



Quest Forward Academy Santa Rosa

Student and Family Handbook

Table of Contents

Table of Contents	2
Overview	6
How to Use this Document	6
Mission Statement of Quest Forward Academy	6
Philosophy and Goals: The Well-Educated Individual	7
Responsibilities of The Parents and The School	7
Structure of Quest Forward Academy	8
Fundamental Policies of Quest Forward Academy	8
Academic Honesty Standard	8
Plagiarism	8
Copyright	9
Personal and Community Integrity and Codes of Behavior	9
Dress Code and Appearance	10
Public Displays of Affection	10
Theft and Vandalism	10
Alcohol and Substance Abuse	11
Weapons and Dangerous Possessions	11
Other Illegal Acts	11
Quest Forward Academy’s Right To Search	11
Nondiscrimination & Harassment Policies	11
Policy Against Harassment, Discrimination, and Retaliation	11
What are Harassment, Discrimination, and Retaliation?	12
How to Raise a Concern or Complaint Regarding Harassment, Discrimination, or Retaliation of a Student	13
Confidentiality and Discretion	14
Interim Measures	14
Consequences	14
False Complaints	14
No Retaliation	15
Bullying Policy	15

Disciplinary Procedures For Violations of Standards	16
Grounds For Discipline	16
Progressive Discipline	17
Behavioral Probation	18
Enrollment and Attendance	18
Application and Admission to the School	18
Registration and Tuition	19
Enrollment Agreement	19
Payment Schedules	19
Financial Policies and Procedures	19
Ricketts Family Scholarships	19
Attendance and Engagement	20
Absence Policy	20
Chronic and Excessive Absence Notification	20
Options for Credit Recovery	21
Attendance Appeal Process	21
Reporting Absences	21
Scheduling Absences Outside School Time	22
Tardy Policy	22
Engagement	22
Make-up Work	22
Summer Term	23
Academics	23
The Course of Study	23
The Foundation Phase (Ninth Grade)	23
Exploration Phase 1 and 2 (Tenth and Eleventh Grades)	23
Transition Phase (Twelfth Grade)	24
More Details and Course Catalogue	24
Academic Eligibility and Acceptable Minimum Progress Standards	24
Academic Probation	24
Minimal Acceptable Progress	25
Elective Separation From The School	25

Mandatory Separation From The School	25
Graduation Requirements	25
California Requirements	25
Specific Course Requirements	25
Additional Requirements	26
Transfer of Credit and Courses Taken Elsewhere	26
Beyond Quest Forward Academy	26
The Quest Forward Approach	27
Quests	27
Mentors and Quest Forward Academy Classroom Experience	27
Participation and Collaboration	27
Structure of Courses and Assessment	28
Assessment: Rubrics and Authentic Work	28
Transcripts and Performance Reports	28
The School Day	29
School Day Schedule	29
Extended School Day	29
Make up for Missed Days	29
Before School/After School Supervision	29
Arrival and Dismissal Procedures	29
Parking Guidelines	30
Food Service	30
Student Life	30
Activities	30
Athletics	30
Internships	30
Services and Equipment	31
Library Database Systems	31
Internet Use Policies	31
Internet Safety	31
Computer Network and Internet Use Rules	31
Individual User Responsibilities	31

Social Media Policy	32
Mobile Devices	32
School Equipment	32
Responsibility for Personal Equipment	33
General Disclaimer of Liability	33
Student Support Resources	33
College Counseling	33
Academic Guidance	34
Counseling and Psychological Wellness	34
Student Health and Safety	34
Reasonable Accommodation of Disabilities	34
Guidelines for Communication	35
General Guidelines	35
Electronic Communication	35
Student Information Systems	36
Grievance Processes	36
Social Media Guidelines for Quest Forward Academy Staff	36
Website Privacy Statement	36
Health and Safety	37
Crisis and Safety Plan	37
Emergency Preparedness	37
Fire, Earthquake, and Tornado Procedures	37
Campus Preparedness	37
Parent Preparedness	37
Health and Medical Policies	38
Parent and Physician Responsibility	38
Medical Emergencies	40
Immunization: California	40
REQUIREMENTS	40
EXCEPTIONS	40
Administering Medicine at School	41
Family and Student Educational Rights and Privacy	41

Overview

How to Use this Document

The Quest Forward Student Handbook is intended to be a comprehensive source of information for students and families about Quest Forward Academy. As Quest Forward Academy is a comparatively new school, we ask that you view this handbook as a living document that will be revised on a regular basis to ensure that it actively reflects the reality of the school. You should be able to find answers to most questions you might have about school policies and rules in this document. If you have questions which are not addressed, you should reach out to the School with your question and we promise that we will answer it in a timely manner. Questions that arise frequently will lead to newer and better editions of this handbook.

Mission Statement of Quest Forward Academy

At Quest Forward Academy students learn how to learn, as they develop the mindset, essential habits, and academic skills they will need to succeed in college, in life, and in work, and to ultimately become value creators for themselves and for their communities.

Quest Forward Academy motivates its students to explore the world around them, to reason analytically, to think creatively, and to progress from observation to deep understanding. Quest Forward Academy combines strong academics with a supportive, nurturing environment that fosters independence, self-knowledge, and creative collaboration providing students with the tools they will need to achieve their individual aspirations.

Quest Forward Academy is based on the following core values:

1. Students have the personal responsibility to make sound choices, and the power to effect positive outcomes in their learning, in their work, and in their lives. Meaningful learning engenders personal growth.
2. Learning is robust, lifelong, and constantly occurring, and should not be limited to the school grounds or constrained by an academic calendar. Formal education should support, facilitate, and incorporate a rich range of informal educational opportunities.
3. Learning is cultivated through active engagement and practice and is best achieved within the context of each student's own personal situation and community.
4. Interactions with others, including relatives, peers, and mentors are essential for learning, and valuable learning occurs through such interactions.

These values ensure that not only do learners gain the skills and knowledge that they need to develop their minds, but that they also cultivate their characters and acquire the sound ethical foundation necessary for success in their educational goals, in their career pursuits, and in their personal lives.

Philosophy and Goals: The Well-Educated Individual

The ten core objectives of a Quest Forward Academy education are:

1. Think for oneself.
2. Learn for oneself; know how to investigate the world and discover facts about the world.
3. Develop tools, conduct experiments, and analyze data.
4. Think critically: understand context and bias, reason from information, and use valid argumentation.
5. Innovate to solve problems in new ways.
6. Explain, teach, and tell a good story.
7. Develop self-awareness and mindfulness.
8. Understand personal beliefs and values and constructively engage with diverse groups.
9. Know how to lead and be a good team member.
10. Assert independence, take initiative, and own the story of one's life.

Responsibilities of The Parents and The School

Because learning occurs both inside and outside of school, an optimal education involves the active participation of both school and family, and family members play an integral role in every child's education. For this reason, we require all parents and students to sign the School/Parent/Student Covenant which outlines the responsibilities of the family. These include:

1. I will abide by School rules and policies and will support the Mission Statement and the Personal and Community Integrity statement and Codes of Conduct.
2. I will actively communicate with other members of the School community openly, directly, promptly, and constructively, without resorting to gossip and rumor.
3. I will treat Quest Forward Academy faculty and staff members with the professional respect due to them.
4. I will commit to reading and responding where necessary to oral and written communication from the School, in a timely manner.

Central to the success of students in the school is acknowledging that the families have chosen for their students to attend Quest Forward Academy and in doing so have chosen to embrace the broader mission of the School and of Quest Forward. Also important is a willingness for the School and the Parents to be open and honest in their communication with each other. The School is committed to providing information about each student to his/her parent(s) in a timely and constructive manner, including parent-mentor conferences, mid-term updates, early warning notices, and informal conversations. The faculty, staff, and administration welcome parent comments at any time and are committed to responding

promptly to any questions or concerns. A successful partnership requires all parties to support the cooperative relationship between the School, the parents, and the students. Parents respect that mentors know what to teach and how to teach it; mentors respect that parents are experts about their own children. Students understand that both mentors and parents have their interests in mind at all times and that ultimately everything that is being done so that the student can achieve success in education and in life itself. Quest Forward Academy pledges to help any student having difficulties and to keep parents informed by cooperatively developing a plan of action to support the best interests of the child. Students are encouraged to let someone from the faculty, staff, or administration know immediately if they experience a problem or concern in any area. If a student is involved in disciplinary difficulties, the School will investigate thoroughly and adjudicate fairly, involving the parents at the earliest appropriate juncture.

Structure of Quest Forward Academy

Quest Forward Academy is a 501(c)(3) “not-for-profit” corporation. Each Quest Forward Academy has a Director to whom all faculty and staff at that Quest Forward Academy report and who serves as the leader of the Academy.

Fundamental Policies of Quest Forward Academy

Academic Honesty Standard

Quest Forward Academy expects that students will be honest in their work and will neither cheat nor plagiarize in the production of their work. It is expected that students will not give or receive unpermitted aid in examinations, in-class work or projects, in the preparation of reports, or in any other work that is intended to be their own, original work product. Examples of conduct that violates the Academic Honesty Standard include, but are not limited to: (1) copying from another student or allowing another student to copy; (2) plagiarism and otherwise representing the work of someone else as one’s own work; (3) use of unpermitted aid or assistance on one’s work assignments; and (4) misrepresenting the facts around one’s work and its production, such as falsely claiming that one’s computer had crashed.

All Quest Forward Academy students are expected to uphold the spirit and the letter of the policy in completing all school work projects and assignments, and to understand that no assignment is exempt from this policy. If students have questions about whether conduct or work violates this standard they should speak with their instructor. Parents and guardians should work with students to model honesty and integrity in one’s work and life. Parents should provide students help and encouragement in doing their work assignments, but should never do their work for them.

Plagiarism

Plagiarism is increasingly a challenge in the modern world where it is easy to cut and paste someone else’s work or ideas into a project that one is creating. To avoid the possibility of plagiarism it is important to use proper references and citations to clearly document where ideas are coming from, and to use other people’s work only with proper attribution. Plagiarism is the use or close imitation of another

person's writings or ideas without proper attribution, and/or the misrepresentation that those writings or ideas are one's own. Plagiarism includes, but is not limited to, using a portion of another person's work without acknowledging the true author, and copying another person's writing verbatim. Students who take part in plagiarism fail to adhere to the Quest Forward Academy Academic Honesty Standard and are subject to suspension or expulsion. **Consequences for plagiarism depend on the nature of the plagiarism and the number of violations but may include redoing and/or receiving no credit on plagiarized work, suspension, and expulsion from school.**

Copyright

The laws of copyright play an important role in our society in protecting intellectual property and making possible much of the modern economy. It is important for students to respect copyrights when using third-party sources and materials and to ensure that their use is within the rights permitted by the copyright. Copyrighted software or data may not be placed on any system connected to Quest Forward Academy's system(s) without permission from the holder of the copyright. Only the owner(s) or those individuals the owner(s) specifically authorize may upload copyrighted material to the system(s). Copyrighted resources that students have access to in virtue of their accounts with the Bellevue University library system is intended solely for the use of the students in their capacity as students at Quest Forward Academy and these resources should not be shared with people who are not students at Quest Forward Academy. Violations of copyright law will be subject to disciplinary proceedings.

Personal and Community Integrity and Codes of Behavior

Students in Quest Forward Academy are expected to demonstrate the highest standards of good citizenship and personal integrity and to adhere to Quest Forward Academy's policies and expectations regarding personal and academic conduct. At all times, students are to show such respect for order, morality, personal honor, and the rights of others as is required of good citizens. The Quest Forward Academy Mission Statement emphasizes that:

- Students have the personal responsibility to make sound choices and the power to effect positive outcomes in their learning, in their work, and in their lives.
- These values are designed to ensure that not only do learners gain the skills and knowledge that they need to develop their minds, but that they also cultivate their characters and acquire the sound ethical foundation necessary for success in their educational goals, in their career pursuits, and in their personal lives.

Implicit with making sound decisions and aligning their lives with positive outcomes are avoiding problems that can significantly diminish the likelihood that students will be successful in their life pursuits. Towards this end, students who engage in behaviors that are at odds with the broader mission of Quest Forward Academy are subject to disciplinary actions and sanctions. These behaviors include, but are not limited to, bullying, hate speech, and illegal activities (including drug use or gang-related activities). Other decisions, such as engaging in full-time outside employment, or having children while still in high school, while not illegal, can seriously impede the ability of a student to realize their full potential and prevent the student from fully participating in the mission of Quest Forward Academy, and

for this reason students engaging in these activities will also be considered in violation of the Personal Integrity Standard at Quest Forward Academy. Students who find themselves struggling with any of these behaviors or situations are encouraged to seek confidential help from the Quest Forward Academy Counselor.

At Quest Forward Academy, an underlying atmosphere of respect pervades the classrooms and campus. Students have the right to a safe and caring environment. Students are academically stimulated, expectations are clear, and consequences are consistent in order to avoid behavioral problems. Teachers work with students to establish rules of class conduct. The School believes strongly in communication and working in partnership with parents to solve problems that arise.

If a parent believes that another child has treated his/her child inappropriately in the classroom, he/she should contact the mentor promptly. If the mentor's response is not considered adequate, the parent should inform the Director. If the parent has concerns regarding behavior outside of the classroom, such as at lunch, on social media, before or after school, or outside of school entirely, the parent should contact the Director.

All disciplinary issues will be addressed by the School's administration.

Dress Code and Appearance

Quest Forward Academy reserves the right to set norms for the dress and appearance of its students. In general, our expectation is that clothing worn during the school day is functional and appropriate.

A student's appearance must be respectful of the serious academic purpose of the school. There is a distinct difference between dress worn for learning and for recreation. Therefore, dress or grooming which is too casual or which draws too much attention is not acceptable. Torn, non-fitting, excessively tight-fitting, or excessively worn clothing is not acceptable. Clothing and jewelry with offensive or otherwise inappropriate messages are not allowed at school and may be confiscated. The Quest Forward Academy Director has the sole decision regarding what is or is not appropriate.

The dress code is in effect any time students are on the Quest Forward Academy campus or off-campus in any organized Quest Forward Academy activity. Students who disregard or violate the dress code run the risk of discipline ranging from being sent home to correct the situation to more formal disciplinary proceedings as described below in the section on progressive discipline.

Public Displays of Affection

Public display of affection while on campus or at off-campus School functions is inappropriate.

Theft and Vandalism

Theft or damage to School property is a serious violation. Individuals responsible for damage done to Quest Forward Academy property will reimburse Quest Forward Academy for expenses incurred. If responsibility cannot be definitely determined, the cost pro rata for the damage will be charged to the group involved. In addition to making good the costs of any damage, students responsible for acts of theft or vandalism will face disciplinary procedures as outlined below.

Alcohol and Substance Abuse

Engaging in the possession, selling, dispensing, or use of tobacco, controlled substances, or alcoholic beverages is a violation of Quest Forward Academy rules. This includes being under the influence of a controlled substance or alcoholic beverage. Electronic cigarettes and smoking devices, whether used with tobacco or other oils or by-products, are prohibited on campus or at any school event/activity. Quest Forward Academy reserves the right to randomly test students entering or leaving school events for being under the influence of drugs or alcohol. Additionally, if the Director of Quest Forward Academy has reason to believe that a student is under the influence of drugs or alcohol, the Director may elect to have the student in question tested.

Students found guilty of violating the alcohol and substance abuse policy will be subject to disciplinary action up to and including referral to a substance abuse program and expulsion from Quest Forward Academy.

Weapons and Dangerous Possessions

Quest Forward Academy students and staff are not permitted to be in possession of guns, knives, explosives, firecrackers, or weapons of any type, including imitation weapons, on the Quest Forward Academy grounds, or at any Quest Forward Academy-related event or activity, whether on or off campus. Students in possession of weapons or imitation weapons will be subject to discipline, up to and including immediate expulsion. Any student threatening another student with a weapon or imitation weapon may be expelled and Quest Forward Academy may also inform law enforcement of the student's behavior.

Other Illegal Acts

A student engaging in any activity forbidden by law may be subject to disciplinary action by Quest Forward Academy. This will be considered independently of whether the student has been found guilty in a court of law. Likewise, any suspicious activity that constitutes a danger to others or interferes with the School's purpose and reputation will result in disciplinary action. This policy includes actions taken off School grounds and/or at non-School activities.

Quest Forward Academy's Right To Search

A student's mobile phone or other electronic devices may be searched by Quest Forward Academy upon reasonable suspicion that the student is violating or has violated the law or School policies. The search will be reasonably related to the scope of the circumstances.

Nondiscrimination & Harassment Policies

Policy Against Harassment, Discrimination, and Retaliation

Quest Forward Academy seeks to be a place where every individual is treated with dignity and respect. The School is committed to providing a safe educational and working environment free of harassment (including sexual harassment), discrimination, or retaliation. To that end, Quest Forward Academy prohibits any type of harassment or discrimination or retaliation among students, or between employees or

other members of the School community and students. This Policy covers conduct that occurs both on and off of the School campus, and includes use of technology that is not owned by the School.

To create a culture where this behavior is not tolerated, however, we need students' help. While this topic may be difficult or uncomfortable to raise, the School expects its students and employees to report concerns of harassment, discrimination, or retaliation promptly. This requirement applies to any individual who may be the subject of unwanted conduct, and also to anyone who witnessed or was informed of the conduct. The School's Policy prohibits sexual harassment, which includes sexual assault. It also prohibits harassment or discrimination based on race, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, sexual orientation, gender, gender expression, gender identification, or any other basis protected by federal, state, or local law.

What are Harassment, Discrimination, and Retaliation?

Harassment is unwelcome verbal, visual, or physical conduct based on the subject's specific, protected characteristic(s) as listed above. Harassment often consists of repeated conduct, but in some instances a single incident may be severe enough to be harassment.

Here are some examples of harassment:

- Verbal harassment includes, but is not limited to, intimidation, or abusive, offensive, or humiliating comments or criticism communicated through language, whether in writing, electronically or verbally.
- Visual harassment includes, but is not limited to, threats, intimidation, or abusive, offensive, or humiliating comments or criticism communicated through use of visual media, such as images, writing, text messages, email, social networking posts or messages, etc.
- Physical harassment includes but is not limited to unwanted touching, hazing, physical abuse, physical intimidation, assault, stalking, or interfering or blocking movement.
- Sexual harassment may include verbal, visual, or physical harassment. The conduct is considered sexual harassment when it is based upon the individual's sex. Unwelcome conduct that may constitute sexual harassment includes:
 - Suggestive or sexual comments, messages, notes, or letters communicated in writing, electronically, or verbally.
 - Displaying, distributing or sending sexually explicit or nude photos, cartoons, drawings or images, in writing or electronically.
 - Unwelcome flirtation, leering, or sexual propositions.
 - Demands or requests for sexual favors accompanied by implied or overt promises or threats.
 - Pressuring an individual for sexual activity.
 - offensive, unwanted physical contact such as kissing, hugging, patting, pinching, or brushing against another's body.

- Sexual slurs, epithets, obscene comments, sexually degrading descriptions, or sex oriented cyberbullying or abuse.
- Suggestive comments about an individual's body.
- Sexual "kidding," jokes, stories, or gestures.
- Sexual innuendos or sexually suggestive sounds.
- Spreading sexual rumors.
- Displaying or passing around sexually suggestive objects in the school environment.
- Uninvited discussions of sexual experiences, desires, values, or concerns.

Discrimination is treating an individual differently because of their actual or perceived membership in a protected status as defined in this Policy, or by taking adverse action against or denying a benefit to that person because of their protected status.

Retaliation includes, but is not limited to, taking adverse action(s) against an individual because an individual has reported harassment or discrimination, spreading rumors about a complaint, shunning or avoiding an individual who reports harassment or discrimination, or real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination.

How to Raise a Concern or Complaint Regarding Harassment, Discrimination, or Retaliation of a Student

Quest Forward Academy seeks to create a culture where no member of the community will hesitate to report harassment, discrimination, or retaliation. To this end, any student who believes he or she has experienced harassment, discrimination, or retaliation, has witnessed an incident of harassment, discrimination, retaliation, or has relevant information about such conduct must promptly report the matter to the Director of Quest Forward Academy. Students are expected to report all instances of harassment, discrimination, or retaliation under this Policy which occur at School, at a School-related event, or which materially impact the School's environment, whether committed by or against another student, a Quest Forward Academy employee, or a third party associated with the School. of course, a parent may raise any such issue on behalf of his or her son or daughter.

Reports should include all facts regarding the alleged harassment, discrimination, or retaliation that are available to the person reporting the incident.

The School will take complaints seriously and will make a preliminary determination of whether the report pertains to behavior that may be in violation of this Policy, and, if so, the School will investigate the matter. The School will typically assign an administrator to conduct the investigation. In some instances, at the School's discretion, it may decide to retain the services of an outside investigator not employed by Quest Forward Academy. All students and employees are expected to cooperate with any investigation by the School regarding any alleged act of harassment.

Confidentiality and Discretion

All actions taken to investigate and resolve complaints or reports of alleged harassment, discrimination, or retaliation will be conducted with as much confidentiality and discretion as possible, consistent with the School's need to conduct a thorough investigation and appropriately respond to the situation. Some disclosure, however, may be necessary in order to thoroughly investigate any alleged harassment, discrimination, or retaliation, take responsive action, and/or continue to monitor the situation.

Interim Measures

The School may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to prevent further acts of harassment, discrimination, or retaliation and to provide a safe educational environment. The School will determine the necessity and scope of any interim measures. Even when a student does not request that protective action be taken, the School may choose to impose interim measures at its discretion to ensure the safety of any individual, the broader School community, or the integrity of the investigation process.

Examples of possible interim measures include, but are not limited to the following: 1) issuance of a "no contact" order; 2) interim suspension of the alleged perpetrator; 3) academic accommodations, including a change in class schedule, taking an incomplete, dropping a course without penalty, attending a class via Zoom or other alternative means, providing an academic tutor or extending deadlines for assignments; and 4) counseling and emotional support. The School will work with both the complaining student and her/his family, as well as the alleged perpetrator, to provide effective interim measures.

Consequences

Quest Forward Academy will take prompt and appropriate corrective action if warranted by the outcome of the investigation, including disciplinary action up to and including expulsion for students or termination for employees. The School will consider the following types of factors in determining an appropriate consequence for violation of this policy: Severity of the conduct, prior disciplinary history, acceptance of responsibility, and willingness and ability to change behavior. There also may be civil and criminal penalties for engaging in some of the conduct described by this Policy. In cases involving an alleged crime, neither law enforcement's determination whether to prosecute nor the outcome of any criminal prosecution are determinative of whether violations of this Policy have occurred. Proceedings under this Policy may occur prior to, simultaneously with, or following criminal proceedings.

False Complaints

Allegations of harassment or discrimination are serious and can be damaging to an accused person's reputation. While we encourage, and in fact require, that any student or employee who believes harassment or discrimination has occurred report it, anyone who knowingly makes a false complaint may be subject to disciplinary action, up to and including expulsion for students or termination for employees.

No Retaliation

The School will not tolerate any retaliation against a student or employee who files a good-faith complaint or participates in an investigation regarding a complaint of harassment or discrimination. Any person who engages in retaliation in violation of this policy will be subject to discipline, up to and including expulsion for students or termination for employees.

Bullying Policy

Bullying is wholly inconsistent with the values and principles of the School and is not tolerated.

This Policy covers conduct that occurs both on and off of the school campus, and includes use of technology that is not owned by the School. This Policy applies to all students and prohibits other students, and any other member of the school community, including mentors, staff, parents, and volunteers from engaging in conduct towards students that is prohibited under this Policy.

Bullying is defined by this Policy as:

Any physical or verbal act or conduct, including communications made in writing or electronically (including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games, chat rooms, and posting on a social network), targeting one or more students that either (1) has, or (2) can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in reasonable fear of harm to that student or those students' person(s) or property;
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health;
- Causing a reasonable student to experience substantial interference with his or her academic performance; or
- Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the School.

Examples of bullying may include, but are not limited to:

- Social isolation;
- Threats and intimidation;
- Stalking;
- Direct physical contact, such as hitting or shoving, or attempting to make physical contact or inflict physical injury;
- Public humiliation;
- Destruction of property;
- Verbal assaults, such as teasing or name-calling;

- Creating or using a profile on a social networking website, resulting in one or more of the effects listed above.

Students are encouraged to and should immediately report any incidents of bullying that they either observe or that is directed towards the student or others, to the student’s mentor, advisor, or the Director. After the School receives an oral report or written complaint, and any clarification requested, or the School otherwise learns of an alleged potential violation of this Policy, the Director or his or her designee, will determine the appropriate course of action, which may include initiation of an investigation. If the School initiates an investigation, it will conduct the investigation, as it deems appropriate, in its sole discretion, including, depending on the circumstances, retaining an outside, neutral investigator.

The School will make reasonable efforts to protect students’ privacy and confidentiality. Information reported will be shared only on a need-to-know basis with School personnel directly involved in an investigation or to the extent necessary to conduct an investigation and/or to take effective corrective action and any appropriate remedial action including any interim support or protective measures.

The School will provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstance during the pendency of any investigation and/or to protect against further acts of bullying, and to provide a safe educational environment. The School will determine the necessity and scope of any interim support or protective measures.

Any student determined by the School, in its sole discretion, to have violated this Policy will be subject to disciplinary action, up to and including expulsion. Any violation of this Policy by a parent will be considered a violation of the School’s parent behavior expectations, and may be grounds for expulsion of the offending parent’s child(ren).

Disciplinary Procedures For Violations of Standards

It is the intent of Quest Forward Academy to provide an environment in which all students are able to reach their full potential. For this to happen it is essential that students adhere to the standards advanced above. In situations where a student is in violation of one of these standards or exhibits behavior detrimental to the mission of Quest Forward Academy, the student will face disciplinary procedures.

Grounds For Discipline

A student may be subjected to discipline, up to and including suspension or expulsion, at the ultimate discretion of the Director, for any violation of Quest Forward Academy rules or standards. Discipline generally will be based on conduct occurring at School, on a School bus, or at a School activity. However, at the discretion of the administration, discipline may be imposed based on off-campus conduct. The list below provides a partial summary of the offenses for which a student may be subject to disciplinary proceedings.

- Bullying or mobbing of another Quest Forward Academy student, such as in violation of the School’s Anti-Bullying Policy.
- Harassment or disrespect, including cyber-harassment, of a Quest Forward Academy student or employee.

- Bringing, or being in possession of a weapon or explosive on campus, on a School bus, or at a School activity. A “weapon” is anything that could be used to harm or intimidate a person, or to damage property, as ultimately determined by the Director.
- Distributing or being in possession of any alcoholic beverage, tobacco or nicotine product, or unlawful or unauthorized drug or medication.
- Theft.
- Dishonesty.
- Destruction of School property or property of another person.
- Insubordination.
- Acts of physical aggression including fighting.
- Sexual misconduct, including inappropriate or unwanted touching of another person.
- Profanity.
- Plagiarism and other forms of academic dishonesty, including violation of the Honor Code.
- Misuse of technology including any violation of the School’s responsible use policy.
- Violation of any other School rule or policy.
- Any situation where the student, in the judgment of the faculty or administration, consistently exhibits an attitude that impedes academic progress or has an adverse effect on the academic atmosphere of the classroom or of the School.

Progressive Discipline

The administration and faculty of Quest Forward Academy understand that there are exceptional circumstances in which a student may slip dramatically in behavioral performance. Each individual situation is handled with care and sensitivity before imposing behavioral probation or other forms of student discipline. However, the School holds the position that a Quest Forward Academy student accepts fundamental levels of behavioral and personal responsibility as part of being a student at Quest Forward Academy. In most cases, the following steps of progressive discipline will be utilized, starting with Level One for the first offense, then Level Two, etc. But at the sole discretion of the administration and faculty, and depending upon the individual circumstances of the situation, including the severity of the offense, steps may be taken out of order, and a more severe form of discipline may be imposed, up to including suspension or expulsion, without having gone through the earlier steps of progressive discipline. At the sole discretion of the administration and faculty, steps in the process may be skipped or modified to allow for flexibility in individual situations.

At any step, the mentor may complete a Behavioral Report to Parent Form. The mentor and the Director of Quest Forward Academy would sign the Form to acknowledge their awareness of the problem. The Behavioral Report to Parent Form does not become part of the student’s permanent record. Consequences

for the student may include, but are not limited to, loss of certain privileges and the writing of a personal apology letter signed by the student and the parent.

Level One - Conference and Warning: Student meets with mentor to discuss remediation of the situation and to receive counseling. Student is issued a warning against further misconduct

Level Two – Student meets with Director, who determines remediation plan.

Level Three - Behavioral Probation and Parent Conference. Student is referred to Director for further counseling, and there is a mandatory conference with parent at which a written plan of action for the student is generated. In the plan, acceptable and unacceptable behaviors for the student will be delineated and conditions of behavioral probation will be determined.

Level Four - Suspension from School. Student is suspended from School for a duration and under conditions determined by the administration. Except in urgent or serious situations, the parent and student will be given advance notice of the proposed suspension, and will be given an opportunity to meet with an administrator prior to the imposition of the suspension. A re-entry conference with parent and student may be required to execute a re-entry contract, which could include a probationary period.

Level Five - Expulsion from School. Student is expelled from School in a manner determined by the administration. Except in urgent or serious situations, the parent and student will be given advance notice of the proposed expulsion, and will be given an opportunity to meet with an administrator prior to the imposition of the expulsion. There may be an intermediary suspension prior to the imposition of expulsion. The parent has a right to meet with the Director regarding the decision to expel, but the decision of the Director is final.

Behavioral Probation

Part of the conditions of behavioral probation will be regular counseling appointments with an appropriate faculty member or an outside School-approved professional. Any student who appears incapable of the sustained self-control and adherence to acceptable behavioral standards can be advised to seek outside testing by a School-approved learning specialist. Test results shared with mentors will be used to devise a plan of action to remediate classroom behavior. At the end of the stated behavioral probation period, the student will either be taken off behavioral probation or have the probation period extended. Any student on behavioral probation for a period exceeding one academic year or one calendar year will have their enrollment contract withheld or withdrawn for the following academic year or calendar year, respectively.

Enrollment and Attendance

Application and Admission to the School

Students interested in attending Quest Forward Academy are required to complete an application. During the application process the School will make a determination of fit to ensure that it will be in the best interests of the education of the student for that student to attend Quest Forward Academy. Because of

Quest Forward Academy's unique approach to education it is intended for students who are self-directed, self-motivated, and academically prepared for the Quest Forward Academy Course of Study.

While most students applying to Quest Forward Academy will do so prior to the start of the school year, Quest Forward Academy is able to consider applications during the academic year, and able to review these applications on an accelerated schedule. For this reason, students may join Quest Forward Academy mid-year as well as in the Fall.

Registration and Tuition

Enrollment Agreement

Students admitted to Quest Forward Academy will receive an Enrollment Agreement that details the Cost of Attendance (Tuition) for the academic year in question. Enrollment Agreements should be signed and returned by the deadline listed on the contract in order to preserve the students' space in the school.

Payment Schedules

When completing the Enrollment Agreement, families may select from three basic options: single payment, two equal payments, or four equal payments. Processing fees will be included in the two and four payment options. Families wishing an alternative payment schedule should contact the Director.

Financial Policies and Procedures

It is important that student accounts are kept current as Quest Forward Academy reserves the right to exclude students from classes or assessment activities in the event that their accounts are past due.

It is also important to understand that **students who leave school mid-year, whether voluntarily or as a result of disciplinary proceedings, will still be responsible for the full year's tuition.**

Ricketts Family Scholarships

Ricketts Family Scholarships are substantial scholarships, meeting up to the entire cost of tuition and fees. They are awarded to students who have substantial financial need, who show the drive and determination to pursue academic and career success, and who exemplify the virtues of Quest Forward Learning.

As a condition for receiving financial support from Quest Forward Academy, all students agree to maintain an acceptable level of academic performance, to abide by personal integrity standards expressed in the Student Handbook, and to be in regular communication with the school regarding any family financial difficulties or obstacles that might impact their ability to execute their responsibilities as students at Quest Forward Academy. Students who fail to abide by these conditions may be considered "not in good standing" and will become ineligible for future scholarship support.

Students whose families suffer a change of financial circumstance may apply for financial aid for future years. Determinations regarding aid awards are made each year by the Financial Aid Committee for all eligible students. Families interested in applying for scholarships or financial aid are encouraged to contact the Director of the School.

Attendance and Engagement

Regular attendance is a building block for sustained academic engagement and achievement. It builds and indicates growth in self-discipline, responsibility, and maturity, and bespeaks respect for the school community. Students are expected to be in each of their scheduled classes and study periods every day. Students who have repeated problems with attendance may be placed on probation or dismissed from school.

Quest Forward Academy takes into consideration a child's attendance when determining scholarship renewal and whether to issue an enrollment agreement for the following academic year. Poor attendance can adversely affect a student's ability to be accepted at other schools.

Absence Policy

At Quest Forward Academy, absences are tracked on a class-by-class basis. An absence for an entire day will be considered an absence in each of a student's classes that have met on that day.

To earn credit for a course, the student may not exceed the allowable limit of absences. **These limits include excused and unexcused absences:**

- 3 absences during a term (8 weeks)
- 6 absences during a semester (16 weeks)
- 12 during a year
- 1 for each 2-week or 3-week mini-term

A student will receive no academic credit for a class when 4 absences are reached per term, 7 per semester, or 13 for the year. For 2-week or 3-week intersession classes, a student will receive no credit when 2 absences have been reached. A student who misses more than 15 minutes of an instructional block will be counted as absent.

Chronic and Excessive Absence Notification

Three absences will also result in a mandatory parent meeting with administration and the school counselor where an intervention plan will be formulated to assist with more regular attendance. When a student reaches 4 or more absences, parents will be informed that the student is in failing status for that term and will receive no credit for the course.

Students who exceed the absence limit for any class will also be automatically placed in probationary status for the duration of the current Term. At the conclusion of the Term, the school will evaluate whether a student will continue on probationary status for the following Term, or if the probationary period has ended. Probationary status is an opportunity for a student to demonstrate growth in the areas of concern. Failure to demonstrate consistent growth while in probationary status may result in loss of scholarship or expulsion from school.

Options for Credit Recovery

A student who has lost credit due to excessive absence as defined by the Attendance Policy may recover credit in one of three ways:

1. Through a successful attendance appeals process (see below).
2. Retaking the course the next semester or school year.
3. Completing structured assignments during an intersession, summer term, or the school holidays. Students recovering credit in this way may be excluded from participating in the academic programs offered during the intersession or summer if such participation would adversely affect their ability to complete the assignments. .

Attendance Appeal Process

A student and family has the option to appeal the school for reinstatement of credits lost due to excessive absences. Parents are required to present the petition within 1 week of the student's placement on probation. In petitioning the school, a student and family will need to provide an explanation for the absences in question, propose a plan for ensuring future attendance, and receive approval from the school on a plan to sufficiently make up for missed time and learning experiences. The school reserves the right to deny a petition. The Appeals Committee will be composed of a minimum of the following members:

1. Administrator/Mentor
2. School Counselor

The Appeals Committee will review applications and any related documentation and will make a recommendation to the Director. The Director's decision will be final. Students will be notified by letter of the outcome of their appeal(s) and their credit status.

Quest Forward Academy does recognize that there may be instances of illness or other emergencies that may impact student attendance. Any situations of this nature will be handled on a case-by-case basis. The school reserves the right to ask the family for medical documentation to verify impact on regular attendance. The Director may make exceptions for extenuating circumstances at her discretion.

Extenuating circumstances may include hospitalization, long-term illness, or the death of an immediate family member.

Reporting Absences

Absence from one or more classes requires a note from the parent. Parents are required to call the attendance number by 9:00 am on a day when the student will be absent. If the parent fails to do so, the absence will be unexcused. Whether an absence is excused or not will factor into any decisions made in the review and appeals process, but both count equally towards the total amount of absences allowed.

Absences are considered excused for the following reasons:

1. Student illness
2. Student medical appointment

3. Bereavement
4. Some religious observances

Absences for any other reason are considered unexcused. We encourage parents to schedule medical appointments for after school whenever possible. Optimal times for scheduling appointments during the day are on Friday afternoons when school has early dismissal. Students needing longer absences should consider making arrangements to be excused from attending an intercession.

Scheduling Absences Outside School Time

Parents should avoid scheduling family vacations, dental and medical appointments or college visits when school is in session. Vacations, college visits and family trips without prior approval from the Director may be considered unexcused absences and no makeup privileges may follow. Parents, as the primary caregivers and educators of their children, have a right to remove their child from school. However, Quest Forward Academy, through its Director, reserves the right to determine if an absence is excused or unexcused. All requests for planned excused absences (vacations, college visits, non-school related events and other trips) should be made to the Director at least one week prior to the proposed absence and will be considered on a case-by-case basis.

Tardy Policy

Unscheduled late arrivals, “tardiness”, impede academic progress, and are disruptive and disrespectful of others’ time. It is very important that students arrive at class on time. Students who are not present and ready to engage fully in a course at the time the course is scheduled to begin will be marked tardy. Students who arrive more than 15 minutes late will be marked absent. A parental note is required to clear a tardy or tardy/absence. If your child is tardy due to unavoidable circumstances, please include an explanation in the parental note.

After 5 Tardies a term, a mandatory parent-student meeting will be scheduled and the student will be credited with an absence due to time missed.

Engagement

Being physically present in class is not sufficient. Students must be prepared to work and fully engage in their learning while there. Quest Forward Academy courses depend on student willingness to take an active role in learning, and to serve as the “captains of their own souls.” For this reason, students who are physically present but otherwise disengaged are subject to potential disciplinary proceedings similar to those for chronic absences and tardiness.

Make-up Work

All homework/assignments must be made up following an absence. Students must follow the make-up policies of their individual classes.

Summer Term

Summer term offers an opportunity for students to do school sponsored summer travel or additional classes for credit, or to work on internships or service learning for credit. If students have other meaningful plans or work obligations for the summer, they may be freed from summer session to pursue those.

The Quest Forward Academy Summer Term is included in student tuition and all students are welcome to register for the Summer Term. Students who are failing to maintain minimal progress or whose academic performance shows that they are in need of substantial review and remediation may be required to register for the Summer Term as a condition of their continued enrollment in the School. Decisions regarding Summer Term enrollment will be made by the first week of May.

Students who have enrolled for the Summer Term will be expected to attend the entire term. As the Term is of shorter duration, it is essential that students electing to attend Summer Term are fully committed to their coursework during those weeks.

Academics

The Course of Study

The Quest Forward curriculum, and a student's high school experience in Quest Forward Academy, is divided into basic three phases. We purposively speak in terms of "phases" rather than "years" because we wish to emphasize that due to natural variability in the speeds at which students learn and work, the actual amount of time they spend in each of these phases may vary.

The Foundation Phase (Ninth Grade)

The Foundation Phase provides students with a grounding in the principles of Quest Forward-based learning and lays a solid basis for the various disciplines and subjects the students will encounter through their work in high school. The Foundation Phase provides students with preparation for success in secondary school and has been purposely designed to accommodate wide variations in prior preparation and student accomplishment.

Exploration Phase 1 and 2 (Tenth and Eleventh Grades)

The Exploration Phase provides students with an opportunity to explore more deeply their interests and develop their talents in a curriculum that will provide a solid foundation for college or career. Whereas the Foundation Phase provides a Quest Forward treatment of the Ninth Grade, the Exploration Phase strengthens students' conceptions of themselves as drivers of their own learning, by providing them with greater choice over both the content and the direction of their studies as well as the course composition of their typical school day. Because not all students will learn at the same pace or explore at the same depth, some students may complete this phase in fewer than two calendar years while others may take more.

Transition Phase (Twelfth Grade)

The final phase in a Quest Forward Academy provides students with an opportunity to conclude their secondary education and produce a comprehensive portfolio that summarizes their achievements. Students can conclude their preparation for college, begin their pursuit of a career, or even transition to college courses while still working within the structure of the Academy.

More Details and Course Catalogue

For more details about the Quest Forward Academy Course of Study see <http://qfa.io/cos> .

Academic Eligibility and Acceptable Minimum Progress Standards

Academic Probation

The administration and faculty understand that there are exceptional circumstances in which a student may slip in academic performance. The administration and faculty consider each case with care and sensitivity before making specific recommendations for or against academic probation. However, the School holds the position that each Quest Forward Academy student accepts fundamental levels of academic and personal responsibility as part of being a student at the Academy. Conditions warranting academic probation include, but are not limited to:

- Any student who, in the judgment of the faculty and administration, indicates a serious lack of interest or positive involvement in the learning process, a lack of academic integrity, or a lack of willingness to pursue academic excellence will be reviewed for possible academic probation. Each case will be considered on its individual merits.
- Any student consistently performing below an acceptable level in two or more academic content areas (English, world language, math, science, social studies) is subject to automatic academic probation.
- Any student who fails to satisfactorily complete a course during a term will be placed academic probation. The problem must be addressed in the next term in order to have a contract issued for the following academic year.

Students who are placed on academic probation will need to meet with their parents and the Director of Quest Forward Academy to discuss the steps that will be taken to improve performance.

Minimal Acceptable Progress

Students in Quest Forward Academy are expected to make continued progress toward the completion of their studies. Students in Quest Forward Academy are also encouraged to devise an individual academic plan which is updated from time to time in conversation with their counselor and mentors. As long as a student remains on track to complete his/her plan during the school year in which he/she turns 18, the student will be considered to be meeting minimal progress expectations.

Elective Separation From The School

Quest Forward Academy understands that not all students are served by all modes of instruction. From time to time we expect that a student at Quest Forward Academy may find that a different style of education is better suited to his/her needs. In cases where a student is considering switching schools for the next academic year we request that parents notify the Director of this fact as soon as possible so that steps can be taken to ensure that the course work that the student has done at Quest Forward Academy will align neatly with standard expectations.

Mandatory Separation From The School

If at any point in the judgment of the Director it is determined that a student's academic needs are no longer being met by being enrolled in Quest Forward Academy, the Director may recommend that the student leave Quest Forward Academy at the end of the current academic year or term. In such situations, a student will not be offered an enrollment agreement for the next academic year and Quest Forward Academy will do everything possible to ensure that the student is able to make a graceful landing at another institution. Decisions for separation will not be made without prior discussion with the family, but the ultimate decision is the responsibility of the Director. **Separation from the school does eliminate the obligation to pay tuition.** (See section on Registration and Tuition above.)

Graduation Requirements

California Requirements

Students are required to take 20 courses to graduate from Quest Forward Academy. A course is considered to be one year of high-school study or the equivalent. Courses from other institutions will be accepted for Quest Forward Academy credit only if the institutions are accredited, the courses are preapproved, and the student has passed the course. Transfer students' courses will be handled on a case-by-case basis.

Specific Course Requirements

- World Language. Two years of the same language, with students achieving proficiency of level two or above in the language.
- English. Four years.
- Science (with lab). Two years.
- Mathematics. Three years.
- Social Science. Three years, one of which must be a year of US History, and one of which must be at an advanced level.
- Physical Education and Health. One year of the Quest Forward Body and Wellness course.
- Performing or Visual Arts. One year in the same subject area.

- Electives/Internships/Service/Other. Four years.

Additional Requirements

- All Freshmen are required to complete the Foundation Phase courses in Reading, Writing, and Thinking, Science, Social Science, and Mathematics.
- All students are required to take a course in US History

Variances to any of these requirements may be granted at the discretion of the Director.

Transfer of Credit and Courses Taken Elsewhere

Quest Forward Academy understands that there may be occasions where the academic needs of Quest Forward Academy students are best addressed by courses other than those being offered by Quest Forward Academy or where students have taken such courses prior to joining Quest Forward Academy. Students who wish to apply such courses towards their graduation requirements must arrange to have the courses evaluated by the Director so that a determination regarding transfer eligibility can be made.

To facilitate the review of transfer credits it is important to provide as complete a documentation as possible, including institution, instructor and background, syllabus, sample work product, grade received, and rubrics used for assessment.

Students wishing to take a course at another institution to satisfy a Quest Forward Academy graduation requirement must receive approval prior to beginning the course.

Beyond Quest Forward Academy

Quest Forward Academy works with colleges and universities, such as the Santa Rosa Junior College, to make a wide variety of courses available to its students. Additionally, Quest Forward Academy works with resources in the community and with local businesses to provide internship and experiential learning opportunities for its students. The goal of Quest Forward Academy is to ensure that every student can find an optimal combination of opportunities to meet his/her needs and to help him/her achieve his/her dreams.

The Quest Forward Approach

Quests

The spirit of inquiry inherent to Quest Forward Learning and the active role that students are expected to play is reflected in how the students experience the curriculum. The instructional building blocks of the Quest Forward curriculum are called “quests” to underscore that students are the heroes of their own stories.

Quests take concepts or skills—the underlying academic information that we wish to convey to students in a lesson—and wrap them in a narrative, problem, or other type of investigatory framework. In working through a quest, learners are directed toward resources that they need to research, and are given problems to solve, challenges to overcome, or specifications for artifacts that they will need to create. Some quests

are completed in teams, while other quests are done individually. While working on a quest, learners receive guidance from mentors and on finishing a quest learners assess themselves and are assessed by mentors through a combination of informal feedback, and formal evaluation using rubrics. The experience of being in a Quest Forward Academy is very much the experience of working one's way through quests, and it is through the act of completing quests that much of the learning in a Quest Forward Academy is framed.

In designing the quest and journey learning model for Quest Forward, we have drawn heavily on the history of learning science to ensure a sound basis for the approach. This background has led to a set of design principles for quests and journeys that ensure that the broader Quest Forward objectives are realized in the students' experience of the curriculum at Quest Forward Academy.

Mentors and Quest Forward Academy Classroom Experience

At Quest Forward Academy we refer to teachers as “mentors” to stress that their role is one of support and encouragement of the learners in their charge. In Quest Forward Academy it is important that students do not view themselves as patients in an institution where instruction is done to them, but rather as agents actively working to expand their capabilities. Likewise, mentors are not like doctors operating on the students but guides and coaches helping students to acquire new skills and to perfect the ones they already have. The overall feeling of Quest Forward Academy should be of a co-learning community, where different individuals pursue their own ends—sometimes working together, sometimes staying apart, with the mentors facilitating this process and keeping the community running smoothly.

Participation and Collaboration

Because Quest Forward Academy has been designed with the learners in mind, and because the mentors are there to support the learners, it is essential that the learners play an active role in their own education. For this to happen, learners must be ready to fully participate in their learning and to collaborate with each other to advance their learning. Students who wish to sit passively in a classroom and be lectured to will find that Quest Forward Academy is not a good fit. Students need to come to class each day with an attitude of exploration and discovery, so that if asked the question “where do you want to go today?” they have an answer ready at hand.

Structure of Courses and Assessment

A typical course at Quest Forward Academy is divided into a number of journeys, typically one-term in length, which are in turn comprised of quests, some of which are required, some of which are optional, which are themselves organized into one or more levels within the journey. Students progress through the course by completing the required quests at each level, demonstrating their understanding and skills growth through creating artifacts.

Assessment: Rubrics and Authentic Work

Determining success and understanding student performance in Quest Forward differs in several ways from the typical assessment regimens employed in many school systems:

- Students are assessed based on their on-going classroom work, rather than on an approach of two midterms and a final.
- Students are assessed based on their daily participation in class, captured through an engagement rating.
- Students are assessed based on their skills growth, captured through skills checks.
- Students are assessed based on their ability to demonstrate learning through artifacts, which are reviewed by mentors as part of a formal artifact assessment.

This approach to assessment makes it possible to present an accurate and robust picture of a student's capabilities and knowledge without spending significant amounts of time preparing for and administering examinations.

Transcripts and Performance Reports

Students in Quest Forward Academy receive regular reports on the work that they are doing in their courses.

- **Student Activity Summary:** Automatically generated summaries of work that students are completing in their courses. While still under development, they will ultimately include quest progress, artifact completion, skills checks, attendance, and effort scores.
- **Student Progress Summary:** Similar to the Activity Summary but with course and journey level information. These are produced once per term.
- **Student Progress Report:** Produced once per semester, these reports include the information from the student progress summary together with mentor narratives, and performance information including final grades for semester-long courses and expected grades for year-long courses.
- **Student Progress Report & Transcript:** End-of-year reporting that includes a Student Progress Report for the spring semester, plus final grades for year-long courses.

Because grades alone cannot provide an adequate representation of student understanding, they occur in the context of the narrative reports, and represent a summary of student performance as captured using the various components of the Quest Forward Learning assessment model.

The School Day

School Day Schedule

The Quest Forward Academy school day begins at 9AM. However, doors will be unlocked at 8AM and students are welcome to arrive anytime between 8AM and 9AM. This time is intended for project work, one-on-one discussion with instructors, and provides an opportunity for students to get breakfast.

Extended School Day

The time before first period and after the first dismissal is optional and provides students with opportunities for project work and to talk one-on-one with their instructors.

Make up for Missed Days

In the event that school is canceled for weather or other external cause, parents will be alerted by 6:30AM. Students are encouraged to check the website each morning for announcements before heading to school.

In the event that school days are canceled, Quest Forward Academy will, at the discretion of the Director, either add days to the end of the year or conduct make-up classes during the extended school day.

Before School/After School Supervision

Students are welcome to arrive at Quest Forward Academy as early as 8AM and may remain until 4:30PM. Staff will be available and will supervise students during these times.

Arrival and Dismissal Procedures

Upon arriving, students should find one of the instructors and announce that they have arrived. They will then be marked as present.

Parking Guidelines

Parking at Quest Forward Academy is limited, and we are committed to minimizing our environmental footprint by carpooling, using public transportation, and avoiding single-student car trips. Students who park at school must apply for a parking permit. Parking permits will be allocated to seniors first. If parking permits are still available after the senior permits have been issued, the remaining permits will be available to juniors selected from a lottery waitlist. No other students are allowed to drive to the Quest Forward Academy and as such are not allocated parking spaces.

Quest Forward Academy encourages parents and students to form carpools for student transport to and from school. As per the California Vehicle Code, for the first twelve months after they have received their

license students may not drive other students. Santa Rosa City bus line 18 has a stop directly in front of the school on Farmers Lane (See www.transit.wiki/Santa_Rosa_CityBus_18 for the bus schedule).

Food Service

Quest Forward Academy provides breakfast and lunch to students each day. Breakfast is available between 8:00AM and 8:40AM. Lunch is served during the scheduled lunch period.

Student Life

Activities

Throughout the year Quest Forward Academy will make different activities and field trips available to students. Any activity that requires travel off campus will be announced ahead of time. Activities taking place at school may or may not be announced depending on the nature of the activity.

Athletics

Quest Forward Academy does not have sports teams. Students are encouraged to pursue their sporting interests on recreational teams or club teams. Students needing to make arrangements for a modification to their school schedules to accommodate practice or games should discuss this matter with the Director. As long as students are in good standing they should have no difficulty reaching such arrangements.

Detailed lists of local athletic opportunities are available for parents from the school office.

Internships

Quest Forward Academy views internships as important opportunities for students to experience real world learning and to apply their skills to challenges outside the school context. Quest Forward Academy actively seeks out internship opportunities for its students. Work that students do as part of internships will be credited towards their total school work and for this reason internships will have a formal structure with an associated instructor of record.

Services and Equipment

Library Database Systems

Quest Forward Academy students will be assigned a unique student account that they will use to authenticate themselves for services provided by Quest Forward Academy. Additionally, students will receive a second account that they will use to access library database systems maintained by Bellevue University. These accounts are personal, intended for the student, and should not be shared. Students will

be expected to follow all guidance provided by Quest Forward Academy regarding accounts, usernames, passwords, and maintaining appropriate security when using such information systems.

Internet Use Policies

Internet Safety

Quest Forward Academy monitors:

- Student access to inappropriate materials, as well as to materials that are harmful to minors;
- Student safety and security when using electronic communications;
- Unauthorized access, including hacking and other unlawful activities; and
- Unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

Computer Network and Internet Use Rules

All users are expected to abide by the generally accepted rules of network etiquette. Individual users of the school computer network are responsible for their behavior and communications over that network. It is presumed that users will comply with School standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on the school's computers would always be private. During school, mentors and quests will guide students toward appropriate materials.

Individual User Responsibilities

The following standards will apply to all users of Quest Forward Academy's system(s). Users who violate these standards may be subject to disciplinary proceedings, up to and including removal from the Academy.

- The system(s) may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by Quest Forward Academy Policy.
- Users may not use another person's ID or password.
- Users shall maintain electronic information in accordance with established guidelines.
- Users may not upload programs to Quest Forward Academy's system(s) without appropriate authorization.
- Users may not knowingly bring prohibited materials into Quest Forward Academy's electronic communication system(s).

Any action or communication that would be considered inappropriate in any other setting is equally inappropriate on the computer, the computer network, and the Internet. School authorities will deem what

is inappropriate use. Inappropriate use of school computer systems may result in disciplinary proceedings including the loss of privileges and separation from Quest Forward Academy.

Social Media Policy

Social Media is defined as any electronic tool that allows for social, interactive, and connective learning allowing for but not limited to: video and photo sharing, social networking, blogs, wikis, podcasting, instant messaging, texting, web conferencing, or any other technology that allows for direct or indirect interaction between two or more parties. When using social media at any time on campus or off campus, students are expected to observe and follow the Student Handbook which includes demonstrating respect for others and the school. Additionally, when using social media during school hours, students are expected to limit use to school-related work.

Use of Images

All images and representations of the Quest Forward Academy and the Quest Forward Learning software and systems are copyrighted by Quest Forward Academy, Inc., and may not be used by students in any capacity without the express written permission of Quest Forward Academy's Director. Additionally, students may not use images of Quest Forward Academy employees, mentors, staff members, volunteers, visitors, or other students, in any way without the express written consent of the parties involved. If images are taken on Academy grounds, the express written approval of the Academy Director is also required. Violation of this policy may result in disciplinary action and/or legal action depending on the nature of the violation.

Mobile Devices

Mobile phones and game consoles are not allowed in the classroom unless they are being used as part of a student's course work and the student has received permission from their mentor and from the Director to use the device. The same holds true for headphones, mobile music players, tablets, eReaders and other electronic devices. Any student using an electronic device during the school day in violation of the above policy will have the electronic device confiscated. The School is not responsible for damaged or lost equipment.

Students may not record images or audio for use outside the school without permission from those present. In a classroom situation, students should seek permission from the mentor before using any video or audio recording device. Students may never (before, during or after school) use mobile phones and image or audio recording equipment in bathrooms, or other places where privacy is expected.

School Equipment

Quest Forward Academy will provide tablets, chrome books, and other equipment that students might need to complete quests while at school. Generally, this equipment should be left at school. The extended day schedule provides students with more than enough time to complete any assignments they might have and as such they should generally not need to bring equipment home. Students who wish to arrange to bring equipment home, who are in good standing, and who have demonstrated the requisite

amount of responsibility, may be allowed to borrow equipment from school to bring home. Such equipment must always be returned the next day so that it will be available for general use at school. Students will be responsible for any damages that occur to school equipment while in their possession.

Responsibility for Personal Equipment

Quest Forward Academy provides all equipment that students will need to use for their studies. Nevertheless, Students may bring laptops, tablets, cameras, and mobile devices to school for academic purposes. The mentors will ultimately determine what is appropriate use in each classroom and the Director will determine what is appropriate use in the common spaces of the school. Mentors may declare technology-free times, call for the placing of technology at the front of the room or in a ready-to-use position.

Items used in violation of these rules may be confiscated regardless of academic need with standard consequences applied. Repeated offenses of inappropriate use may include additional consequences including suspension or dismissal from school. All electronic devices, including phones, are subject to search by school administration.

Quest Forward Academy is not responsible for loss, theft, or damage to personal equipment.

General Disclaimer of Liability

Quest Forward Academy shall not be liable for its students' inappropriate use of the school's electronic communication resources, violations of copyright restrictions, student mistakes or negligence, or costs incurred by students.

Quest Forward Academy shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. Quest Forward Academy's systems and technology will be used only for instructional and administrative purposes consistent with the mission of Quest Forward Academy.

Quest Forward Academy systems are provided on an "as is, as available" basis. Quest Forward Academy does not warrant that the functions or services performed by its systems will meet the needs of its users, or that the information or software contained on the systems will be available on any determined schedule, nor does it warrant or represent that such software or services are not free from error or defect.

Student Support Resources

College Counseling

Quest Forward Academy provides college counseling support to all students in grades 9 through 12. Regular classes and group activities for those students cover such topics as educational planning, study skills, career development, college planning, applications, scholarships, and financial aid. A college planning workshop is scheduled for juniors and their parents.

The College Counseling Department provides personal assistance with testing, admission requirements, application procedures, official transcripts, recommendations, scholarships, and financial aid. Juniors and seniors will have regularly scheduled individual conferences with the College Counseling Department

throughout the year. Additional appointments may be arranged to assist students and/or parents with any needs or concerns.

Academic Guidance

Quest Forward Academy provides academic guidance via a program of mentor advisors. In addition to guiding students through their courses, each mentor is assigned a number of students as advisees and the mentor is available to the student and his/her family to provide general guidance. In addition to the mentors the Director will also serve as a source of academic guidance.

Counseling and Psychological Wellness

Quest Forward Academy's Wellness Counselor provides general wellness counseling, support in developing the Essential Habits, and integrated student/family support as needed. In the event that Quest Forward Academy determines that a student has need of counseling and psychological services beyond those available at Quest Forward Academy, the Wellness Counselor will contact the family with a recommendation for outside support.

Student Health and Safety

Student safety and well-being are essential elements of an optimal learning environment. In the event that a student expresses thoughts about harming himself/ herself or others and this comes to the attention of a staff member, the staff members are required as mandatory reporters to report this to local authorities. If this happens the Director and the parents/guardians will also be so informed.

When such an incident occurs, it is also school policy that the student be evaluated by a psychiatrist or other qualified professional before they can be allowed to rejoin classes. The school reserves the right to put restrictions on participation in on-campus events for students who present a risk of self-harm or harm to others. Quest Forward Academy also reserves the right to require that a student be withdrawn from the school on a health leave.

Reasonable Accommodation of Disabilities

Quest Forward Academy, in compliance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 (ADA; as amended 2008), does not discriminate on the basis of disability in administration of its education-related programs and activities, and has an institutional commitment to provide reasonable accommodations for qualified individuals with disabilities. For these purposes, a "qualified individual with a disability" is defined as an individual with a disability who is able to meet and fulfill the fundamental requirements of the school's educational program, with or without reasonable modifications to the school's policies or the provision of auxiliary aid or services. "Reasonable modifications" include but are not limited to modifications in policies, practices, or procedures when the modifications are reasonable and necessary to afford services to qualified individuals with disabilities. They do not include modifications that would fundamentally alter the nature or purpose of the school's education or programs, or that would otherwise create an undue burden for the school.

Applicants and students with disabilities, or their parents, may request reasonable accommodations that would permit the applicant or student full and equal access to the goods, services, and operations of Quest Forward Academy, by initiating the request with the Director of Quest Forward Academy. Applicants and students must provide recent documentation from a medical provider, at their expense, documenting a disability. The medical provider may not identify the disability, but only indicate that: (1) the applicant or student has a disability that substantially limits one or more major life activities; and (2) the manner in which the disability limits major life activities relevant to an applicant's or student's participation in the school's education program (i.e., what are the functional limitations of the student with regard to his or her participation in the School's educational program).

Applicants, students, or their parents, may speak to the Director at any time about reasonable accommodations. However, after the School receives the required documentation, it will schedule a meeting to discuss all potential accommodations. The required documentation must be provided by a professional whom the parents have retained for this purpose. Quest Forward Academy is not able to perform such evaluations itself. Parents may bring a representative to communicate the needs of their child. The purpose of the discussion is to work in good faith to fully discuss all feasible potential reasonable accommodations. Professional staff will evaluate the request based upon required documentation, recommend reasonable accommodations, and prepare an Accommodation Letter for instructors dated in the current year in which the request is being made.

Quest Forward Academy determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. In exercising its discretion, the School will consider input and information the applicants, students, parents and/or representatives may provide regarding possible reasonable accommodations. The School will not provide accommodation(s) that would pose an undue burden upon the School or that would endanger the health or safety of the applicant or student or others at the school. It will also not agree to accommodations that would fundamentally alter the nature of the school or its goods, services, or operations. Accommodations must also permit the School to meet its legal obligations. The School will inform the applicant, student, or parents of its decision as to reasonable accommodation(s) in writing.

Guidelines for Communication

General Guidelines

Quest Forward Academy is committed to collaborative and professional relationships among parents, faculty, and administration. It is understood that from time to time disagreements or conflict may arise. It is the School's expectation that parents and faculty will communicate with each other in a productive and civil manner, and if disagreements continue, these concerns will then be brought to the attention of the Director.

It is the expectation that all concerns relating to the academic day, including but not limited to homework, grades, fieldtrips, assignments, testing etc., will first be addressed with the applicable teaching professional. In the event that matters cannot be resolved satisfactorily, the Director may be consulted.

Electronic Communication

All Quest Forward Academy employees can be contacted with their @questforward.academy email addresses. Employees will make every effort to respond to all communication within twenty-four hours, Monday through Friday. Responses to communications submitted over the weekend will vary by employee, but it is school policy that students and families respect the fact that Quest Forward Academy instructors have home lives and that they need time to find their own work/life balance. The official policy of the school is that Quest Forward Academy employees are not expected or required to respond to email over the weekend or in the evenings.

Student Information Systems

Quest Forward Academy may establish a closed, password protected website for students and their families. Information about how to access this system and the features it provides will be added to a later version of this handbook.

Grievance Processes

Any student who does not feel he/she has been given due process in the classroom, or concerning violations of school policies, should observe the following guidelines. First, the student or the parent/guardian should schedule a meeting with the mentor of the class involved. Most problems should be solved at this level. If the explanation provided by the mentor is not satisfactory for the student, then the can escalate the matter to the Director of the school. The Director will have the final say in all such matters.

Social Media Guidelines for Quest Forward Academy Staff

Quest Forward Academy staff are prohibited from connecting on social media with current students, or their parents, or with former students under the age of 18. These rules hold regardless of whether or not the staff have a prior relationship with the student or with the family of the student. Quest Forward Academy staff who violate this policy will be subject to disciplinary action up to and including termination of their employment.

Website Privacy Statement

Quest Forward Academy takes online privacy seriously. This statement describes how we collect and make use of information about you through our website.

If you visit our website without logging in, we do not collect information for the purpose of identifying you personally. We do collect some general information about site visitors, such as the operating system used and the location in the world from which one visits. If you provide more specific information about yourself to us, such as through an inquiry or contact form, we will retain that information for the purpose of answering your questions and informing you about our programs.

Some areas of our website, such as those behind the login screen, are designated for use by specific groups of users, and these areas require you to log in with a username and password. We record information about who enters these areas of the site and what services are accessed. In some cases, the

site supports the sharing of your personal information, such as in our Family Directory. You may request that we remove your information from such areas of the site. We may also collect information from you to provide you with specific, school-related services such as tuition payment or tech support. Such information will be shared only within Quest Forward Academy and with affiliated partners who provide or support these services.

We take reasonable precautions to safeguard electronic information, including making appropriate use of encrypted connections (https), adhering to Bellevue University's best practices for information security, and protecting the physical security of our servers.

We do not share the information you provide to us with others outside of Quest Forward Academy, except when required for us to provide essential services. We also reserve the right to disclose your information under limited circumstances, such as to cooperate with law enforcement or judicial authorities, when required by law, to protect our own legal rights, or to protect the public good.

We may, from time to time, change our privacy policy. The most current policy regarding Website Privacy can always be found in the current version of the Quest Forward Academy Website.

Health and Safety

Crisis and Safety Plan

The School Safety Team consists of several administrators and staff, including the Director of the School. The team meets regularly to review and update the current plan. A copy of the Crisis/Safety Plan is on file in the Director's office.

Emergency Preparedness

Every student, new and returning, must have a completed, up-to-date Quest Forward Academy Medical Information Form, which contains emergency contact information, before school begins in August. It is critical that this information be kept current since it is the only way the school can contact a parent in case of an emergency, whether it be fire, earthquake, or sudden illness. Parents should list only local names and addresses. Parents should be sure to notify the School immediately of any change in address, telephone, or emergency contact numbers during the academic year.

Fire, Earthquake, and Tornado Procedures

Quest Forward Academy has developed the following procedures for fires, earthquakes, tornados, evacuation, and lockdown drills with information from the American Red Cross and local emergency preparedness agencies.

Campus Preparedness

In the event of an emergency occurring during School hours, Quest Forward Academy has safe drinking water, a 3-day supply of food, first aid supplies, blankets, pillows, and additional emergency supplies.

These items are checked and replenished on an ongoing basis. Provisions have been made for the safety of students on campus during the event of a fire or lockdown.

Parent Preparedness

In light of the above, parents may wish to provide Quest Forward Academy with a 72-hour dose of any prescribed medication needed by their children. All medications must be clearly labeled with the student's name, dosage, time to be administered, and purpose. These medications will be stored in a special First Aid locker on campus. Parents must complete the Permission to Administer Medication Form found under Parent Resources on the school website.

In addition, Tylenol will be stocked with Emergency Preparedness supplies. Only students who have written parental approval on the Quest Forward Academy Emergency Preparedness Form are allowed to receive Tylenol during an emergency. Students will not be permitted to carry prescribed or over-the-counter medications, including cough drops or other medicinal substances on the School campus, except those who receive prior authorization to carry an inhaler or EpiPen.

Given the nature of emergency situations, it is imperative that all parents complete and return the Emergency Preparedness Form to the school at the start of the academic year. Please be sure to include any cell phone numbers. It is important that all changes to this form occurring during the course of the academic year be reported promptly to the school.

It is imperative that the Quest Forward Academy Emergency Preparedness Form be completed in full, turned in on time, and kept up to date. This information is vital during an emergency.

Health and Medical Policies

No student will be permitted to attend class until all required medical forms have been filled out completely and received by the school.

Quest Forward Academy maintains information regarding student immunizations, allergies, and other related health information in its paper files. New families will be asked to submit health information; returning families will receive requests to update information later in the academic year.

Students who show signs of a cold or any illness should remain at home for their own protection and that of other students. Students who arrive at School with a fever or develop a fever during the course of the day will be sent home. When a child becomes ill at school, parents will be contacted immediately by Front office personnel. Students may return to School twenty-four hours after the fever subsides.

Students with head lice or contagious conditions, like conjunctivitis, must remain at home until the condition has been treated and no chance of contagion exists. These students should report to the Front office with proof of treatment before returning to the classroom.

Call the office to notify the school of any illness/condition.

Parent and Physician Responsibility

Parents are required to complete the Permission to Administer Prescription/Non-prescription Medication form and sign the Parent Permission Acceptance of Risk and Release-Prescription Drugs for administration of medication during School hours.

1. A new form is required for each prescription or prescription change at any time during the academic year.
2. Parents are encouraged to cooperate with the physician to develop a schedule, so the necessity for taking medications during School hours is minimized or eliminated.
3. Parents may administer medications to their children on a scheduled basis as arranged with the school.
4. Students will not be permitted to carry prescribed or over-the-counter medications, including cough drops or other medicinal substances, on the School campus, on School buses, or at School events, with the following exceptions:
 - a. Students who are required to carry inhalers for treatment of allergy/asthma per the Permission to Administer Prescription/Non-prescription Medication form. The age of the student must be identified by the physician and the parent.
 - b. Those students required to wear fanny packs with an EpiPen for life threatening allergies per the Permission to Administer Prescription/Non-prescription Medication form.
5. Students must go to the office for inhalers for treatment of allergy/asthma per the Permission to Administer Prescription/Non-prescription Medication form. Students exhibiting any form of stress should be escorted to the office for inhaler treatment of allergy/asthma.
6. Students will be assisted by the School staff with administration of medication only according to the physician order, instruction, and procedure as indicated on the Permission to Administer Prescription/Non-prescription Medication form. The School will keep prescribed medication in a secured cabinet. The School will not stock or dispense any over-the-counter medication for daily use. If the School administers medication to the student, the School will notify a parent.
7. Tylenol will only be stocked with Emergency Preparedness supplies. Only students who have written parental approval on the Quest Forward Academy Medical Emergency Preparedness Form will be allowed to receive Tylenol during an emergency.
8. Parents will assume full responsibility for the supply, appropriate transportation, and maintenance of each medication.
9. Each individual medication that the School accepts is to be contained in a separate pharmacy or otherwise properly labeled container. The container must be clearly labeled by the physician or pharmacy, or with respect to non-prescription medication, by the parent, with the following information:
 - a. Student name

- b. Physician name
 - c. Name of medication
 - d. Dosage, schedule, and how administered
 - e. Date of expiration of prescription
10. Parents should pick up unused medications from the School office during and at the close of the academic year. Medications remaining after the last day of School will be discarded.

Medical Emergencies

In the case of a medical emergency, when parents or other emergency contacts cannot be reached, the school shall assume parental permission to transport their child to the nearest emergency room for treatment. Ambulance transportation may be called in an emergency situation if deemed necessary by school personnel. Such cost shall be the responsibility of the parent.

Immunization: California

REQUIREMENTS

Quest Forward Academy and California law requires that an up-to-date immunization record for all new students enrolling into Quest Forward Academy. Students must submit documentation of immunization for the following diseases:

1. Diphtheria
2. Haemophilus influenza type b
3. Measles
4. Mumps
5. Pertussis (whooping cough)
6. Rubella
7. Tetanus
8. Hepatitis B
9. Varicella (chickenpox)
10. Poliomyelitis (polio).

EXCEPTIONS

Exceptions to Quest Forward Academy's Immunization Policy are made in the following circumstances:

1. If, before January 1, 2016, a parent signs a Waiver of Health Examination for School Entry attesting that immunization of his or her child is contrary to his/her personal beliefs. In this circumstance, the child will be exempt from the immunization requirements until the child advances and enrolls in the next grade span. "Grade span," as defined, means the following: (1) grades 1 to 6, inclusive, and (2) grades 7 to 12, inclusive.

2. If a parent files a written statement by a licensed physician attesting that immunization would not be safe for the child, given the child's physical condition or the medical circumstances relating to the child. The statement must indicate the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization.

Notwithstanding the above, the law stipulates that the children of parents who sign the Waiver of Health Examination may be excluded from school if there is an outbreak of a vaccine-preventable disease in the school.

If more than one student at Quest Forward Academy comes down with a vaccine-preventable disease, it is the school's responsibility to report the outbreak to the local Health Department. Depending on the number of grade levels or students affected, the Health Department has the right to exclude from school any child not inoculated from the infectious disease in question for the incubation period of the disease. For example, in the case of chicken pox or pertussis, waived (unvaccinated) children could be excluded from school for up to twenty-one days.

If students have chicken pox, pertussis, or any other contagious illness, they must bring a signed note from a pediatrician verifying that they are no longer contagious and that they are well enough to attend school.

Administering Medicine at School

California law (Education Code 49423) provides that students who require medication prescribed by a physician during School hours may be assisted by designated School personnel. The following policies and procedures were instituted to address the requests to administer medication to students and to meet the concomitant requirements of the School's insurance company.

It is the policy of Quest Forward Academy that no student shall be assisted with the administration of medication during School hours without a written statement from a licensed physician responsible for the medical management of the student and written consent from the child's parent. No student shall carry prescription, over-the-counter medication, or other medicinal-like substances on School grounds except as explained in section four of the Parent and Physician Responsibility section of this handbook.

Family and Student Educational Rights and Privacy

Quest Forward Academy, with certain exceptions, will obtain your written consent prior to the disclosure of personally identifiable information from student education records. Quest Forward Academy may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. If you do not want Quest Forward Academy to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing prior to the first day of class in the school year.

Quest Forward Academy may use and publish the photograph, likeness, and video and/or audio recording of its students for educational or news stories, illustration and marketing purposes. In addition, if parents

do not want Quest Forward Academy to use or publish these items related to your student without your prior written consent, you must notify the school in writing. Parents and students must inform their advisor or the Director when an official transcript should be released to a college, university or scholarship agency. Parents must inform their advisor or the Director if they have a preference regarding the release of student information.

Quest Forward Academy may report student information, without consent, to the following parties or under the following conditions:

- school officials who have legitimate educational interests
- other schools to which a student is transferring
- specified officials for audit or evaluation purposes
- appropriate parties in connection with educational financial aid for which the student has applied or which the student has received
- organizations conducting certain studies for or on behalf of the school
- accrediting organizations
- to comply with a judicial order or lawfully issued subpoena
- appropriate officials in cases of health and safety emergencies
- state and local authorities, within a juvenile justice system, pursuant to state law.

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. An eligible student is someone who has reached the age of eighteen or attends a post-secondary school. Quest Forward Academy may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. The request should be made in writing and addressed to the Director. If the school decides not to amend the record, the parent or eligible student may place a statement with the record setting forth his or her view about the contested information.