



Quest for Success Family Handbook

10-01-2020

Program Manager

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Quest Center
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Steubenville, Ohio 43952

Jefferson County ESC
2023 Sunset Blvd,
Steubenville, Ohio 43952

Ohio Valley Youth
Network- Sycamore
Center
301 N. 301 St,
Steubenville, Ohio 43952



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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, both virtual and remote locations, 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 child 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 jcesc.k12.oh.us.

Quest runs Monday through Thursday from 7:30AM - 6:00PM. Please sign this form and return it to your school district’s person of contact.

Student Name

School

Parent/Guardian Name (Print)

____/____/____
Date

Parent/Guardian Signature

____/____/____
Date



Quest Center Registration Form



Participant Information

Participant Name	Social Security Number	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Grade	School District		
Home Address		City	
Parent/Guardian Name			
Cell	Home	Email	
<p>Remind App: Please indicate if you can be contacted via the Remind App with information and updates relevant to the Quest Center. <input type="checkbox"/> Yes <input type="checkbox"/> No If you select yes, please indicate your notification preference. <input type="checkbox"/> Phone <input type="checkbox"/> Email</p>			

Emergency Contacts

Name	Relationship	Phone
Name	Relationship	Phone
Name	Relationship	Phone

Medical Information

Any known allergies/treatment: Yes <input type="checkbox"/> No <input type="checkbox"/>	List:
Any known medical conditions: Yes <input type="checkbox"/> No <input type="checkbox"/>	List:
<p>Emergency Medical Release</p> <p><i>If emergency care is necessary and I cannot be contacted, I authorize the Quest Center staff to act on my behalf. I hereby grant the Quest Center program permission to have my child receive emergency medical attention.</i></p>	
Parent/Guardian Signature	Date

Medical Information

Primary Care Physician	Phone Number	Address
Dentist	Phone Number	Address

Transportation

Notes:	Drop Off/Pick Up <input type="checkbox"/>	Walk <input type="checkbox"/>
	By whom? _____	With whom? _____
	Relationship?	Relationship?
People authorized to pick up: <i>Adults will be asked to show ID.</i>		

Policy Agreement

<p>Behavior</p> <p>Students are expected to follow the behavioral expectations set by the Quest Center. If student(s) cannot follow these behavioral guidelines, the program will contact their parents and may ask the student(s) to leave the Quest Center program for the remainder of the day. Repeated or severe violations of the behavioral expectations may result in the student not being able to participate in the Quest Center program.</p>	
<p><i>I have read and agree to the above behavioral policy</i></p>	
Parent/Guardian Signature	Date

Field Trip Permission

<p><i>Your child may be invited on a field trip as part of the Quest Center program. Before a field trip, you will receive detailed information about the proposed excursion. By signing below, you give the Quest Center program permission to transport your child to and from any field trip opportunity.</i></p>	
Parent/Guardian Signature	Date

BUS PERMISSION SLIP

Quest for Success will begin Tuesday October 13th, 2020

**For more information call Mark Masloski 740.283.3347 xt. 134
or Martariesa Fiala 740.283.3347 xt. 134**

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 - Friday**.

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

----- **cut and return bottom portion** -----

DISCIPLINARY FORM

Quest for Success

Discipline Referral Form

Student _____ Classroom _____ Date _____ Time _____

Problem Behaviors (check all that apply)	
Academic Misconduct Disrespectful Behavior Toward Faculty/Staff Intimidation/Interference of Staff/Students Disrespectful Behavior Toward Peers Deliberate Disruption of Class Refusal to Follow Reasonable Command Act of Violence Profanity (including any talk about drugs, alcohol, sex, crimes, violence, etc...) Vulgar Behavior Possession of Electronic Devices	Inappropriate Touching Dress Code Violation (shirts must be tucked in at all times, no street clothes, no jewelry) Aiding & Abetting a Student in a Rule Violation Bullying Truancy, Unexcused Absences Tardiness Sleeping in Class Incomplete Assignments Cheating
Misuse or Vandalism to School Property Misuse of Technology in Classroom Possession/Furnishing/Selling or Use of Drugs, Alcohol, Tobacco or any Mind-Altering Substance Possession of Dangerous Weapons and/or Instruments	Threats to Others Tobacco Policy Violation Leaving School Grounds w/o Permission Theft Fighting Repeated Failure to Comply with Alternative School Rules

Teacher Comments:

Action Taken: ____ Verbal Warning ____ Penalty Work ____ After School Detention ____ Other

Signature: _____ **Date:** _____

Date of 1st Warning

Date of 2nd Warning

Date of 3rd Warning

Dismissal Date

QUEST CALENDAR

2020-2021

Quest for Success

August '20						
S	M	T	W	T	F	S
						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 '20						
S	M	T	W	T	F	S
		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 '20						
S	M	T	W	T	F	S
				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 '20						
S	M	T	W	T	F	S
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 '20						
S	M	T	W	T	F	S
		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 '21						
S	M	T	W	T	F	S
					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 '21						
S	M	T	W	T	F	S
	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 '21						
S	M	T	W	T	F	S
	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 '21						
S	M	T	W	T	F	S
				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 '21						
S	M	T	W	T	F	S
						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 '21						
S	M	T	W	T	F	S
		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			

Quest Days						

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; the Sycamore Center will provide programming that promotes positive relationships and decision-making; 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, OVYN Sycamore Center, 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, they 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.

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 Jose Davis 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 Jose Davis at 740.381.7150 or, jdavis@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 family 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 Tuesday, October 13, 2020 from 7:30 PM- 6:00PM



From 7:30AM – 2:00 PM, students will participate in academic and enrichment activities at the **Quest Center**. From 2:00 PM- 6:00 PM students will participate in homework help, computers, art & crafts, reading health/nutrition, and service learning at the Remote Locations, **OVYN Sycamore Center and the Jefferson County ESC**.

Below is an example of the weekly schedule for the 2020-2021 school year:

Monday:

7:30AM – 2:00PM
Character Education
Academics
Life Skills

2:00PM – 6:00PM
Online Tutoring- JCESC
Whiz Kids Math Skills – Sycamore Center

Tuesday:

7:30AM – 2:00PM
On-Track Tuesday
Academics
Life Skills

2:00PM – 6:00PM
Online Tutoring - JCESC
N/A – Sycamore Center

Wednesday:

7:30AM – 2:00PM
On-Track Wednesday
Academics
Life Skills

2:00PM – 6:00PM
Online Tutoring – JCESC
Project Home/Auto Repair, Craft Class, Life Support
Young Entrepreneurs/Financial Literacy, Chess Club &
Hip-Hop

Sycamore Center

Thursday

7:30AM – 2:00PM
On-Track Tuesday
Academics
Life Skills

2:00PM – 6:00PM
Online Tutoring - JCESC
Home/Auto Repair, Drama/Acting
Art Class, Knitting

Sycamore Center

Friday

7:30AM – 2:00PM
Culinary Arts
Academics
Life Skills

2:00PM – 6:00PM
Cooking Class, Jobs for Life
Martial Arts, Computer Lab open

Sycamore Center

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 Jefferson County Board of Developmental Disabilities. 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 they 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), Jose Davis 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 6:10PM 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 their 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.

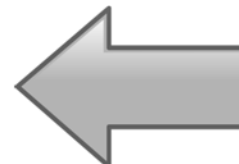
SECTION IV: BEHAVIOR POLICY

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 xt 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.

REMIND APP: The remind app will be used to inform guardians of any updates, information or emergencies relevant to the Quest Center.

QUESTIONS, CONCERNS, SUGGESTIONS: Should you have any questions, concerns or suggestions regarding Quest, please contact either, Mark Masloski at 740.283.3347 xt 134 or Martariesa Fiala at 740.283.3347 xt 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 Jose Davis 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 of 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 xt 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!