

Quest Virtual



2024-2025

STUDENT HANDBOOK

Table of Contents

<u>General Information</u>	
Welcome to Quest High School.....	3
<u>PBIS at Quest High School</u>	
PBIS Statement of Purpose.....	5
Contact Information.....	6
Admission Procedures.....	7
<u>Attendance</u>	
Attendance.....	12
Truancy.....	13
Withdrawal.....	14
<u>Academics</u>	
Course Completion.....	8
Adequate Progress.....	9
Grade Level Assignment.....	9
Graduation Requirements.....	9
Grading Scale.....	10
Report Cards.....	10
Standardized Testing.....	10
Testing Out.....	10
Career Tech Center.....	11
Dual Enrollment.....	12
<u>General Expectations for Professional Learning Community</u>	
Due Process Rights.....	13
Grounds for Disciplinary Removal from Class.....	13
Resolving Disagreements with Staff Appropriately.....	13
<u>School Policies & Administrative Procedures</u>	
Quest Knight's Code of Conduct for Virtual Learning.....	14
Procedures for Academic Integrity.....	15
Procedures for Note Taking.....	16
Quest Knight's Code of Conduct for Open Lab.....	17
Dress Code Procedure.....	18
Procedures for Electronic Devices.....	19
Procedures for Virtual Lab Behaviors.....	20
Procedure for Entering & Exiting Campus.....	21
Procedures for Anti-Bullying/Harassment.....	22
Procedures for Drugs/Alcohol.....	23
Procedures for Avoiding Conflicts/Flight.....	24
<u>Additional Behaviors and Board Policy</u>	
Personal Display of Affection (PDA).....	25
Dance Approval.....	25
Items not allowed.....	25
Gang Behaviors.....	26
Expulsions.....	27
Search and Seizure.....	28
<u>School Wide Reinforcement and Acknowledgement System</u>	
How Staff will use School-Wide Reinforcements.....	29
Positive Staff Attention.....	30
Use of Currency of the Realm (COR) tickets.....	31

Student Services

Illness at School.....	32
Counseling Services.....	32
Special Education Services.....	32
Scheduling.....	37
Academic Success Center.....	37
Skyward Family Access.....	32
Edgenuity Family Access.....	32
Student Records.....	33
Disclosure of Student Information.....	34
Military Opt-Out.....	34
18 year old rights.....	34

NOTICE: The Fremont Public School District does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Mr. Brad Reyburn, Superintendent, 450 E. Pine Street, Fremont, MI 49412, (231) 924-2350

GENERAL INFORMATION

Welcome to Quest Virtual!

It is my pleasure to welcome all parents and students to Quest Virtual. The teachers and staff at Quest are dedicated to accelerating the achievement of every student in every program, every day.

Quest Virtual is part of Quest Educational Program and is called an “alternative” high school because it is a choice between two or more different things. Quite simply, alternative schools are schools of choice that offer different styles of learning opportunities than traditional high schools. No two alternative schools are alike. The only thing that they have in common is that most of the students attend by choice.

We know that there is no such thing as “the best approach” to education. Every person is unique and all people learn in their own special way. Like the “square peg in a round hole,” some teens are just not “built” for success in a traditional school setting. We offer an alternative to the traditional school setting which includes a hybrid virtual model to provide another learning opportunity for high school students.

Academic success for every student is a result of high standards, support, positive relationships with students, and strong partnerships with parents and supporting adults.

Students who find success in a virtual education program are those that:

- Can learn independently
- Are goal-oriented, self motivated and self disciplined
- Are proficient readers and communicators
- Have basic computer skills
- Can set a schedule and stick to it.
- Can meet deadlines
- Are resourceful and problem solvers
- Are willing to ask for help.

We have established four expectations (Knight C.O.D.E.) for our learning community to achieve our academic goals:

KNIGHTS WILL:

- be Courteous
- Observe safety
- be Dependable
- Engage in learning

Based on these expectations’ students will benefit from a positive and safe learning environment.

Please do not hesitate to stop in or call if you have questions or need assistance. We look forward to a successful year together.

Tracy Sanchez
Director

Positive Behavior Interventions and Supports at Quest Virtual

Quest High School (QHS) is dedicated to being a place of mutual respect. It is an expectation that all members of the Quest community-- teachers, administrators, support staff, students, parents, or guests-- will follow the Quest Knight's Code, and treat each other as they would wish to be treated themselves. It is expected that everyone on the Quest campus will conduct themselves in such a fashion that everyone will feel safe and free from harassment, both physical and emotional.

Quest High School has implemented a Positive Behavior Intervention and Support (PBIS) Program in our school. The main focus of PBIS is to provide a clear system for all expected behaviors at QHS. While many members of our school community have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their roles in the educational process.

Our School-wide Recognition and Acknowledgement system benefits ALL students who follow our school-wide expectations. PBIS focuses on positive behavior. Students are taught and acknowledged for following the expectations in all areas of the school. Students must be problem solvers, act responsibly, work hard, and show respect in and out of the classroom.

Quest Virtual Handbook/Behavioral Plan will apply to students:

- while on the school grounds,
- during or while going to or from any school-sponsored activities, and
- during any other event related to school activities or attendance
- and with respect to any conduct toward any school employee/volunteer or to his/her property, whether on or off school premises

Respect and courtesy for persons and property are expected at all times. Where a specific penalty for violating a rule is not listed in the Knight's Code of Behavioral Expectations, the consequences assigned will be in proportion to the severity of the infraction. For a general overview of Quest's PBIS initiative, please read Appendix A.

PBIS Statement of Purpose

The purpose of implementing Positive Behavior Interventions and Supports at Quest High School is to:

- Create a positive culture for our school, families and learning community
- Create consistency amongst all staff
- Utilize data to guide our decision-making to identify all students in need of support
- Recognize that our families are important members of the school community; increasing family support/involvement
- Continually re-teach expectations and reinforce and/or acknowledge positive behavior

Quest Virtual Staff Contact Information

	Title	Email Address	Phone Extensions (Quest- 231-924- 0470)
Tracy Sanchez	Director	tsanchez@fremont.net	8241
Brandon Miller	Assistant Director	bmiller@fremont.net	8239
Jada Christensen	Administrative Assistant	jchristensen@fremont.net	8220
Ashley Jones	Virtual Mentor	ajones@fremont.net	8236
Cheyenne Tanis	Social Worker	ctanis@fremont.net	8223
Deb Wosinski	Student Support Interventionist	dvosinski@fremont.net	8227

ADMISSION

Enrollment Criteria

Students who wish to attend Quest Virtual School need to meet the following criteria:

Middle School Grades 6th – 8th:

- Fremont Public School district resident
- Only by referral from Fremont Middle School

High School Grades 9th – 12th

- Student must be less than 20 years of age on September 1st of enrollment year
- Students residing outside the Fremont Public Schools district must be able to obtain a release from their school district of residency or meet alternative education enrollment criteria.

Admissions

Admission to Quest is based on several factors:

- Participation in the Quest intake process
- Staffing and space available
- Student's desire to attend.
- The ability of Quest staff to meet the individual student's needs.

Enrollment Process

Upon approval after an intake interview, all students must complete enrollment paperwork before they can begin class. Once paperwork is completed and verified by Quest office staff, you will receive a start date, which is typically 24 hours after paperwork has been handed in.

Enrollment Timelines

Quest Virtual has open enrollment through May 1st of the school year as space allows.

ATTENDANCE

Good attendance is an important job skill and vital to being successful at school.

Attendance for Quest Virtual is based on Michigan Department of Education (MDE) requirements for virtual programs.

- Attendance is taken once per week and is based on the required weekly two-way communication between the virtual student and Quest Teacher/Mentor.
- MDE considers a week the period between Wednesday through Tuesday.
- Students are required to return communication to Quest Teacher/Mentor within 24 hours.
- If a two-way communication does not occur during the week, the student will receive an absence for that week.

Parent/Caregiver/Supporting Adult Notification of Absences

Quest High School will make every attempt to notify parents/caregivers/supporting adult of student absences.

- At 3 absences letters will be sent home.
- At 5 absences, a phone call will be made home.
- At 6 absences, a meeting will be held to discuss if Quest Virtual is an appropriate educational placement.

Truancy

- Michigan State Law requires any student born after December 1, 1998 to attend school until they are 18 years old.
- Students who are attending Quest Virtual will be consider Truant upon reaching 10 absences and a meeting will be held with Quest Support Team and School Resource Officer to discuss enrollment in the Quest Virtual program.
- Students under the age of 17 will be required to re-enroll in an in-person program at the next trimester.

Withdrawal/Drop

Students withdrawing from Quest should notify the office and a parent/guardian/caregiver must sign a withdrawal form if student is under 18. Students who have not made two-way communications nor completed any work will be dropped after 4 weeks of no work/no contact.

Virtual Calendar

- Quest Virtual is broken into 3- four-week sessions each trimester.
- There are no snow days/inclement weather days for virtual students.
- Quest Virtual will follow the Fremont Public Schools school calendar for vacations.

ACADEMICS

Course Completion

- Edgenuity is the program that Quest Virtual uses for all virtual courses.
- Each trimester is divided into 3- four-week sessions.
- Students are assigned two classes each four-week session.
- To receive credit, all assignments, quizzes, and tests must be completed with 70% mastery.
- Student must receive at least a 60% on the final exam.
- All unit tests and final exams need to be completed during the open lab hours.

Virtual Mentor/Open Lab

- Each student participating in Quest Virtual will be assigned a virtual mentor who shall meet with or have weekly two-way communication with regarding progress in assigned courses
- Quest Virtual will offer open lab hours at the Quest building for students to attend for more assistance and/or take their unit tests and final exams.

Adequate Progress

- Virtual students are expected to earn 3 credits per trimester just like a student enrolled in our in-person program.
- Students who fail to earn a minimum of 2 credits per trimester will be required to attend a meeting to discuss a plan for improvement and if Quest Virtual is an appropriate placement.
- Students under the age of 17 who do not meet the minimum credit requirements may be required to re-enroll in an in-person program.

Grade Level Assignment

In accordance with the Michigan Department of Education Student Accountability policy, student grade level will be determined by the year the student entered 9th grade regardless of credit status.

Graduation Requirements

Quest Educational Programs operates on a trimester schedule. Students who attended semester schools will have their elective requirements prorated based on the number of semesters attended.

To graduate from Quest High School, a student must complete a minimum of the 18 Michigan Merit Curriculum (MMC) credits along with assigned electives and Quest Portfolio. Electives are assigned based on grade level and number of semester/trimesters attended. Seniors completing the 18 MMC credits may apply for an elective waiver to allow for on time graduation.

The MMC required credits are:

English	4 credits
Math (Algebra 1, Geometry, Algebra 2 and Math Elective)	4 credits
Science (Biology, Chemistry/Physics, Science Elective)	3 credits
Social Studies (World History, U.S. History, Civics/Economics)	3 credits
Health and Physical Education (1/2 credit each)	1 credit
Visual, Performing or Applied Arts	1 credit
Foreign Language	<u>2 credits</u>
	18 credits

Electives Up to 9 credits

Quest Career Portfolio:

Includes but is not limited to: Education Development Plan (EDP), Career Assessment, Resume, and State-Mandated Testing.

Grading Scale

- A letter grade for each course will be issue for each course completed.

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Percentage	100-93	92-90	89-87	86-83	82-80	79-77	76-73	72-70	69-67	66-63	62-60	59.9-0
GPA (4.0 Scale)	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	.67	0

*Rounding will occur at the tenth position for .50 and above. For example, an 82.5% will become an 83%.

- Any courses not completed during the assigned trimester will be marked as no credit (NC) on the transcript.

Academic Progress Reports/Report Cards

- Edgenuity has a family portal which allows parents/caregivers/supporting adults access to see student progress. In addition, parents/caregivers/supporting adults can request with the Quest office to receive daily, weekly or monthly emails of progress from Edgenuity.
- Report cards will be mailed home after the completion of each trimester.

Standardized Testing

Students enrolled in Quest Virtual are expected to participate in all state mandatory testing which includes but is not limited to.

Grade 6 & 7 – MSTEP

Grade 8 – PSAT/MSTEP

Grade 9- PSAT

Grade 10-PSAT

Grade 11 and 12*—Quest Educational Programs participates in all mandatory state testing which includes but is not limited to:

- SAT
- ACT WorkKeys
- M-Step

*12th graders who have not completed the Grade 11th mandatory state testing will be required to test with the 11th graders.

Additionally, Quest Virtual students will be asked to take diagnostic assessment to help us determine reading and math levels and help measure student growth as required by the Michigan Department of Education.

Testing Out of Courses

Consistent with the Michigan School Code, Quest Virtual provides the opportunity for eligible high school students to “test out” of any course. Students must request test out through the Quest office.

In order to test out, students will need to exhibit mastery of the subject matter of the course by attaining a grade of not less than 77% on the course final exam.

Testing out should not be viewed as a “correspondence course” experience, whereby students study material for a period of time and then attempt a final exam at a later date. The purpose of testing out is to enable students who have acquired a proficiency and skill in certain subject areas to demonstrate their proficiency and progress in the subject area without being required to enroll in courses which are composed of material the student has already mastered. Indeed, our experience has been that the percentage of students who successfully test out of a course is low.

A student successfully testing out of a course will be awarded a “credit” with no grade recorded and no effect on the grade point average. A successful test out will be counted toward fulfillment of a requirement within a subject area and will be counted toward fulfillment of a requirement as to course sequence. For example, testing out of a math course will enable a student to take the next course in the math sequence as well as to satisfy one of the math credits required to graduate. Successfully testing out of a course will count towards credits required for graduation from QHS.

Career Tech Center

- 11th and 12th grade Quest Virtual Students who have exhibited good attendance and good class completion are invited to sign up for classes at the Newaygo County Career Tech Center.
- NCCTC offers a variety of career programs (See Quest Course Description guide for more information)
- NCCTC enrollments occur in the spring for the following school year. Program enrollments are limited so not every student wanting to attend will be accepted.
- Students attending CTC are expected to attend a full school year.
- Upon successful completion of the program, Quest Virtual students will receive 3 elective credits and may be eligible for additional credit waivers and integrated credits based on program of study.

Is a great opportunity for Quest High School students. NCCTC offers a variety of career programs. A student wishing to attend the Career Tech Center must be a junior or senior.

Student attending CTC will earn 1.5 elective per CTC semester. (Credit will be issued as 1.5 credits after Trimester 2 and 1.5 credits after Trimester 3.

NCCTC is an extension of Quest Virtual and students who attend NCCTC are subject to the same rules and expectations as they are at Quest Virtual. Students who are suspended or expelled from Quest High School will be automatically suspended or expelled from the NCCTC.

Dual Enrollment

Effective, April 1, 1996, Public Act 160 created the Postsecondary Enrollment Options Act, which directs school districts to assist students who are in the dual enrollment program in paying tuition and fees (all tuition and fees over the state allowance are the responsibility of the student and or parent) for courses at Michigan public or private colleges or universities (the dual enrollment program applies only during the academic school year), if all of the following conditions are met:

2. The student has earned a Michigan Merit Examination (MME) endorsement in the content areas in which he/she intends to dually enroll, if such an endorsement is available. The student is eligible to take courses in subjects for which there are no endorsements such as computer science, vocational education, foreign language courses not offered by the school, and fine arts programs, as permitted by the district.

2. Public Act 594 of 2004, one of the pieces of legislation that created the MME, requires the Michigan Department of Education to set the scores for students seeking to dual enroll while still in high school. The MME legislation indicates that the Superintendent of Public Instruction is to: "determine qualifying scores for each subject area component of a readiness assessment that indicates readiness to enroll in a postsecondary course in that subject under this act." Staff of the Office of Educational Assessment and Accountability (OEAA) has established passing scores on two examinations, the ACT PLAN assessment and the College Board PSAT assessment. The PLAN and PSAT can be used by sophomores, as well as juniors (in the fall), to qualify for dual enrollment. Once juniors participate in the MME in the spring of their junior year, their MME scores will be used for dual enrollment decisions.

Passing Scores on all of the tests are determined by BAA. Fremont Public Schools will not fund a student on dual enrollment until Quest Virtual is in receipt of the qualifying scores.

College classes that are in session for 1 trimester will be valued at .5 credit towards graduation. College classes that are in session for one semester will be valued at .75 credit towards graduation.

Please note that parents/caregivers/supporting adults do not have educational rights to academic information in college classes under federal laws. Colleges and universities will not release any information to parents unless the student has waived this right. Even though Fremont Public Schools encourages parent-teacher communication, we must adhere to these laws.

Any student who does not earn a grade of a "C" or 73% must refund the district the cost of the dual enrollment class or Michigan Virtual University class cost. This amount will be added to the student's record if unpaid.

GENERAL EXPECTATIONS FOR PROFESSIONAL LEARNING COMMUNITY

In partnership with all stakeholders of the school community, Quest strives to create a collaborative environment with high expectations for all. Research shows a high correlation between attendance and academic success.

Due Process Rights

The student's prime responsibility is to secure an education. The purpose of our school's behavioral plan is to ensure the proper climate to make that learning possible. When students are disciplined for failure to meet taught expectations based on school policy, school administration will adhere to the below stated rights of due process:

1. Notification of school rules.
2. A fair hearing of infraction from all parties.
3. Written and verbal notification of reasons for student's assigned consequence(s).
4. Opportunity for appellate conference with principal or principal's designee

Grounds for Disciplinary Removal from Quest Virtual Program

- A student may be removed from Quest Virtual for conduct or behavior including but not limited to the following:
- Failure to make academic progress
- Violation of the District's policies regarding suspension or expulsion
- Violation of the behavioral rules and expectations set forth in the Student Handbook
- Display of disruptive, dangerous or unruly behavior
- Interference with the ability of the teacher to teach effectively or ability of others to learn

Resolving Disagreements with Faculty Appropriately

When a parent/guardian/supporting adult, and/or student feel they are involved in a disagreement with a faculty member, it is important to follow the following steps in an attempt to resolve any concerns:

1. Parent/caregiver/supporting adult and/or student should contact the faculty member and attempt to resolve any concerns.
2. If a resolution cannot be reached, the parent/caregiver/supporting adult and/or student should contact the principal.
3. The principal will work with both parties to find a mutually agreeable resolution.

SCHOOL POLICIES & ADMINISTRATIVE PROCEDURES

Quest Virtual staff and school administrators take pride in their efforts to provide a rigorous curriculum experience within a safe learning environment. The Knight's Code was established to provide clear expectations for students and members of the general school community to follow as they fulfill their roles in helping to maintain a quality learning environment. The Knight's Code and Behavioral Matrix lay the foundation for positive school involvement from all school community members and visitors alike.

Quest Knight's Code of Conduct for Virtual Learning

Be **C**OURTEOUS

Knights will:

- Use appropriate language and tone when communicating with Quest staff
- Return communication to Quest Staff within 24 hours
- Turn in correctly completed assignments

Observe Safety

Knights will:

- Choose space free from distractions
- Use equipment appropriately
- Use safe and appropriate internet etiquette

Be **D**ependable

Knights will:

- Complete daily assignments – Have a schedule and stick to it!
- Attend in-person lab when needed
- Do our own original work

Engage in Learning

Knights will:

- Put the time in to do great work.
- Be present when completing class assignments –Avoid multitasking
- Watch and listen to the entire instruction video with the sound on

Procedures for Academic Integrity

Objective: To promote a professional, respectful, and mutually trustful learning environment.

We highly value academic integrity and do not permit any forms of dishonesty or deception that unfairly, improperly or illegally enhance the credit on an individual assignment or a course grade. Academic Integrity violations commonly occur (intentionally or unintentionally) in the following categories.

1. Plagiarism - from the Greek root word for “kidnapping,” plagiarism is the theft of someone else’s ideas, words, or other work. Plagiarism includes an exact copying of another’s work, or a rewording, paraphrasing, partial quotation or summarization of another’s work without properly acknowledging the creator of the original work. Examples include, but are not limited to the following:
 - a. Downloading information from the Internet/other source and submitting it as one’s own
 - b. Submitting as one’s own work or “notes” that which is copied (and not edited) or translated from another source or from within the Edgenuity system

2. Cheating - the deliberate or attempted use of unauthorized materials, information, technology, study aides, or unauthorized group work on assignments, projects, tests, or other academic exercises during class or outside of class. Examples include, but are not limited to the following:
 - a. Forging a signature for the purpose of earning credit in a class
 - b. Providing access to materials or information so that credit may be dishonestly claimed by others
 - c. Creating and distributing copies of one’s own work so that credit may be dishonestly claimed by others
 - c. Giving or receiving unauthorized assistance on an assessment
 - d. Falsifying or altering grade related to documents, programs, or information
 - e. Using A.I. technology to complete work such as a translator app, Chatbot or other similar program to write essays, assignments etc.

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

- 1st Offense** - Edgenuity courses will have the specific assignment reset.
- 2nd Offense** - Edgenuity Courses will have the entire unit reset.
- 3rd Offense** - Edgenuity courses will have the entire class reset.

Procedures for Note Taking

Objective: To help students remain actively engaged during the lecture portion of their online coursework.

Note taking is required for all courses. Guided notes are available for most core classes and must be used when available. Guided notes are beneficial by:

- Reducing the cognitive load caused by trying to listen and take notes at the same time.
 - Helping students to retain information by staying actively engaged during lectures.
 - Making it easier for students to distinguish important information.
 - Leading to more comprehensive and complete notes
 - Improving assessment and performance.
-
- Notes can be used while taking quizzes, tests and final exams.

Incentives:

1. Less time spent retaking quizzes and tests
2. Better scores on quizzes and tests

Consequences:

1. Tests and exams will not be unlocked until student has completed notes.

Quest Knight's Code of Conduct for Open Lab

Be **C**OURTEOUS

Knights will:

- Be kind, not hurtful
- Respect others possessions
- Be tolerant
- Use appropriate language and tone
- Use polite manners

Observe Safety

Knights will:

- Avoid physical and verbal conflict
- Follow district policies
- Think before acting
- Report unsafe conditions
- Follow emergency and drill protocol

Be **D**ependable

Knights will:

- Attend regularly
- Use your time wisely
- Make good choices
- Be accountable
- Do our own original work

Engage in Learning

Knights will:

- Work in class
- Leave phone in designated area
- Give our best effort – ask for help
- Actively participate
- Monitor academic progress

Dress and Grooming Procedure

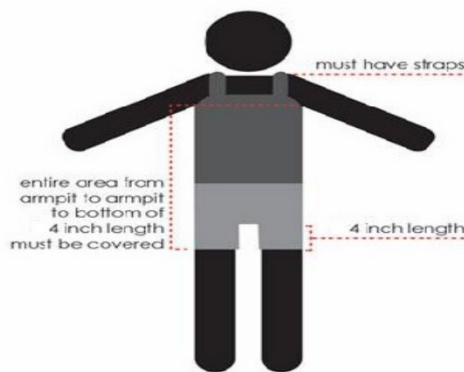
Objective 1: To promote a professional and respectful learning environment and readiness for the world of work.

Objective 2: To establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

The style and manner in which a student dresses while he/she attends school and school-related functions is largely the responsibility of the student and his/her parent. The School District, however, maintains the right to impose reasonable restrictions on dress, where the style of dress or grooming is reasonably considered disruptive or the style of dress or grooming is reasonably considered detrimental to the School District's mission and/or the health, safety, or welfare of the student or other students with whom he/she attends school.

- A. Appropriate footwear must be worn at all times (slippers are not appropriate and will not be allowed with the exception of special dress-up days).
- B. Skirts/dresses must be of a length that would allow a person to sit or bend over without revealing any undergarments.
- C. Shorts must have at least a 4" inseam. No holes in shorts or pants above 4" inseam.
- D. Clothing with suggestive solicitation of profanity, tobacco, alcohol, illegal substances, vulgar suggestions, or anything else deemed to be offensive are not permissible.
- E. Coats, and/or jackets will be removed and placed in lockers upon entering the building. "Hoodies" are not to cover the head anywhere in the building during school hours
- F. Pajama pants are not allowed.
- G. Sunglasses may not be worn in the school building.
- H. Gang related dress will not be tolerated under any circumstances. No bandanas or "colors" are allowed at any time.
- I. Headbands used to pull back hair or to keep hair out of your eyes will be allowed as long as it does not violate "gang policy". Head bands may not be made from a bandana nor be used to display "colors".

The following picture illustrates the expectations for school dress.



Consequences:

1. Student asked to change clothes.
2. Student's parent brings new/additional clothing.
3. Student will remain in the office until proper dress is achieved.
4. Habitually choosing to break dress code expectations will result in parent meeting, loss of privileges, and/or the assignment of lunch detentions or in school suspensions.

Procedures for Personal Electronic Devices

Objective: To promote a professional, respectful, and effective learning environment.

All personal electronic devices, including Bluetooth devices such as headphones are to be turned off and put away in Quest staff designated location prior to or upon entering the classroom or restrooms. Students wearing devices such as Apple Watches or other type watch or device that have games, communication or internet capabilities shall not utilize the games, internet or communication during open lab time. If the device is used or found in the students' possession during open lab time, phone will be confiscated and returned to the student when they leave. Students who refuse to relinquish cell phones upon the teacher's first request will be asked to leave the open lab for the remainder of the night and a behavioral referral will be made to Quest administration.

In case of an emergency while a student is attending open lab, parents/caregivers/supporting adults are asked to contact the open lab at 231-924-7436 to reach their student.

Incentives:

1. Uninterrupted time to work on classes and get the academic assistance that you may need.

Consequences:

1. Phone will be confiscated and held by open lab staff until student leaves for the evening.
2. Multiple confiscation will result in a referral to the Quest administrator for additional disciplinary action.

Procedures for Virtual Lab Behavior

Objective: To promote a safe, respectful, and effective learning environment.

Students will use appropriate language and voice volume during class time. Students will actively participate; remain engaged and working the entire class period.

Level 1 Incidental violations include: Inappropriate displays of affection, off task behavior, lack of preparedness, general inappropriate language-swearing (“dropped”), throwing items

Level 2 Minor violations include: repeated Level 1 violations, classroom disruption, disrespect towards another student, inappropriate language-swearing (“directed”), use of “F” word (dropped or directed), use of words that are sexually or culturally offensive (dropped or directed) property misuse, physical contact/horseplay, electronic devices.

Level 3 Major Violations include: 3 or more Level 2 violations, academic dishonesty defiance, disrespect to staff member, dress code violation, fighting, inappropriate language (“directed to teacher”), insubordination to staff, harassment/bullying, truancy, physical contact (severe), property damage, forgery/theft, vandalism

Level 4 Illegal Violations include: Drug/Alcohol/Tobacco, Weapons, Bomb Threat/False Alarm, Arson, Assault,

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

1. Level 1 violation will be teacher managed and recorded for teacher records
 2. Level 2 violations will be teacher managed and a student incident report will be turned into the office.
 3. Level 3 violations will be office managed, a student conference will be held and may result in up to a 10-day suspension and a behavior plan developed.
 4. Level 4 violations will be office managed, a student conference will be held and may result in up to a 10-day suspension and recommendation to school board for long term suspension or expulsion.
- On the infrequent occasion that a student is unable to manage their behavior and is disruptive to their learning or the learning of others, the Quest Virtual lab mentor may ask the student leave class and only return after an effective resolution has been made.

Procedure for Entering & Exiting Campus

Objective: To ensure school and student safety.

Closed Campus

Quest High School is a closed, secured campus. This means that our doors are locked at all times. When students arrive for open lab, they should select Quest Virtual at the door bell to be granted access. Students should never let anyone in the door. Additionally, due to our closed campus, once a student leaves the school, they are not allowed to return for remainder of the day.

Hallways

Students are expected to remain in the virtual lab at all time. They should not be wandering the hallways or interrupting other classes in the building.

Visitors

To avoid disruption to the learning environment, students may not be friends, relatives or children with them to open lab.

Pick-Up

Students should arrange to be picked up by end of open lab hours. Students are expected to remain in the lab until their ride arrives to pick them up.

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

1. Redirect student to appropriate location
2. Ask student to leave campus
3. Student conference, call to parent/caregiver/supporting adult and suspension up to 10 days
5. Multiple offenses of loitering may result in referral to Fremont Police Department

Procedures for Anti-Bullying/Harassment

Objective: To promote a safe and healthy school environment.

A student shall not intimidate or harass another student through words or actions for any reason including but not limited to race, gender, religion, and sexual preference. Such behaviors include: direct physical contact (hitting or shoving); verbal assaults (teasing or name-calling); social isolation or manipulation; hazing and cyberbullying.

Reports of Bullying/Harassment offenses should be submitted to the Quest office.

Quest High School shall act to investigate all complaints of harassment, formal or informal, verbal or written, and to discipline or take other appropriate action against any member of the school community who is found to have violated another's right to feel welcomed and safe while at school. Reference: FPS BOE Policy 8260 and 8270

Retaliation

It is a separate and distinct violation of this policy for any student to retaliate against any person who reports alleged harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to harassment. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be addressed through application of the same reporting, investigation, and enforcement procedures as for Anti-Bullying/Harassment.

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

1. Any student who engages in harassment or retaliates against another person because of a harassment report or participation in an investigation is subject to immediate discipline, up to and including suspension and expulsion from Quest Virtual.

Procedures for Drugs /Alcohol/Tobacco

Objective: To promote a safe and healthy school environment.

Quest High School will not tolerate the use of, possession of, or association with illegal drugs/drug paraphernalia including alcohol while at school or school activities. Additionally, adult students may not smoke, be in possession of tobacco and lighters, or provide tobacco to minors while at school or school activities.

This procedure includes but is not limited to the following examples:

- Possession/use of any type of illegal drugs/controlled substances
- Possession/use of any type of tobacco or look alike product including but not limited to e-cigarettes and vapor pens
- Possession/use of pharmaceutical drugs prescribed to someone else
- Possession/use of unlabeled containers of pharmaceutical drugs prescribed to you
- Possession/use of Over-the-Counter (OTC) drugs of any kind. *

*Note: All prescription medicines and O-T-C drugs that require administration during the school hours must be authorized by a family doctor, presented to the office for locked storage, and taken under direction of trained school personnel.

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

1. Student conference will be held and the student may be suspended for up to ten days
2. Police will be notified.
3. Student may be required to attend a drug-awareness program.
4. Student may return to school under a behavioral contract.
5. In cases such as possession of large amounts, selling, distribution, first offense will result in recommendation to the school board for long term suspension/expulsion.
6. On a second offense, the student may be recommended for expulsion from Quest High School.

Procedures for Avoiding Conflicts/ Fighting

Objective: To promote a safe, healthy school, and effective learning environment.

What Students Can Do to Avoid/Resolve Conflict with Staff

- Follow directions and respond politely to adult requests. When you have concerns, request a private, personal meeting to discuss them.
- If you need assistance to help resolve a conflict, ask your parent/guardian to contact the staff member directly to request a private, personal meeting and/or telephone conversation.
- If a resolution cannot be reached, the parent/guardian and/or student should contact the principal. The principal will work with both parties to find a mutually agreeable resolution.

What to Do to Avoid a Fight

- Let administrator, teacher, or other staff member know if you are feeling unsafe, threatened, or harassed. These feelings may interfere with your ability to concentrate on your schoolwork, so it is important that the problem be addressed quickly.
- Avoid listening to and spreading gossip. The only thing that comes from gossip is hurt feelings and anger.
- Adopt the attitude, "if I did not hear it with my own ears, it is not worth being hurt or angry about it."
- Don't confront another student in front of others or when angry; the other person may react defensively, unsure of what you might do. If you are not able to forget about or ignore what the other student is doing that makes you angry, ask for help from a teacher or staff member.

Definitions and Consequences Associated with Fighting

1. Breaking Up or Preventing a Fight is characterized by: seeking help from the nearest adult; encouraging the students to walk away; and surrounding a friend and moving him/her away from the argument.
2. Defending One's Self is characterized by putting hands up to block or prevent a hit; putting hands out to keep the other student at a distance; repeating over and over the desire to NOT fight; calling for help; turning away; and walking away.
3. Threatening or Initiating Fights will be treated the same as fighting. The following behaviors communicate a willingness to fight: remaining engaged in an argument; stepping threateningly towards the other student; clenching fists; throwing down items being held (i.e. backpack, books, etc.); removing outer garments such as a jacket; threats via text message; and posts on social networking sites or any electronic means. Threats to any school employee or their property, including via the Internet, will result in a 10-day suspension and possible recommendation for expulsion.

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

Fighting - defined as mutual combat, contributing to, or perpetuating a fight

- 1st offense - student conference and up to 10-days suspension
- 2nd offense – student conference and up to 10-days suspension/referral to the Fremont Police Department
- 3rd offense- student conference and up to 10-day suspension and recommendation for expulsion

Causing Serious Injury

- 1st offense – student conference and up to 10 days suspension, referral to the Fremont Police Department and recommendation for expulsion

Jumping In - joining in on another student's fight or contributing to/perpetuating the fight
Student conference and up to 10 days suspension,

Running to or Being Present to Watch a Fight - escalates the potential of a fight occurring and the seriousness of the fight

- Student conference and up to 10 days suspension

Additional Behaviors and Board Policies

Personal Display of Affection (PDA)

We realize that no matter what your age, caring for others and showing affection is important to you. The “right” relationship between two (2) people is and should remain private. Public displays of affections are not appropriate in a high school setting. We believe that there is nothing wrong with a simple show of affection such as holding hands; however, kissing and close physical contact in a public school will not be allowed. Students will receive a warning; however, if the behavior continues it may result in further disciplinary action including student conference and up to 10 days suspension.

Requesting Guest Dance Pass Approval

Quest virtual students may only attend FHS and other school district high school dances if they receive an invitation from an FHS or student from other school district. The Quest policy for signing/approving guest pass is that student must have satisfactory attendance, passing all classes and no behavioral incidents in the past 10 days. Please note that if after a guest pass is signed a student fails to meet criteria, Quest Administrative staff will notify parent/caregiver/supporting adult and other school that student is no longer approved. Students who have a vaping/tobacco, drug or alcohol offense during a school year will not have a dance pass approved.

Items not permitted at school

Laser pointers, lighters, matches, pepper spray, mace and recreational pocket knives are not permitted in the building during the school day. If these items are found, they will be confiscated and discarded. They will not be returned.

Gang Behaviors

Fremont Public Schools prohibit attire and behavior that threatens the security and safety of the students on school property and at all school related activities. Through correspondence with local police, it is evident that our community and the surrounding communities are, however, influenced by gang activities. Because of this communication the school has learned of attire and behaviors that are known to be gang related or imitative of gang related activities. As the school learns of these traits it will communicate to the student that such traits will not be permitted for their own safety and that of the student body. This is not to mean that the wearing of any cap after school or at activities, athletic logo items, sweatpants, earrings, haircuts, all loose-fitting pants, etc. are seen as gang attire. But whenever the wearing of these items is in some way perceived as threatening, excessive or repetitive, it will be restricted.

Imitating gang attire and behaviors is prohibited. This would include but not be restricted to bandannas, scarves (red or blue), baggy pants, wearing of coats and caps in a gang fashion, hats tilted to one side or the other, sweatpants with one leg pushed up, and tattoos with gang style lettering, symbols, or logos. Attire may be required to be changed. Warnings and or disciplinary action may be taken. Repeated violations will bring about more severe discipline for insubordination up to and including expulsion.

Negative and/or gang like behaviors are seen as more disruptive and threatening. The following behaviors will bring about suspension that could lead to expulsion: gang hand signs or similar communications; "ganging" up on students to threaten them; vandalism from graffiti on books, notebooks, desks, walls, etc.; and any other behavior that damages property, creates a threatening environment, harasses students and school personnel, or endangers the student who imitates the gang attire and behaviors. Any association with formal gangs that have established networks is strictly prohibited. Any behavior that has students forming associations with other students that either imitates established gangs or has similar characteristics is also prohibited.

The administration will take severe disciplinary action including expulsion against students who gather together to threaten, provoke, or harass another student or group of students, or disrupts the normal and prescribed activities of the school. Reference FPS BOE Policy 8245

Weapons-Free School

In order to provide a safe learning environment for all children, our schools must be weapon-free.

- Michigan law requires the Board of Education to expel a student for possession of a dangerous weapon on school property, including a vehicle being used by a school to transport students to or from a school event or activity. Michigan law defines a dangerous weapon as a firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device (regardless of blade length), iron bar, or brass knuckles.
- As a matter of School District policy, the Board of Education will also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: ammunition, BB gun, pellet gun, airsoft gun, paintball gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nun chucks, mace, pepper spray and any item intended for use as a weapon.
- School officials will immediately contact the student's parent/legal guardian and local law enforcement officials. Conference, suspension (1-10 days) Possible expulsion (expulsion is mandatory if the weapon constitutes a "dangerous" weapon as defined by Michigan law.)

Disciplinary Notes

In all disciplinary cases:

- The administration may elect to employ lunch detention, after school detention, Saturday School and/or other disciplinary measures deemed appropriate and not specifically outlined here, in some cases in lieu of suspension.
- In disciplinary cases, at the discretion of administration and in lieu of disciplinary penalties outlined here, or in addition to disciplinary penalties outlined here, the administration may employ mediation involving students, parents, and administration, in an attempt to acquire a firm commitment for cessation of the inappropriate behavior.
- Final disposition of any case, depending upon severity of the offense, may result in more severe consequences than those outlined here, up to and including recommendation for expulsion.

Expulsions

School personnel will make every attempt to discipline students with dignity within the positive behavioral interventions and supports system explained above. However, the School Board may expel any pupil if the Board is satisfied that such expulsion is in the best interest of that student or other students. Any student identified with a disability that has an IEP or Section 504 plan will have a Manifestation Determination meeting scheduled and may be suspended for 10 days if the district administrator decides to proceed with the expulsion.

Grounds for Pupil Expulsion:

1. Repeated refusal or neglect to obey school rules.
2. Conduct which endangers property, health or safety of others, engaged in while at school or while under supervision of school authority.
3. Conduct engaged in while NOT at school or while NOT under supervision of school authority, which endangers property, health or safety of others at school or under supervision of school authority.
4. Conduct endangering property, health or safety of any employee or school board member of the school district in which the pupil is enrolled.
5. That the pupil knowingly conveyed or caused to be conveyed any threats or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosive.
6. These may include but are not limited to:
 - Felonious assault
 - Aggravated assault and battery
 - Breaking and entering
 - Arson
 - Robbery or Extortion
 - Physical and Verbal assault against district employee or against a person engaged as a volunteer or contractor for the district.
 - Weapons/Dangerous Instrument (Possession/Concealment)
 - Written or Verbal Threats

Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, a student's belongings (including but not limited to backpacks, notebooks, wallets, vehicles, coats, etc.) and school property (lockers, desks, etc.) under the circumstances outlines below and may seize any illegal, unauthorized or contraband materials discovered in the search. Storage areas (desk/tables, lockers, student storage space in the classrooms) are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security in these areas. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodically, school authorities for any reason, may conduct an inspection of storage areas and desks/tables at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (i.e., purse, book bag, backpack, and athletic bag) may be searched whenever there is reason to believe a student is in possession of illegal or unauthorized materials. Such findings shall be turned over to proper legal authorities for ultimate disposition.

In an effort to keep the school's and district's premises free of drugs, school authorities may use specially trained dogs to sniff out and alert staff to the presence of illegal controlled substances in school property and in student's vehicles parked on district premises.

With the exception of electronic devices, item confiscated from student will not be returned. This includes but is not limited to: food items, lighters, school supplies and tobacco products.

Electronic Surveillance (Public Areas of School Campus)

The Quest School community deserves buildings that are safe and secure to all users. The school has an obligation to protect the safety and property of students, employees and visitors and to respect the legitimate privacy interests of users of its facilities. Therefore, the hallways and other public areas of school buildings and grounds may be subject to surveillance by videotaping or other electronic monitoring. In addition, all people on Quest's campus may be asked to submit to a search of all articles.

STUDENT SERVICES

Illness at School

When students are injured or become ill, the virtual mentor will contact the parent/caregiver or supporting adult.

Whenever possible medications should be taken at home. If a student is taking ANY medication at school, the medication needs to be provided by the parent and kept in the office. (Excludes students that carry an inhaler or an Epi-pen). A medication form is required to be filled out. A doctor's signature is required for permission to take prescription medication at school, the medication must be in the original container with proper labeling of the student's name.

Counseling Services

Quest High School has a school social worker available to meet with students. In addition, Quest participate in the Caring for Students counseling program which brings counselors into the school once a week to meet with kids.

Special Education Services

Parents/Guardians and students are encouraged to discuss any concerns they may have regarding learning problems with the Quest administrators. Quest High School provides teacher consultant services for students with a qualifying IEP. Students who need more special education support than the teacher consultant can provide are referred back to their home district high school for additional services.

All services are provided in accordance with the Individual Education Plan (IEP) to meet the educational needs of the student.

Skyward Family Access

- Skyward Family Access Enrollment forms are available in the office.
- The Skyward Family Access site allows users to have direct access to the following information:
 - messages sent out to all parents and students from the office
 - messages sent to students and parents from individual teachers
 - final course grades for your student(s)
 - attendance
 - student information

Edgenuity Family Portal

- Edgenuity Family Portal Enrollment forms are available in the office.
- The Edgenuity Family Portal allows parents to access current information about their student's progress and performance in their online courses. Parents will be able to see a range of information such as how much time the student has spent working on their courses, what their grades are, and if they are on track to finish their course on time.

Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents, students over eighteen years of age (“eligible students”), and parents of dependent students certain rights with respect to education records.

Those rights include the following:

1. Right to Inspect: A parent or eligible student has the right to inspect and review the student’s education records maintained by the district within forty-five days of the district’s receipt of a written request for access. A parent or eligible student should submit to the school principal a written request that clearly identifies the record(s) he/she wishes to inspect. The principal will make arrangements for access and notify the parent or eligible student, in writing, of the time and place where the student’s records may be inspected.

2. Right to Request Amendment: A parent or eligible student has the right to request the amendment of the student’s education record(s) that are believed to be inaccurate or misleading.

A parent or eligible student may submit a written request for amendment to the school principal. This request should clearly identify the part of the record that the parent or eligible student wants changed and specify why it is inaccurate or misleading.

If the record is not amended as requested, the district shall notify the parent or eligible student of the decision in writing and shall advise him/her of his/her right to a hearing on the request for amendment. Additional information on the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. Right to Consent to Disclosure: A parent or eligible student has the right to consent to disclosures of personally identifiable information contained in the student’s education record, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district in an administrative, supervisory, academic or research, or support staff position, including law enforcement unit personnel and health staff; a person or company with whom the district has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; a person serving on the school board; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if he/she needs to review an education record to fulfill his/her professional responsibilities.

Upon request, the district discloses education records without consent to officials of other schools in which students seek or intend to enroll. Disclosure without consent may be made in case of emergency as determined by the district or to report crimes occurring at school or involving the school or its personnel.

Disclosure of Student Information

Directory Information Notice - IMPORTANT NOTICE FOR ALL PARENTS AND STUDENTS

Directory Information may be published by Fremont Public Schools in school yearbooks, school newsletters, school athletic programs or other materials released to public sources. Fremont Public Schools has identified the following as Directory Information:

1. Student name
2. Student's grade level
3. Dates of attendance and date of graduation

This information will, as a general rule, be released by the school district without prior consent from the parent/s, guardian/s or adult student. The purpose of this notice is to inform parents in the school district of that information which is considered directory information and to provide the parent/s, guardian/s or adult student the opportunity to object to the release of that information. If the parent/s, guardian/s or adult student objects to the inclusion of specific information, Fremont Public Schools will honor the objection and will not release the information without written consent of the parent/s, guardian/s or adult student. For purposes of this notice, adult students are considered to be students who have reached the age of 18 and attend Fremont Public Schools. **If you wish to request that specific information about your student be withheld, please contact the principal of your student's school, in writing annually, within 2 weeks of the beginning of school (or within 2 weeks of initial enrollment, if your student is enrolled after the beginning of school). The principal's office will, in turn, notify the district's administrative offices.** Questions? Quest High School Office at (231) 924-0470 or FPS Administrative Office at (231) 924-2350.

Military Opt-Out

Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses, and telephone numbers to military recruiters upon their request. This will enable military recruiters to call students at home. The school is required to notify you of your right to Opt-Out from this by requesting that the school not release your information to military recruiters. The completion and return of this form serves as your request to withhold your private information.

18-year old rights

Eligible students who wish to assert these rights must register their intent on the appropriate form in the office. Until such time as the eligible student registers this intent, school officials will not apply the exceptions to school policies and procedures.

- 18-year old students are legally recognized as adults
- Except as noted, policies and procedures set forth in the student handbook will apply to all students regardless of their attainment of the age of majority:
 - Students 18 years and older may have the same privileges as their parent/guardians as it relates to access to their student records.
 - Student 18 years and older may represent themselves during disciplinary conferences and be the primary addressee for their grade reports.
 - Students 18 years and older may sign themselves in and out of school and may verify their own absences
- Parents of 18-year-old student still residing in their home or who can claim their student as a dependent on their tax form will still receive all school information.

The administration reserves the right and privilege to issue consequences for acts of discipline not specifically stated and to alter consequences as necessary. Administration may amend any provision in this handbook at any time.