

# Quest for Success Family Handbook

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## QUEST FOR SUCCESS

10-8-2018

### **Program Manager**

Mark Masloski

Phone Number: 740.283.3347 ext. 134

Email: [mmasloski@jcesc.org](mailto:mmasloski@jcesc.org)

### **Site Coordinator**

John Wilson

Email: [jwilson@jcesc.org](mailto:jwilson@jcesc.org)

### **Community Coordinator**

Martariesa Fiala

Email: [mfiala@jcesc.org](mailto:mfiala@jcesc.org)

### **Weekend Coordinator**

Jason Swartzmiller

Email: [jswartzmiller@jcesc.org](mailto:jswartzmiller@jcesc.org)

### **Academic Tutors**

Mike Haney

Kim Masloski

Steve Romey

Alexis Heavilin

Justin Davis

Courtne Coon

### **Programming**

Raymond Saccoccia

Amy Mihaylo



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## PARENT/GUARDIAN ACKNOWLEDGMENT FORM

Quest for Success (Quest) is an after-school program offered free of charge through a federal grant administered by the Ohio Education Department. The program offers academic, leadership, and enrichment opportunities for students and families.

Family group activities will be offered on some evenings and weekends. Please attend as many activities as possible! Family participation is very important to our grant because there is a dual capacity framework, meaning we serve both students AND families!

Your daughter/son is expected to meet expectations and participate. Quest staff use positive reinforcement during the after-school program to keep a positive and fun learning environment! To maintain a good learning environment, we will not allow harassment or bullying. We have a “zero tolerance” policy for any weapons or controlled substances. We follow the Steubenville City School District’s Code of Conduct Handbook practices and procedures. Expectations during Quest are the same as during the traditional learning day. We have a behavior/discipline policy that states if a student has a discipline issue, the parent/guardian will receive a Behavior Notification Form. If your child receives three of these forms, he/she will be suspended from the out of school time program for three to five days. The fourth notice will result in termination from the out of school time program. We reserve the right to suspend or terminate a student from the out of school time program immediately if a student’s behavior warrants it. Please refer to the Code of Conduct Handbook on the Applications/Printable section on the Quest webpage [www.questforsuccesssteubenville.weebly.com](http://www.questforsuccesssteubenville.weebly.com).

Quest runs Monday through Thursday from 2:00-5:00 PM. Then, please sign this form and return it to one of the Quest Academic Tutors. Bus services will be available.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## STUDENT REGISTRATION

### Enrollment Application and Emergency Medical Information

Before you can go to Quest please be sure to fill out BOTH sides of this form

**Student's Name:** \_\_\_\_\_ **Student's Phone (if any):** \_\_\_\_\_

**Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Grade:** \_\_\_\_ **Gender:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_, **Ohio Zip:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Does the student have IEP or 504? Yes** \_\_ **No** \_\_

#### Parent / Guardian Information

**Are parents divorced; if yes, with whom does the student live?** \_\_\_\_\_

**Is either parent deceased; if yes, which parent and when?** \_\_\_\_\_

**If applicable, please list the name(s) of step-parent(s):** \_\_\_\_\_

Mother / Guardian		Father / Guardian	
<b>Name:</b>		<b>Name:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Home Phone:</b>		<b>Home Phone:</b>	
<b>Cell Phone:</b>		<b>Cell Phone:</b>	
<b>Work Phone:</b>		<b>Work Phone:</b>	
<b>Email Address:</b>		<b>Email Address:</b>	

#### Attendance Policy PM

To ensure the safety of your student at dismissal time we ask that you or a designated adult (listed on the reverse side of this form) enter the building to sign your student out. We reserve the right to request photo i.d. in order to keep your child safe. NO STUDENT is permitted to sign himself/herself out without written permission of a parent/guardian.

#### Attendance Policy

Which days will your student attend, beginning October 8, 2018?

\_\_\_\_ Mon. \_\_\_\_ Tues. \_\_\_\_ Wed. \_\_\_\_ Thurs.

\_\_\_\_ Saturday Event Days & Times to be determined

\_\_\_\_ Events not hosted at the alternative school location, with the understanding an additional permission slip will be sent home to be signed for each event.

**LIST THREE (3) INDIVIDUALS WHO ARE AUTHORIZED TO PICK UP  
YOUR STUDENT**

\*The Ohio Department of Education requires a minimum of three individuals listed below.

**1.) Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Cell Phone:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_ **Home Phone:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_ **Work Phone:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**2.) Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Cell Phone:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_ **Home Phone:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_ **Work Phone:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**3.) Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Cell Phone:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_ **Home Phone:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_ **Work Phone:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**DO NOT RELEASE-** The following people are NOT authorized to pick up my student (court papers required)

**1.) Name/Relationship:** \_\_\_\_\_

**Papers received (date):** \_\_\_\_\_

\*State Licensing requires that we have the following information for each student.

**Preferred Physician:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Preferred Dentist:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Does student have any food, medication, or environmental allergies?**

If yes, please list and explain:

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## **EMERGENCY MEDICAL AUTHORIZATION**

THE QUEST FOR SUCCESS PROGRAM **HAS PERMISSION** to secure emergency transportation for my student in the event of illness or injury. The emergency transportation service will determine the facility to which my child will be transported.

\_\_\_\_\_ Parent/Guardian Initials

**OR**

THE QUEST FOR SUCCESS PROGRAM **DOES NOT HAVE PERMISSION** to secure emergency transportation for my student in the event of illness or injury which requires emergency treatment.

\_\_\_\_\_ Parent/Guardian Initials

## **ACKNOWLEDGMENT OF POLICIES & PROCEDURES**

\_\_\_\_\_ Parent Initials: My child has permission to participate in the Quest for Success Program.

\_\_\_\_\_ Parent Initials: I acknowledge the Alternative School staff members may share information with the Quest for Success Program staff regarding my child's academic needs to facilitate personalized & quality reading and math intervention/enrichment activities.

\_\_\_\_\_ Parent Initials: The Quest for Success Program has my permission to photograph or to video tape activities that may include my child for the purpose of promoting the program. (Example: Newsletter, flyers, news articles, or social media)

\_\_\_\_\_ Parent Initials: I give permission for my child to use computer equipment and the internet, acknowledging the inherent risk of the internet. Every effort will be made by the Alternative School and the Jefferson County Educational Service Center to protect children from harmful content, including the use of software that blocks offensive content. Unacceptable uses of the computer and/or network by students will result in revocation of access privileges.

\_\_\_\_\_ Parent Initials: I understand that it is my student's responsibility to attend the Quest for Success Program on the designated days listed on front of this form. I also understand that a parent/guardian, or other individuals listed above will enter the building and check my student out each day he or she attends. I understand the importance of being at the school by no later than 5:00 PM to take my child home. If an emergency arises and it is impossible to be at the school by 5:00 PM, I will contact the school to notify them that I will be arriving late.

## BUS PERMISSION SLIP

Quest for Success will begin Monday, October 8, 2018

For more information call Mark Masloski 740.283.3347 ext. 134  
or Martariesa Fiala 740.283.3347 xt. 100  
Or visit <http://questforsuccesssteubenville.weebly.com/>

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### BUS REGISTRATION FORM

If bus transportation is needed please return this section

STUDENT'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_

PARENT PERMISSION SIGNATURE \_\_\_\_\_

**BUS TRANSPORTATION** will be provided on **Monday - Thursday**.

If your child will be picked up at a bus stop, please indicate his/her bus stop address:

\_\_\_\_\_

Please indicate which days your student will need bus transportation:

\_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday

## FIELD TRIP PERMISSION SLIP

Student's Name: \_\_\_\_\_ Student's Phone (if any): \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_ Grade: \_\_\_ Gender: \_\_\_

School: \_\_\_\_\_

LIST THREE (3) INDIVIDUALS WHO ARE AUTHORIZED TO PICK UP YOUR STUDENT



1.) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

2.) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

3.) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

DO NOT RELEASE- The following people are NOT authorized to pick up my student (court papers required)

1.) Name/Relationship: \_\_\_\_\_

Papers received (date): \_\_\_\_\_

\*State Licensing requires that we have the following information for each student.

Preferred Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Preferred Dentist: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Does student have any food, medication, or environmental allergies? If yes, please list and explain:

\_\_\_\_\_

EMERGENCY MEDICAL AUTHORIZATION /ACKNOWLEDGMENT OF POLICIES & PROCEDURES See Original Application

By signing this form I give my student permission to attend the field trip \_\_\_\_\_ on

\_\_\_\_\_  
PARENT / GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## DISCIPLINARY FORM

### Quest for Success

#### Discipline Referral Form

Student \_\_\_\_\_ Classroom \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Problem Behaviors (check all that apply)

<input type="checkbox"/> Academic Misconduct <input type="checkbox"/> Disrespectful Behavior Toward Faculty/Staff <input type="checkbox"/> Intimidation/Interference of Staff/Students <input type="checkbox"/> Disrespectful Behavior Toward Peers <input type="checkbox"/> Deliberate Disruption of Class <input type="checkbox"/> Refusal to Follow Reasonable Command <input type="checkbox"/> Act of Violence <input type="checkbox"/> Profanity (including any talk about drugs, Alcohol, sex, crimes, violence, etc....) <input type="checkbox"/> Vulgar Behavior <input type="checkbox"/> Possession of Electronic Devices	<input type="checkbox"/> Inappropriate Touching <input type="checkbox"/> Dress Code Violation (shirts must be tucked in at all times, no street clothes, no jewelry) <input type="checkbox"/> Aiding & Abetting a Student in a Rule Violation <input type="checkbox"/> Bullying <input type="checkbox"/> Truancy, Unexcused Absences <input type="checkbox"/> Tardiness <input type="checkbox"/> Sleeping in Class <input type="checkbox"/> Incomplete Assignments <input type="checkbox"/> Cheating
<input type="checkbox"/> Misuse or Vandalism to School Property <input type="checkbox"/> Misuse of Technology in Classroom <input type="checkbox"/> Possession/Furnishing/Selling or Use of Drugs, Alcohol, Tobacco or any Mind-Altering Substance <input type="checkbox"/> Possession of Dangerous Weapons and/or Instruments	<input type="checkbox"/> Threats to Others <input type="checkbox"/> Tobacco Policy Violation <input type="checkbox"/> Leaving School Grounds w/o Permission <input type="checkbox"/> Theft <input type="checkbox"/> Fighting <input type="checkbox"/> Repeated Failure to Comply with Alternative School Rules
<p><b><u>Teacher Comments:</u></b></p> <hr/> <hr/> <hr/> <hr/>	
<p><b>Action Taken:</b> ____ Verbal Warning ____ Penalty Work ____ After School Detention ____ Other</p>	

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date of 1<sup>st</sup> Warning**

**Date of 2<sup>nd</sup> Warning**

**Date of 3<sup>rd</sup> Warning**

**Dismissal Date**

# QUEST CALENDAR

## Quest for Success

### 2018-2019 School Calendar

August 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		


March 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						


April 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

 Quest Program  
7AM-8AM & 2PM-4PM

 Quest Program  
Weekend Events

## **SECTION I: Quest for Success**

### **OVERVIEW**



Quest for Success (Quest) is an after-school program to help students with their schoolwork by offering them the chance to explore topics they study during the traditional learning day in interesting and fun ways.

Quest activities support student academic growth in meeting the standards in language arts and mathematics. Activities are innovative and hands-on. They are built on learning goals that are shared with youth. The program also strives to create strong, transparent connections to both college and career exploration and readiness. Additionally, it includes sessions that promote health and wellness that supports a student's success in school.

### **GOALS AND PERFORMANCE MEASURES**

The goal for Quest is to increase opportunities for our students to have success in literacy, mathematics, social

development, family support and community involvement.

In addition to the support of the Quest staff, we will be utilizing resources that are available in Jefferson County to help support our students and families. Coleman Professional Services will provide counselors that will support students' social development; Brightway Center will provide programming that promotes positive relationships and decision-making; Franciscan University's Education Department will serve as partners to host family literacy events; and the Jefferson County Educational Service Center will provide programming that promotes college and career readiness skills.



## **SECTION II: ENROLLMENT AND ATTENDANCE**

### **ATTENDANCE POLICY**

Quest is provided free of charge to students (and their families) located in Jefferson County and enrollment is on a first come, first served basis as space is limited. This is possible because the program is funded through a federal grant, administered by the Ohio Education Department and provided to you through Coleman Professional Services, Franciscan University, and the Jefferson County Educational Service Center.

Attendance is a very important part of Quest. For your child to get the most out of the program, he/she must attend daily. Attendance also impacts how the program is funded. It is important that each student attend each day for the full program length. When students are absent, funding is reduced, increasing the possibility of the loss of the program. If a child has a prior

commitment, written notice containing the parent/guardian's signature stating the reason for the weekly/monthly absence must be provided to the one of the Academic Tutors. This notice will become part of the student's Quest file. Because we may have a waiting list for available seats, frequent absences may result in your child's removal from the program.



#### EXCUSED ABSENCES:

- Illness of student
- Serious illness or death of family member
- Head lice or nits
- Doctor or dental appointments
- Legal matters
- Religious holiday or training
- Unforeseen emergencies (e.g. natural disasters)
- Prior commitment that has been documented in student file by the parent/guardian

The Family Coordinator will notify the parent/guardian of any student having over four unexcused absences. Continued excessive absences may result in the student being removed from the program to allow space for another student on the waiting list.

#### UNEXPECTED ABSENCES

If your son/daughter is absent during program, and the Family Coordinator has not been contacted regarding this absence, you will be phoned. If the primary contact cannot be reached, every person listed on the registration contact list will be phoned until someone is reached. Please contact Amy Mihalyo at 740.283.3347, or [amihaylo@jcesc.org](mailto:amihaylo@jcesc.org) in advance if you know your child will be absent from Quest. Your child's safety is our top priority. We would never want to assume a child is with their family, while the family assumes the child Quest. That is why communication with the program coordinator is so important. It's about your child's safety!

### SECTION III: PROGRAM HOURS AND ACTIVITIES

#### HOURS OF OPERATION

**Quest for Success begins on Monday, October 8, 2018**

**7:30AM-8:00AM & 2:00PM-4:30PM**

**Monday-Tuesday-Wednesday-Thursday**



## **After School**

During the afternoon hours, students will participate in academic and enrichment activities. Activities will include homework help, computers, art & crafts, reading, math, health/nutrition, service learning and community field trips.

- 2:00 PM – 2:15 PM    Stretch & Snack
- 2:15 PM – 3:15 PM    Literacy and Mathematics Intervention
- 3:15 PM – 3:30 PM    Quest Activity
- 3:30 PM – 4:30 PM    Programming on Daily Rotation
  - a)       Manners Matters
  - b)       Healthy Lifestyles
  - c)       Family Literacy Nights
  - d)       Career & College Readiness
  - e)       Life Skills

## **Saturday Events**

During Saturday events, students will participate in community activities. Activities will include health/nutrition, service learning, community service and field trips.

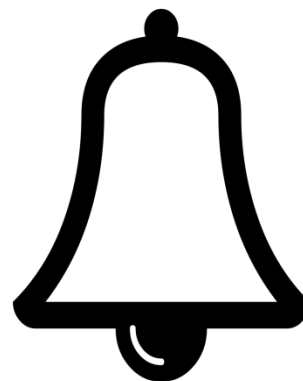
## **HOLIDAY & STORM DAY POLICIES**

During the regular academic year, the calendar for Quest follows the calendar of the Steubenville City School District. On days when there is no school, including snow days, Quest will not be in session. If school is released due to bad weather, Quest will not be in session. On school days when regular classes are in session, but bad weather is predicted for late afternoon, Quest may be canceled, and parents will be notified.

## **DISMISSAL**

As described in Section II of this handbook, attendance is important to our program. For your child to receive the full benefit of this opportunity he/she must attend each day for the full program length. The procedures outlined below will be followed during program dismissal:

- Students taking the bus home will meet, sign-out for the day, and then board their designated bus. A bus permission slip must be returned for the student to ride the bus.
- Students being picked-up will meet at designated tables where authorized adults will meet with Quest Academic Tutors / Volunteers to sign students out for the evening. If students are to be picked-up by persons other than those designated at the time of registration (those listed on the student's registration form), the Family Coordinator must be notified prior to pick-up time, or the student will not be released to the individual who has arrived for pick-up.



## **EARLY PICK-UP**



We discourage picking up your child early. Qualified instructors plan curriculum based on the full program time available. Your son/daughter will not receive the full benefit of program if they are not participating in the full program day. We understand that early pick-up may be required at times. Please try to limit those times as much as possible.

If you will need to pick-up your child during regular program hours, please contact the Family Coordinator in advance to communicate the time you will be arriving to pick-up your child. If we have this information prior to or at the start of program, we can make sure your son/daughter is ready to leave the building. When you arrive be sure to sign your child out for the evening before leaving the building.

A student may be dismissed from program if they are picked-up early more than five times in one semester. Please note, this does not include prior commitments that have been documented in the student's file by the parent/guardian.

### **LATE PICK-UP**

Students must be picked up within 10 minutes after program ends. This means by 4:40 PM Monday – Thursday. Quest is not staffed after these hours. A student may be dismissed from program if he/she is picked up late three times. Local authorities may be contacted for assistance if a student is not picked-up after Quest hours, and we can't contact the parent/guardian or emergency contacts.



### **FAMILY PARTICIPATION**

Family involvement is a very important component of your child's education; we encourage each adult family member to participate in this program as much as her/his schedule allows. Each month, we offer an activity in the evenings for both the parent and their child, or just for parents. Activities may include, but are not limited to the following types of workshops: budgeting, cooking, computer, culture, effective parenting, homework assistance, and community/family events.

The community/family events are designed to be fun for the whole family! We hope you're able to attend! We will provide the schedule for these events at least one month in advance, when the monthly family newsletter is sent home.

We select the adult workshop topics based on community feedback. Students will not be in attendance during the workshops. These sessions have been designed for adult learning.



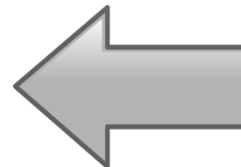
## **SECTION IV: BEHAVIOR POLICY**

The behavior policy at Quest was established to help students develop self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed over time by participating in activities and interacting with others. The main reasons for establishing behavior expectations are:

1. to prevent possible harm to self or others,
2. to prevent infringement on the rights of others, and
3. to prevent damage to equipment and property.

To provide a safe and secure environment for everyone, the following expectations have been developed which will be in effect at all times.

1. Follow rules of the Steubenville City School District handbook.
2. Follow the directions of Quest staff and volunteers the first time they are given.
3. Show respect and treat others with kindness.
4. Ask permission to leave an area.



Students will be taught to be responsible for their own actions; they make the choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents. Whenever possible, natural and logical consequences will be provided for inappropriate behavior.

If a student has a discipline issue, the parent/guardian will receive a Behavior Notification Form. Parents will be informed of their child's behavior and may be called upon to participate in a partnership to resolve special situations. If your child receives three of these forms, he/she will be suspended from Quest for three to five days. The fourth write up will result in termination. We reserve the right to suspend or terminate a student from Quest immediately if a student's behavior warrants it.

## **SECTION V QUEST STAFF AND VOLUNTEERS**

Quest has a team of approximately ten staff members. This provide several benefits: more one-on-one attention from the tutors, students get to know each other better, and teachers can tailor tutors to students' individual needs.

We also recruit volunteers to lend their skills to the program. Volunteers assist students in a variety of ways: small group tutoring for academic skill practice, apprenticeship/technical skill instruction, and arts/crafts projects. Other volunteers work behind the scenes on administrative tasks.

We welcome all families who would like to volunteer to work with Quest! If you, or someone you know, would like to donate a few hours to assist, either in the classroom or behind the scenes, please contact Mark Masloski at 740.283.3347 ext. 134. All volunteers must first pass a background check.

**All Quest team members, whether they're paid or volunteers, are required to pass a fingerprint/background check. Your child's safety is priority, so this policy is strictly enforced.**

## **SECTION VI: COMMUNICATION**



It is important to keep the lines of communication open between the Quest tutors and families of enrolled students. Listed below are ways we plan to keep families updated, and a way for families to contact program instructors, too.

**HOMEWORK:** Academic tutors will assist your daughter/son with assigned homework. However, based on the daily program schedule, there may be times when not all homework is completed. (This is a learning-engagement program, not just a homework program!)

**PROGRAM ACTIVITIES:** A newsletter will be sent home the first Monday of each month. A monthly program schedule will be included in each newsletter.

**QUESTIONS, CONCERNS, SUGGESTIONS:** Should you have any questions, concerns or suggestions regarding Quest, please contact either, Mark Masloski at 740.283.3347 ext. 134 or Martariesa Fiala at 740.283.3347 ext. 100.

## **SECTION VII: ADDITIONAL DETAILS**

### **SNACK**



Throughout the year, a nutritious snack will be provided daily at no charge. No food or beverages may be brought from home. The Family Coordinator must be notified of any special dietary concerns. The menu will be in the monthly family newsletter sent home at the start of each month.

### **MEDICATIONS**

Quest is not responsible for medication administration. Arrangements must be made to have medications administered to students prior to arrival at the program. Exceptions to this rule include EpiPens for allergic emergencies or inhalers for asthma treatment. Students should have these supplies with them.



### **HEALTH & SAFETY**

Quest staff provides a safe and healthy environment for all youth. Please include any medical conditions your child has on the registration paperwork. If your child has a known medical or health condition (asthma, diabetes, ADD, autism, seizure disorder, etc.), be sure the Family Coordinator knows what to do if a problem should occur during program hours. Failure to notify

Quest of your child's physical or health condition limits our ability to serve your family. If a child becomes ill while at Quest, the parent/guardian or approved adult will be notified. Depending on the nature of the illness, the parent/guardian may be asked to pick-up the student. If a child has any of the following symptoms or behaviors, the parent/guardian will be notified to pick up the child immediately.

- Any communicable disease
- Chills and/or fever over 100 degrees Fahrenheit
- Nausea, vomiting or diarrhea
- Undiagnosed rash
- Cough
- Head lice
- Ringworm
- Pink eye
- Accident requiring medical attention
- Physically acts out
- Is verbally abusive



### **EMERGENCY POLICY**



Designated program staff members are trained in First Aid and cardiopulmonary resuscitation (CPR). Quest follows established procedures in administering emergency procedures. In case of an accident or illness, the parent/guardian of the child will be called. Please be sure we have your correct phone numbers and address on file. In serious emergencies, the parent will be contacted and 911 may be called. Directions from the Emergency Medical Technician (EMT) will be followed until the parent/guardian has arrived. If the EMT determines the need to transport the student and the parent/guardian has not yet arrived, then the student will be transported. Once the parent/guardian arrives on campus they will be updated on the transportation of the student. The parent(s)/guardian(s) of the student will be responsible for the cost, if any, of the emergency vehicle and/or emergency room.

### **NATURAL DISASTERS & OTHER EMERGENCIES**

Quest follows the emergency action plan procedures of the Steubenville City School District in the event of a natural disaster or other emergency. If you would like to review the school's plan, please contact Mark Masloski at 740.283.3347 ext. 134.



### **FIELD TRIP PERMISSION**



Parent/guardians will be notified of the intent to take any field trips. Permission slips are required if a student is taken off campus. The same school policies for field trips will carry over to Quest.

**PERSONAL BELONGINGS**

We assume no liability for lost/damaged items. Students should keep personal belongings, including cell phones and other electronic devices, in their backpack. These devices shouldn't be used during Quest hours unless there is an emergency, or a student has permission from the teacher in the classroom.



**On behalf of the entire Quest for Success Team, thank you for your commitment! We are looking forward to an outstanding year of learning and fun!**