According to their ability and interest, students experience and develop an increasing appreciation for the cultural arts.
7. Demonstrate knowledge and appreciation for the democratic form of government.
8. Demonstrate interest in learning and an increasing ability for lifelong learning.
9. Develop an awareness and appreciation for the physical world.
10. Develop inductive and deductive reasoning skills by experiencing a variety of problem-solving situations.

STATE TESTING

It is our goal at Knowledge Quest Academy to prepare our students for the required state assessments as well as multiple measures to assess student growth. Parents can have access to their child's scores as soon as scores become available.

2025-2026 Weld RE-5J Assessments

Benchmark Assessment Windows:

DIBELS Next

- BOY - 8/18-8/29*
 - *READ plans due 10/10*
- MOY - 12/2-12/16*
 - *New READ plans/updates due 2/2*
- EOY - 4/28-5/11*
 - *New READ plans/updates due 5/22*
 - *Two weeks as directed by CDE

NWEA-MAP Growth

- BOY - 8/15-8/29
- MOY - 12/2-12/16
- EOY - 4/28-5/11

CMAS 2026

CMAS/ColtAlt: ELA/Math (grades 3-8),
Science (grades 3-8, 11),
Social Studies (grades 4 and 7).
* April 6-24, 2026 **Tentative**

ACCESS TO RECORDS

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

REQUESTING RECORDS FROM ANOTHER SCHOOL

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

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

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

ACCOUNTABILITY/ADVISORY COMMITTEE OF KQA

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

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

STUDENT EXPECTATIONS/CODE OF CONDUCT

ARTICLES NOT ALLOWED AT SCHOOL

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

CELL PHONES, SMART WATCHES, VIDEO GAMES, AND OTHER ELECTRONICS

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

If a student has the above items out and/or used inappropriately during the school day, the following consequences will occur:

- 1st Offense: The Student's item is taken and will be secured by an administrator. At the end of the day, the student may pick up their item and will receive a warning from the administrator and a copy of the electronics policy.
- 2nd Offense: The Student's item is taken and will be secured by an administrator. At the end of the day, the student may pick up their item and will receive a phone call home from the administrator and a copy of the electronics policy.
- 3rd Offense: Student's item is taken and will be secured by an administrator. The parent is called by the administration and must pick up the item from the school with a copy of the electronics policy.
- 4th Offense: Student's item is taken and will be secured by an administrator. The parent is called by the administration and must pick up the item from the school with a copy of the electronics policy. At this time, the parent and student will be informed that the student's electronic item must be turned in daily to the office every morning and picked up at the end of the day.

While KQA will make every effort to find missing item(s), **we are not responsible for the loss or replacement of any electronics brought to school.**

ATTENDANCE

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

According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. Each year, the Board establishes the school attendance period by adopting a school calendar. Per Colorado law, students are required to have actual teacher-pupil instruction and contact time of 1,056 hours for secondary students, 968 hours for elementary students, and 880 hours for kindergarten students during each school year.

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

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

EXCUSED ABSENCES

The following shall be considered excused absences:

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

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

UNEXCUSED ABSENCES

An unexcused absence is defined as an absence that is not covered by one of the aforementioned exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the school of the unexcused absence. Family time, including vacation, is an unexcused absence, and prior arrangements must be made to allow the student to make up their homework. Unexcused absences may be excused by the administration in extenuating circumstances.

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

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

Any student who has been absent from class for six consecutive weeks without communicating with the school may be unenrolled.

MAKE-UP WORK DUE TO ABSENCES

Make-up work shall be provided for any class in which a student has an absence unless otherwise determined by the administration. It is the responsibility of the student to pick up any make-up assignments permitted on the day of return to class, or parents may call the office for a homework request during an absence. There shall be one (1) day allowed for make-up work for each day of absence. Any extension of this time will be determined by the teacher and administration. Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school.

TARDINESS

School begins at 7:35am for Middle School and 7:40am for Elementary School. Students arriving after those times will be considered tardy.

If a student does not ride the bus, it is the parent's responsibility to bring students to school by 7:35/7:40 A.M. This gives students enough time to be in the classroom ready to start instruction.

Tardiness is defined as the appearance of a student without a proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents/guardians shall be notified of frequent tardiness and all penalties regarding tardiness. Students with 10 or more tardies will be contacted by the administration to create a plan for attendance.

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

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

BULLY PREVENTION PROGRAM

[Additional Student Conduct Policies](#) per District Requirements

Our school utilizes the Move This World Curriculum. This program is instructional in approach, creates a common language, and provides instruction on positive ways to increase kindness and promote a safer school environment.

Move This World's programs provide a preventative and proactive Tier 1 and Tier 2 MTSS solution for schools that want to support students' mental health. By creating a healthy environment where students strengthen their interpersonal skills, cultivate a growth mindset, and foster the development of self-management techniques, students have more success in lifelong learning.

In many "bullyproofing" programs, the responsibility is often placed upon the victim to avoid or deflect bullying behavior. At Knowledge Quest Academy, we place our emphasis on responding directly to the bullying behavior as a part of being socially responsible as a community.

It is critical that parents contact the school if their child is being bullied. We are dedicated to addressing issues so that our school environment is conducive to an atmosphere of positive and safe learning. Additionally, our school participates in the Safe2Tell program. Parents, students, or community members may anonymously report concerning behavior 24 hours a day by going to [safe2tell.org](https://www.safe2tell.org) or by calling 1-877-542-7233.

BUS TRANSPORTATION

- **Transportation is limited due to a shortage of drivers in the district. Bus availability will be determined at the beginning of the school year.**

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

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

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

Bus Rules Established by the District Transportation Department

- The bus driver is in complete authority of the students riding the bus at all times.
- Pop bottles, cans, or other drink containers are not to be brought on the bus.
- Food should not be eaten during regular bus routes.
- Passengers must be ready to get on the bus as soon as the bus arrives at the bus stop. The bus will not wait for late students.
- The bus driver may assign each student to a certain seat, which will be the regular place for the student to sit.
- Students will not move about the bus or out of their seats while the bus is moving.
- Students will keep their arms, legs, and heads inside and not extend them out the window.
- Students should not visit or distract the bus driver while the bus is moving.
- Students shall not mark or deface the bus and its equipment.
- Students shall not open windows unless the bus driver tells them to.
- Students shall not fight, scuffle, or horseplay on the bus.
- Students shall not throw objects out of the bus windows.
- Students must stay seated until the bus comes to a complete stop.
- Books, backpacks, lunch boxes, and similar objects must be kept out of the aisle.
- Students cannot bring guests along to ride the bus.
- Students should not run along the side of the bus; they should wait until the bus stops.
- Inappropriate language, gestures, or any violation of school policy.

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

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

Failure to adhere to the bus rules could result in detention, out-of-school suspension, and suspension from riding time on the bus.

Consequences are as follows:

- 1st Report - Conference with the student. Parent contact. Positive bus behavior plan.

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

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

CODE OF CONDUCT

[Additional Student Conduct Policies](#) per District Requirements

STUDENT BEHAVIOR

In keeping with character education, students should reflect on the **KQA Pillars of Character: Respect, Responsibility, Family, Love of Country, Cooperation, Integrity, Perseverance, Volunteerism, and Self-control**. Each family will receive an electronic copy of our school-wide discipline grid, as well as a KQA Student Handbook. These items will also be posted on our school website.

We believe in instructing our students in our expectations for behavior and recognizing them for their success. To help our students understand our expectations, we have created the acronym PATH, which stands for Pride, Achievement, Trust, and Honor. We are pleased to see how responsible and respectful our students are in every setting!

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

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

At our school, we believe students grow when they take responsibility for their own behavior. That's why our staff and administration work together to hold students accountable in ways that are fair, consistent, equitable, and timely. Our ultimate goal isn't just to correct behavior—it's to help students build the habits and self-discipline they need to thrive as learners and as people.

RULES IN THE CLASSROOM

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

All students are expected to:

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

No student will be allowed to:

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

School discipline is a team effort involving teachers, administration, parents, and students.

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

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

Specifically:

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

ADULT CONDUCT

All KQA parents and school staff are expected to show respect through words and actions for all people, including themselves, other students, and those in a position of authority, as well as for private property, school property, and the environment.

Abusive behavior/communication from a parent/guardian to a KQA staff member will not be tolerated. Upon the first and second instance, the person will be contacted by the administration. Upon the third instance, the offending party will not be permitted on school grounds without direct supervision of an administrator. This is to help keep our school a safe place for everyone.

All members of the KQA community are expected to practice cooperation and a positive attitude toward each other.

OUTDOOR RECESS/PLAYGROUND RULES

All students will be expected to go outdoors during lunch recess on the days that the weather is acceptable. We encourage you to make sure your son or daughter is dressed according to the type of weather we are having. If it is dry and the temperature is **above 20 degrees, including the wind chill factor**, we will take the students outside. On days that we have inclement weather, extreme cold, or wet weather, we will keep students indoors. If your child cannot go outside due to a medical condition, please make sure the office has something on file that is in writing from a doctor.

PLAYGROUND RULES OF BEHAVIOR

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

CONDUCT IN CAFETERIA / FOOD AND DRINK POLICY

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

RULES OF THE LUNCH ROOM

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

- No throwing
- Voice level 2 or lower
- No horseplay or running
- No food is allowed outdoors unless approved by the administration for special occasions.
- No soda is allowed. **This includes all brands of sodas unless approved by the administration for a special occasion.**
- Students are required to make sure the tables and floors are free of all trash at the end of their lunchtime.
- Students must eat lunch in the cafeteria within the allotted lunch time
- Students must stay in the lunchroom or bathroom area only; a pass from a teacher is needed for hallways or classrooms
- Food may be allowed in classrooms with prior approval from the teacher/administration.

LUNCH PERIODS

Kindergarten 10:30 - 11:00

1st and 2nd Grade 10:50 – 11:20

3rd Grade through 5th Grade 11:30 – 12:00

6th Grade through 8th Grade 12:15 – 12:40

All students are expected to enter the cafeteria and go to their seats or the lunch line if they are receiving a school lunch. If a student wants to purchase an additional lunch or milk, they must have money in their account in advance.

HOMEWORK POLICY

Homework will vary by grade level, but the standard expectation is no more than 10 minutes of homework per grade level of the student. For example, a second grader may have about 20 minutes of homework per day. Please let the teacher know if you have any concerns with homework or if the homework is taking longer than the allotted time. We also encourage every student to engage in 20 minutes of reading for enjoyment every day.

Tips for Parents and Students:

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

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

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

In general:

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

Books:

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

Homework:

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

Television:

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

Homework Time:

- Amount of homework time may vary, but a general rule of thumb is 10 minutes for each grade level (example: 2nd Grader may have 20 minutes of homework per night). This doesn't include the requested reading time of 20 minutes per student per evening.

LIBRARY USE AND EXPECTATIONS

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

Librarian Role-

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

Teacher Role-

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

Student Role-

- Library time is for learning. No running or shouting. Be respectful of those around you.
- Investigate different genres. Ask the librarian for suggestions and try them!
- Take care of the books and return them in good shape within one or two weeks.
- Books not turned in or paid for at the end of the year will result in the student missing end-of-year activities. Make sure those overdue/damaged book slips get home.

Parent Role-

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

Lending and Replacement Policy-

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

Book Donations-

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

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

LOCKERS/CUBBIES

Areas are provided for each student to have space to store personal belongings. At no time should a student go into another student's locker/cubby/desk. Lockers/cubbies/desks are school property and remain under the supervision of school administration. Any locker/cubby/desk may be searched at any time. Do not bring valuables to school to store in your locker/cubby.

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

LOST AND FOUND

Please help us by clearly labeling the student's name on all items of personal clothing. Items that are found around the school area will be turned over to the designated lost and found area, located in the main hallway between the library and the technology lab. Items not claimed will be donated periodically to charity.

PLACEMENT OF STUDENTS

Research indicates that achievement is higher in classrooms that have healthy dynamics. We seek to develop the best possible dynamics in EVERY classroom. This includes balancing classes by academic performance and needs so that all students have an equal opportunity to learn.

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

PROBLEMS TO AND FROM SCHOOL

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

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

SCHOOL ENTRANCE AGE REQUIREMENTS

A child may enter KQA Kindergarten if the child turns five years of age on or before August 1 of the current year. There may be exceptions made if the child is five by no later than October 1, which is the official state cutoff date. Younger transfer students will be accepted into Knowledge Quest Academy Kindergarten if they are currently enrolled in another district's Kindergarten program provided there is an opening in KQA Kindergarten. Transfer students at all grade levels will be placed based upon their current academic standing from the district they are transferring from, provided that there is an opening at KQA.

SCHOOL PLANNERS

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

UNIFORMS/DRESS CODE

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

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

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

Parent and Staff Responsibilities

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

Polo Shirts, Turtlenecks, Hoodies, Sweaters - Colors:



Pants, Shorts, Jumpers, Skirts, Skorts, Capri Pants - Colors :



General Uniform Guidelines:

What To Wear	What Not To Wear
<ul style="list-style-type: none"> ● Shirts: Polo style or turtlenecks with short or long sleeves in <u>solid dress code colors</u>. No logos should be visible. Undershirts must be solid school dress code colors. ● Sweaters/Hoodies: <u>Solid dress code colors</u> without logos or designs, with a polo shirt worn underneath. ● Pants/Shorts/Jumpers/Skirts/Skorts/Capris: Fabric material with a zipper and pockets <u>in solid dress code colors</u>. All should be of appropriate length, which is below fingertip length with arms extended down. Elementary students may wear sweatpants on their PE day only. "Polo shirt" dresses are acceptable for elementary students. ● Socks/Tights/Leggings: All items must be <u>in solid dress code colors</u>. Tights and leggings must be worn with a skirt, jumper, dress, or shorts. Multicolor socks are acceptable if they are not visible. ● Shoes: All footwear should have a strap/material behind the ankle. All colors of footwear are acceptable. 	<ul style="list-style-type: none"> ● Shirts: No button-up dress shirts, T-shirts, shirts without a collar, logo on shirt, no neon colors of pink. No undershirts in colors other than dress code colors. ● Sweaters/Hoodies: No prints, logos, embellishments, or non-dress code colors while inside the building. Hoodies must be sweatshirt material. ● Pants/Shorts/Jumpers/Skirts/Shorts/Capris: No denim material, pants must have pockets and a zipper, no "cargo" exterior pockets. Items should fit modestly. No "jeggings" or jean-like material. No yoga pants or pajama pants. ● Socks/Tights/Leggings: No wearing tights or leggings without a skirt, jumper, shorts, or dress. No long, multicolored socks that are visible. No athletic leggings or pants. ● Shoes: No flip flops or shoes that have an open back. No "heelies" or shoes with wheels. ● No bandanas or hats inside the building unless there is a special school spirit day

<ul style="list-style-type: none"> ● Hair accessories do not have to match uniforms. ● Earrings, necklaces, bracelets, rings, and nail polish are permitted. ● All KQA spirit wear is permitted, except middle school PE shirts, which must be worn in PE only. ● Dress down days – any conservative school-appropriate clothing. ● Dress up days – any conservative dress clothing other than jeans or shorts. Leggings must be worn with a skirt, jumper, shorts, dress, or top that is fingertip in length. 	<ul style="list-style-type: none"> ● No visible tattoos, no jewelry in piercings other than the ears, no sunglasses in the building ● Dress down days – no clothing with tobacco, alcohol, drug, or inappropriate messages. No low-cut or too tight clothing. No pajama pants. Leggings and tights must be covered by a skirt, jumper, shorts, dress, or top that is fingertip in length. No jeans with holes above fingertip length. No tank tops unless the width of the strap is more than three finger widths. All clothing must cover the stomach and traditionally private areas of the body.
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I have received and read the KQA Dress Code Policy and agree to have my student(s) abide by these expectations.

Student Name(s)/Grade(s) _____ Parent Signature _____

General Uniform Wear Guidance

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

Pants/Shorts

Pants and shorts for all students at all levels

- Pants/shorts can be pleated or flat front, and can be cuffed or uncuffed.
- Capris/pants/ shorts must be Black, Navy, or Khaki (Tan)
- Cotton twill /NO denim, jean, yoga pants, or sweat pants material pants/shorts. No outside “cargo” pockets
- No “low riding” of pants or shorts is allowed.
- Pants/shorts/skirts/skorts must not have any designs, sequins, or embellishments.

Shirts/Turtlenecks/Sweaters/Sweatshirts

- Shirts must be **solid** white, navy, black, hunter green, pink, or burgundy with 2-4 buttons (No T-shirts—polo style only.) Girls may wear shirts with a Peter Pan collar. Shirts may be short-sleeved or long-sleeved. School-designed shirts with a KQA logo may be worn as part of the regular uniform.
- Pull-over sweaters are not part of the uniform.
- Cardigan sweaters (solid KQA colors) may be worn over a uniform shirt
- Turtlenecks must be solid white, navy, black, hunter, pink, or burgundy.
- Hooded or collar sweatshirts (approved KQA or solid school uniform colors) may be worn as part of the regular uniform. (Sweatshirts with the KQA logo sold during the year are allowed.)

Shorts/Skorts/Skirts/Jumpers

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

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

Dress Down Day Guidelines

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

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

DRESS DOWN DAYS

There will be certain days during the school year that we will allow the students to dress down. Otherwise, they will be required to wear a school uniform. Dress down days will be posted on Classtag/SchoolStatus Connect.

STUDENT RETENTION

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

The KQA elementary policy states:

Throughout the year, several assessments are given and instructional interventions are provided for students based on literacy and numeracy. Based upon these assessments and a student's performance within the classroom subjects, the KQA administration will make a recommendation if retention is advised for a student. The decision for this recommendation will be given no later than April 15, and a meeting will be scheduled with the parent/guardian to discuss possible retention.

The KQA middle school policy states:

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

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

Retention will only be recommended when there has been:

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

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

COMPUTER /INTERNET USE AND EXPECTATIONS

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

COMPUTER USAGE AND CONDITIONS OF USE

1. Students are responsible for good behavior on the school computer networks, just as they are in a classroom or a school hallway. General rules and policies for behavior and communications in the school apply.
2. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. **Access is a privilege, not a right.** Access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges and may also result in other penalties. The system administrators will deem what is inappropriate use, and their decision is final. Also, they may close an account

at any time, as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.

3. Users are expected to abide by generally accepted rules of network etiquette and to conduct themselves in a responsible, ethical, and polite manner while online. These rules include, but are not limited to the following:
 - a. Be polite. Do not send abusive messages to others.
 - b. Use appropriate language. Do not use obscene, profane, lewd, vulgar, disrespectful, threatening, or inflammatory language or swear, use vulgarities, or any other inappropriate language. Harassment and personal attacks, including the use of prejudicial, discriminatory, racist, or sexist language, are prohibited.
 - c. Do not reveal your personal address or phone numbers or those of other students or colleagues.
 - d. Do not use the network in a way that disrupts the use of the network by others. Abuse of resources is prohibited, such as chain letters or "spamming." Spamming is the sending of annoying or unnecessary messages to a large number of people.
 - e. Users are considered subject to all local, state, and federal laws. Illegal activities are strictly forbidden.
4. Users are not permitted to use computing resources for commercial purposes, purchasing products or services, product advertising, political lobbying, or political campaigning.
5. Users are not permitted to transmit, receive, submit, or publish any defamatory, prejudicial, or discriminatory, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material. Students should not knowingly transmit, submit, or publish inaccurate material.
6. Vandalism is prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any agencies or other networks that are connected to the internet. This includes but is not limited to the uploading or creation of computer viruses.
7. Physical or electronic tampering with computer resources is not permitted. Intentionally damaging computers, computer systems, or computer networks will result in cancellation of privileges and/or further disciplinary action. Students must

- make a conscious effort to protect and care for their Chromebook at all times, including not leaving it on the floor or other areas that pose a risk for damage to occur.
8. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.
 9. Security on any computer system is a high priority, especially when the system involves many users. If you think you can identify a security problem in the school's computers, network, or internet connection, you must notify a system administrator or staff member. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to log onto the internet as someone else may result in cancellation of user privileges as well as other disciplinary or legal action.
 10. Knowledge Quest Academy makes no warranties of any kind, whether expressed or implied, for the service it provides. We assume no responsibility or liability for any phone charges, line costs, or usage fees, nor for any damages that a user may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by accident, errors, or omissions. Use of any information obtained via the internet is at your own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
 11. Although electronic communication and information are generally treated as private property, there are exceptions. People who operate the system may review files and messages to maintain system integrity and ensure that users are using the system responsibly. The principal or designee also may review files and documents. Messages relating to or in support of illegal activities may be reported to the authorities.
 12. A student's parent may request access to the contents of student files and student email and may obtain records of student activities if the principal or designee agrees with the parent.
 13. Web pages placed on the school network and /or web server must be reviewed by the system administrator or the head webmaster to ensure that they adhere to the student code of conduct and the guidelines for Knowledge Quest Academy's website.
 14. Users are not permitted to use chat rooms because experience has shown that there is no effective way to prevent the other participants from preying upon or invading the privacy of local users, exposing them to inappropriate language or materials, or entering and destroying the entire computer system and network. To protect student and system privacy and safety, it is a violation of our policies for anyone to directly access a chat room through any KQA computer. Should anyone unintentionally enter a

chat room site through some other connection, he/she must immediately disconnect from that site.

15. Any violation of this policy will result in immediate administrative action in addition to serious consequences which may include (1) loss of computer privileges for up to one year, (2) dismissal from your computer class, (3) loss of all internet access, (4) a temporary ban from the computer lab, and/or (5) other consequences imposed by school policies and/or local, state or federal law, where applicable.
16. Students must have supervision from a teacher or paraprofessional. All internet usage shall be for school work only.
17. Students must sign the access log for the computer lab when using the lab, outside their scheduled computer class, with prior teacher approval.
18. Do not change the settings on any computer.
19. Do not reveal your full name, phone number, home address, or those of others when using the internet.
20. Do not use software programs from home on the computer.
21. Use of electronic resources for recreational games or chat is prohibited.
22. Do not receive or send any of the following materials:
 - a. Copyrighted material
 - b. Threatening, harassing, pornographic, obscene, or profane material
 - c. Materials related to the illegal use or manufacture of restricted substances or items
 - d. Materials that contain defamatory or discriminatory pictures, words, or other items
23. Students are expected to abide by the generally accepted rules of network etiquette.
24. Do not download software or .exe files to the computer.

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

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

Personal electronic devices should not be brought to the school without prior permission from the parent and principal. The school is not responsible for damaged, lost, or stolen property.

GRADING SCALES/ HONOR ROLL

K-2 uses the following:

E = 98-100

P = 80-97

PP = 70-79

IP = 63-69

U = 0-62

Grades 3-8 uses the following:

A+ = 100

A = 92-99

A- = 90-92

B+ = 88-89

B = 82-87

B- = 80-81

C+ = 78-79

C = 72-77

C- = 70-71

D+ = 68-69

D = 62-67

D- = 60-61

F = 59 and below

S = Satisfactory

U = Unsatisfactory

HONOR ROLL

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

COLORADO TITLE IX NOTICE / STATE STATUTES

TITLE IX NOTICE

[Title IX](#) "No person in the U.S. shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

NOTICE TO PARENTS REGARDING SEX OFFENDER REGISTRY

Information regarding the procedures by which community members may obtain law enforcement information collected pursuant to the Colorado Sex Offender Registration Act is available at: <https://www.weldre5j.k12.co.us/district/page/sex-offender-registry>

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

COLORADO STATE SCHOOL REQUIREMENTS

[Additional Student Conduct Policies](#) per District Requirements

GRIEVANCE POLICY

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

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

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

A complete copy of the grievance policy can be obtained at the school office.

KNOWLEDGE QUEST ACADEMY MIDDLE SCHOOL HANDBOOK

APPENDIX

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

ARRIVAL

School starts promptly at 7:35am. Middle school students may enter the school through the main front door as early as 7:15 am and are expected to head directly to the gym. Students may go to the cafeteria if they are having breakfast. Lockers may not be accessed until students are dismissed from the gym or special permission is granted by a teacher.

ATHLETIC TEAMS/IF - ELIGIBILITY

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

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

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

Participation in athletics and quarterly IFs is open to all middle school students who maintain eligibility as follows:

- Each week, every teacher turns in a list containing the name(s) of any student athlete or manager who currently has a "D" or "F" or who has become a discipline problem.
- Students with 2 "Ds" and or one "F" may not participate in games or IFs. Also, any student who receives a written warning during the season in which they are participating in or before an IF may be asked not to participate in a game or the IF.
- All student athletes participating in sports are required to have a physical examination. Also, each participant must have adequate insurance. The insurance requirements may be met if your son/daughter is presently covered by a family insurance program. If not, you can purchase a School Accident Insurance Coverage Plan through the school.

BULLYING/HARASSMENT/INTIMIDATION

It is critical that students and parents contact the school administration if there is an issue with bullying of any kind. We are dedicated to addressing issues so that our school environment is conducive to an atmosphere of positive and safe learning. Please see the Bully Prevention section of the student handbook for more information.

DRESS CODE FOR PHYSICAL EDUCATION CLASSES

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

Middle school students will have physical education two times per week. Students are allowed to change into appropriate physical education clothes. Athletic shoes must be worn during physical education. Students will change back into their KQA uniform at the end of physical education.

ELECTRONIC DEVICES

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

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

- 1st Offense: The Student's item is taken and will be secured by an administrator. At the end of the day, the student may pick up their item and will receive a warning from the administrator and a copy of the electronics policy.
- 2nd Offense: The Student's item is taken and will be secured by an administrator. At the end of the day, the student may pick up their item and will receive a phone call home from the administrator and a copy of the electronics policy.
- 3rd Offense: The Student's item is taken and will be secured by an administrator. The parent is called by the administration and must pick up the item from the school with a copy of the electronics policy.
- 4th Offense: The Student's item is taken and will be secured by an administrator. The parent is called by the administration and must pick up the item from the school with a copy of the electronics policy. At this time, the parent and student will be informed that the student's electronic item must be turned in daily to the office every morning and picked up at the end of the day.

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

HOMEWORK POLICY

I. Philosophy/Purpose:

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

II. Time

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

III. Late Work Penalties

Students are required to turn in assignments on time unless the assignment is accepted late by the teacher at their discretion.

IV. Loss of Credit

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

V. Test/Assessment Make-ups

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

VI. Grace Periods for Absences

Absences for Illness and/or Family Emergency

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

Planned Absences of More Than One Day

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

VI. Extenuating Circumstances

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

VII. Extensions

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

VIII. Scholastic Dishonesty

If a student is guilty of plagiarism or cheating on an assignment or test, or if a student is guilty of assisting in this event, he or she may receive a loss of credit, a revised test or assignment, a verbal warning, and a parent/guardian conference may be requested.

LOCKERS

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

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

TARDY DURING SCHOOL

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

USE OF PLANNER

Middle school students may request a planner.

KQA Behavior/Discipline Process and Matrix



Building & Maintaining High Expectations for Student Behavior

Students who exhibit strong character and meet high behavioral expectations do not do so by accident. The goal of discipline is to teach students the right way to handle problems and to stop negative behaviors from occurring in the future. Student behavior that is detrimental to good character requires adult intervention regardless of where it may happen. Regarding student behavior, KQA educators need to:

- Set clear expectations across the entire school community
- Empower all adults at KQA to follow through with students & redirect unacceptable behavior both inside and outside of the classroom
- Remember that students are humans who will make mistakes

Four Things KQA We Believe About Student Success & Behavior

1. Well-motivated students are almost always well-behaved, and student motivation is largely dependent upon the relationships we build with our students. Before students care how much we know, they have to know how much we care. KQA educators believe building a good rapport with students creates motivated, hard-working, and successful Trailblazers. Everyone in our school community follows the Knowledge Quest Academy Behavior Expectations.

2. Communication with parents improves student learning. KQA educators believe that when parents, teachers, and students are “on the same page,” learning is enhanced. Our responsibility lies in communicating information to parents so we can all be on the same page as adults. Phone calls home are the best way to support students and prevent future problems. The adults need to work as a team to support our students.

3. We understand that kids make mistakes. We work with students to help them learn from the situation and handle discipline while maintaining the student’s dignity. We welcome students back to our classes when consequences have been fulfilled; we do not hold grudges. When a student has served disciplinary consequences, the educators in the building reach out and welcome that student back into the learning environment. This restores trust and demonstrates to students that we do not hold grudges that might damage rapport or motivation.

4. Our goal is to keep kids in class to maximize learning. Classroom interventions that achieve this are what make discipline at KQA work. A teacher loses some power when a student is sent out. Reinforce daily expectations for students to respect the dignity of everyone in the classroom and keep the class focused on learning.

Knowledge Quest Academy Behavior/Discipline Process and Matrix 2025 - 2026

VIOLATION	Documented Verbal Warning	Level 1: Written Warning/Parent Contact	Level 2: Office Referral	Level 3: Immediate Response
<p>Tier I CLASSROOM INTERVENTION = The teacher will discuss behavior outside the classroom with the student. The teacher calls home after the second verbal warning.</p>				
<p>Level 1 Written Warning = Three offenses within this category in 30 days will result in a level two referral and corresponding consequences and phone call to parents. Other steps to be considered: admin contact, restitution, and apology for behavior.</p>				
<p>Level 2 Office Referral = These offenses significantly violate the rights of others or put others at risk, or result from repeated classroom interventions, indicating defiance. Other steps to be considered: parent contact by admin, restitution, apology for behavior, and ISS.</p>				
<p>Level 3 Immediate Response OSS = These behaviors violate another person's dignity, well-being, and safety and violate the district, city, and state policy/law. A police report may be filed. The student will complete a due process statement. Admin will contact parents. Other steps to be considered: restitution, apology for behavior, SRO contact, OSS, and possibly recommendation for expulsion.</p>				

Handling misbehavior inside and outside the classroom

Misbehavior handled by the teacher in the classroom:	Mandatory office referral:
<ul style="list-style-type: none"> ● Tardy ● Minor disruptions ● Out of seat ● Unengaged/off task/not working ● Sleeping ● Unprepared for class ● Talking in class ● Incidental foul language ● Misuse of technology 	<ul style="list-style-type: none"> ● Extreme disrespect/repeated disrespect ● Repeated defiance of authority ● Repeated swearing/foul language ● Sexually demeaning or sexually inappropriate language ● Harassment/slurs around ethnicity/race/sexual orientation/physical appearance/religion, etc. ● Verbal threats/fighting/physical assault ● Inappropriate touching or sexual assault

Classroom-Level Behavior Process

When students disrupt the learning environment, teachers will find the most success in correcting the behavior by committing to the following process while also working with the student to implement appropriate [Tier 1 interventions](#).

- First Offense: Conference with the student and issue a warning
- Second Offense: Reiterate expectations and adjust Tier 1 interventions as needed. Recommended: communication home.
- Third Offense: Phone call home (log in Parent Contact Log in Infinite Campus)
- Fourth Offense: Office Referral

**Documentation of your interactions is key to strong communication with the student, parents, counselors, and administrators as we work with students on their inappropriate behavior.*

Office Level Behavior Process

The administration team supports teachers regarding appropriate classroom behavior when 1.) the teacher has exhausted his or her resources in correcting the behavior that is disrupting the learning environment, and 2.) a student's behavior is so egregious that immediate removal is necessary (mandatory office referral).

1. Teacher submits referral to the office
2. Due process is given - the student writes a statement
3. The incident is investigated
4. Example consequences based on the KQA Stecina Code of Conduct:
 - Parents are notified by the administration.
 - The student stays in the office for the remainder of the period or is sent home if a suspension is necessary.
 - If possible, the student can make restitution by restoring the relationships that were damaged.
 - The student receives consequences in accordance with the circumstances (e.g. community service, detention, behavior plan, conference with parent/admin, counseling, suspension, etc.).
 - The student's teachers & staff are notified.

The rapport we build with kids is almost always the greatest deterrent to misbehavior!

"I have come to the frightening conclusion that I am the decisive element in the classroom. It is my personal approach that creates the climate. It is my daily mood that makes the weather. As a teacher, I possess tremendous power to make a child's life miserable or joyous. I can be a tool of torture or an instrument of inspiration. I can humiliate or humor, hurt or heal. In all situations, it is my response that decides whether a crisis will be escalated or de-escalated, and a child humanized or de-humanized."

~Dr. Hiam Ginott, ***Between Teacher and World***