

Quest High School



2024-2025
STUDENT HANDBOOK
AND
PBIS GUIDE

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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 High School!

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

Quest High School 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. All people learn in their own special ways. 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 smaller class sizes and we strive to provide more personal attention to each student.

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

We have established four expectations (Knight C.O.D.E.) for our learning community to achieve our academic and co-curricular 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 High School

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.

QHS's Handbook/Behavioral Plan will apply to students:

- while on the school grounds,
- while going to or from school,
- during lunch,
- 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 High School Staff Contact Information

	Title	Email Address	Phone Extensions (Quest- 231-924-0470)
Tracy Sanchez	Director	tsanchez@fremont.net	8241
Brandon Miller	Assistant Director/Social Studies Teacher	bmiller@fremont.net	8239
Jada Christensen	Administrative Assistant	jchristensen@fremont.net	8220
Connor Hardy	Credit Recovery/Social Studies Teacher	cohardy@fremont.net	8242
Jason Collins	English Teacher	jcollins@fremont.net	8230
Caitlin Grabill	Science Teacher	cgrabill@fremont.net	8224
Lynette Richards	Math/Art Teacher	lrichards@fremont.net	8226
Nicole Bennett	Academic Interventionist	nbennett@fremont.net	8231
	Career Coach		
Cheyenne Tanis	Social Worker	ctanis@fremont.net	8223
Deb Wosinski	Student Support Interventionist	dvosinski@fremont.net	8227

Admission Procedures

Enrollment Criteria

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

- Student must have completed 9th grade year.
- 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 attend 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

New students will be enrolled in teacher directed classes through the 4th week of each trimester as space allows. New students enrolling after the 4th week will be placed in our credit recovery lab or Quest Virtual as space allows.

Bell Schedules

Students have a five-minute time period to travel between classes, access their lockers, use the restroom, or visit the office. It is the expectation that teachers are teaching and students are learning for the full 55-minute class time. Students should not be gathered at the door or sitting around not working prior to the end of hour bell ringing. Students should not leave their seats or the room until dismissed by teacher.

BE ON TIME!

***Plan ahead for unforeseen circumstances**

***Be considerate-arrive on time *Take start/end times seriously**

***Show up ready to learn**

DAILY BELL SCHEDULE

Regular - Full Day Schedule

1 st hour	8:00 a.m. to 9:15 a.m.*
Breakfast	*9:00 a.m. to 9:15 a.m.
2 nd hour	9:20 a.m. to 10:15 a.m.
3 rd hour	10:20 a.m. to 11:15 a.m.
Lunch	11:15 a.m. to 11:50 a.m.
4 th hour	11:55 a.m. to 12:50 p.m.
5 th hour	12:55 p.m. to 1:50 p.m.
Afternoon break	1:50 p.m. to 2:00 p.m.
6 th hour	2:05 p.m. to 3:00 p.m.

Student Driving/Parking

Driving to school is a privilege and students who drive will be expected to assume certain responsibilities, ensuring the safety of others. All student driven vehicles must be registered in the office. In order to maintain this privilege, students are expected to drive at a speed of not more than 10 miles per hour and utilize the parking lot in a mature, responsible fashion.

Students who drive must park in the front parking lot, which is on the north side of Quest. Parking in other areas, along with irresponsible, dangerous driving or parking, driving to CTC, will result in loss of driving/parking privileges.

Students may not hang out in their vehicles. Upon arriving to school, students must report to the designated area (Commons before school or office if arriving late)

Please refer to the Driving/Parking registration form for more information.

Daily Communications

Morning Announcements

PA announcements and Pledge of Allegiance are made daily during breakfast.

Student Messages

Parents should direct messages to the office (924-0470). We will make every attempt to deliver messages in a timely manner as staffing allows. Typically, messages are delivered during each passing time.

Closed Campus

Quest High School is a **closed** campus. This means that students are not permitted to leave the school building/property during the school day once they arrive on campus/school property (which includes the school bus or getting dropped off by personal vehicle.)

All other circumstances require students to obtain permission from the office in order to leave school. Students who leave school may only return with a valid excuse such as a doctor's note or approval from Quest administration.

Students at other FPS Schools

Quest students are not to be in other school buildings or property before, during or after school unless you are attending an event and/or received permission from building administrator. If you are attending an event/game, you may not "hang out" at the other buildings until the event starts so please plan accordingly.

Students getting on busses at the middle school or high school shall remain in the bus lot area and shall not enter the school building.

Requesting Guest Dance Pass Approval

Quest 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. Any student with a vaping/tobacco, drug or alcohol suspension during the school year will not be approved. Please note that if after a guest pass is signed a student fails to meet criteria, Quest Administrative staff will notify parent and other school that student is no longer approved.

Visitors

- Quest High School does not allow student visitors/guests during the school day.
- Former students and guests who wish to visit teaching staff are requested to do so before and/or after school
- Parents and other caregivers are asked to check into the office if they need to pick up or speak with their child.

After School Pick-Up

Students should arrange to be picked up by 3:30 p.m. Students not participating in after school tutoring or other school authorized event should not be in the building socializing or loitering.

Electronic Surveillance (Public Areas of School Campus)

The Quest High 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.

Severe Weather/Emergency Procedures

Fire, tornado and other emergency drills will be conducted periodically. It is essential that students listen for directions and follow them accordingly when drills occur. Drills are conducted to acquaint students with survival procedures in case of a real school emergency. Students should proceed to the area designated by school staff and be ready to follow any additional instructions given. If building evacuation becomes necessary, fire drill procedures will be enforced:

- Walk quietly, do not run
- Remain alert for additional or changed instructions
- Proceed to the far end of an assembly area so that entrances will not be blocked
- Return immediately to classrooms when so instructed

Students leaving or not following instruction during a drill will be subject to disciplinary action of suspension up to 10 days.

Inclement Weather Closures

If school is closed due to severe weather, it will be announced on local TV and radio along with a Skylert message issued to the phone or email you listed on your skyward account or registration form.

When school is cancelled due to weather, all evening and athletic/extra-curricular events are cancelled.

Out of district students – If your resident district is closed due to severe weather, the parents and student can make the determination on whether it is safe to travel to school. If you choose to stay home, please note that these absences will count in your absence total and are not considered exempt absences.

Lockers

A hall locker is provided for the convenience of the student and is to be used solely by the person assigned, for the purpose of storing school supplies and appropriate, legal personal items. Students are required to store all backpacks, bags, jackets and personal belongings in their locker. Lockers are only to be accessed during passing time. If a student needs something from their locker during class time, the instructor will call the office for an escort. Students found accessing lockers during class time will be assigned a lunch detention. Students are prohibited from bringing bags, jackets, blankets, etc. to class. Do not share lockers. It is the student's responsibility to properly secure lockers. The school is not responsible for lost or stolen property. Lockers assigned are not the student's private property or under his/her exclusive possession and may be opened and inspected by school authorities for the protection of the health and safety of the students and general school community. Locker inspections may include the use of canines in cooperation with the Newaygo County Sheriff's office and Fremont Police Department. If a locker search, pursuant to this policy, yields illegal or contraband items, these will be released to legal authorities. No student will be given access to a locker that is not assigned to that student. All locker problems should be reported to the Office.

Protection Against Theft

Unfortunately, thefts occasionally occur at Quest. You can minimize the risk by adhering to the following procedures:

1. Don't leave books, purses, backpacks or other items unattended.
2. Don't share your locker with anyone.

3. Don't bring expensive items such as jewelry, coats, or electronic devices to school and leave them unattended.
4. Be vigilant. If you see someone take something, report it to the High School Office. Remember, they may take your possessions next.
5. Make sure your locker is always locked.
6. Do not bring or carry large amounts of cash to school.

Lost and Found

Report lost items to the office. All found items should be turned in to the office. Quest High School is not responsible for lost or stolen items.

Items in classroom

To promote a safe, professional and respectful learning environment, students should only bring needed class materials with them to class. In addition to class materials, students may bring water in a clear water bottle and pencils/supplies in a small clear pencil bag. Students may not bring backpacks/bags, heavy winter jackets, blankets, large stuffed animals, food, beverages other than water, and personal electronic devices.

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.

Nutrition Service

Quest High School coordinates with the FPS Nutrition Service Department to provide breakfast and lunch for Quest students.

All Quest students qualify for a free breakfast and lunch.

All Quest families are asked to fill out an Education Benefits form so we can continue to qualify for the schoolwide free breakfast and lunch program. This can be done through a paper form or online at www.lunchapp.com.

Breakfast is provided free to all Quest students during our morning breakfast break at 9:00 a.m. Breakfast must be eaten during break time. Student may not take food items to class.

Lunch is provided free to all Quest student during our lunch period – 11:15 a.m. to 11:50 Students will walk over the Fremont Middle School to get their lunch and bring it back to Quest to eat. Lunch must be consumed during the lunch period. Student may not take food items to class.

Students are not permitted to have food or beverages other than clear water in a clear water bottle during class time. Students found in possession of food/beverage items will have them confiscated and they will not be returned.

Lunch Hour Procedure

- QHS is a **closed** campus. Students may not leave for lunch.

- Students ordering food via delivery or door dash must do so during non-class time. All orders must be pre-paid. When orders arrive, delivery persons will be informed to place items on cart by front door. Quest Staff will not be responsible for any items delivered nor will lunch times be extended for late deliveries. Items that do not arrive on time will need to be eaten at the next passing time.
- If a student requests someone drop off lunch items for them, it must arrive with enough time that they may eat during lunch time. If not, the lunch items will need to be stored in the office or locker to be consumed during next passing time.
- Students going to the middle school for lunch will meet at the west end door. Students must follow all Quest and FMS rules. This includes removal of hats in the middle school and any other direction of Quest or FMS staff. Failure to comply will result in loss of privilege to go to the middle school for lunch.
- All other students must be in the designated lunch area. Students found in other areas of the school and/or outside will be subject to disciplinary action.

ATTENDANCE

Good attendance is an important job skill and vital to being successful at school. The staff of Quest High School will make every effort to encourage good attendance, make parents/caregivers aware of poor or inconsistent attendance, and help student's correct problems that lead to excessive absences.

- Students are expected to attend all scheduled classes.
- Daily attendance in each class is essential in obtaining the best and most complete education possible. This include online courses in the QHS credit recovery lab.
- All Quest students follow the Fremont Public Schools school calendar which may vary from other school districts.
- Michigan State Law requires any student born after December 1, 1998 to attend school until they are 18 years old.
- Anytime a student is absent from school, it is the parent/guardian responsibility to notify the Office by 8:30 a.m.
- Anytime a student is absent for a portion of the school day, they must report to the Office and check in upon arrival at school.
- Students are not permitted to leave campus without first obtaining permission from Office.
- Students are not allowed to leave for any portion of the school day and return unless they return with a medical appointment slip or have received prior approval from an administrator.
- Students are expected to be in class on time. Repeated acts of tardiness will result in disciplinary action.
- Every attempt will be made to contact parents via phone call for each student who was not in attendance.

Excusing Absences

Whenever possible, parents should notify the school in advance or as soon as possible when their student will be absent. Students are considered absent from class if they miss more than 20 minutes of a class either arriving late or leaving early. Please make note of the following to ensure your child's absence is excused:

- Parents and students should check attendance regularly by simply logging on to their Skyward Family Access account.
- To excuse any absence, we must receive one of the following stating the reason for the absence (see list of excusable reasons below)
 - a written, signed, note from parent
 - a fax to 231-924-9207

- an email to Quest@fremont.net
- a phone call to 231-924-0470
- Remind App message
- All absences will fall into one of the following three (3) categories:
 - Exempt Excused Absences (Does not count towards total absence count)
 - Medical/Dental Appointments (Student appointments only) - note from doctor's office to confirm appointment is required within 72 hours of appointment
 - Death of Immediate Family Member (Child, sibling, parent or grandparent)
 - Required Legal Appearance – notice from court is required
 - School related business
 - Non-Exempt Excused Absences (These absences count towards total absence count)
 - Parent/Guardian notification must be made prior to or within two (2) school days following the absence for any of the following reasons:
 - Illness of Student
 - Illness/Death of anyone other than immediate family
 - Other parent approved absence
 - Unexcused Absence
 - Include all absences that do not meet above criteria.

Truancy

All students identified as truants or habitual truants are subject to disciplinary consequences.

Students who are attending Quest High School considered TRUANT/HABITUAL TRUANT may lose ability to enroll in teacher directed course and have their enrollment status revoked at the end of a semester or year.

- Truancy means any absence of part or all of one or more days from school during which the school office has not been notified of the cause of such absence by the parent or guardian of the absent pupil.
- Habitual Truant means a pupil who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school trimester.

Parent Notification of Absences

Quest High School will make every attempt to notify parents of student absences.

- If we do not hear from you, you will receive a call notifying you of your child's absence.
- At 2 absences letters will be sent home.
- At 4 absences, a phone call will be made home and student will be placed on an attendance contract.

Exceeding Absences

Students exceeding 5 absences (non-exempt excused or unexcused) or exceed 12 absences regardless of reason will be removed from their teacher directed classes and will be assigned an online class in the QHS credit recovery lab. Daily attendance is still required for QHS credit recovery online classes.

Student who continue to have non-exempt excused or unexcused absences will result in a meeting to be held to discuss attendance issue, how we can help improve attendance and if Quest High School is the appropriate placement.

Referral to NCRESA Truancy Officer

As part of the Newaygo County Truancy Program, students required by state law to attend schools will be referred to the NCRESA truancy officer after the student has received 8 absences with invalid excuses during a school year. For the purpose of this referral, valid excuses include: Doctor's excuse/note, Parent requests preapproved, Court date, School Activity, Funeral/Death, Homelessness, other as approved by school administrator.

Homework

By the nature of our programming, most students will not have much homework. In the event of an absence (excused, unexcused, school activity) students are responsible for making up all missing assignments on their own time. Assignments will be posted to each teachers Google classroom by 3:15 each school day. Parents/Guardians that wish to pick up homework for students who are home ill for more than one day may call the Office for this request. Normally, if students are only missing one day, homework cannot be guaranteed the same day for pick up. Homework requests will be ready for pick up the following day at the end of the school day to allow teachers time to get the work to the office. Chromebooks and calculators can be checked out from the office when needed to complete assignments from home.

Bathroom and Office Passes

Bathroom and Office passes are issued by teachers. Students without appropriate passes will be sent back to their class to receive the approved hall pass. No passes are to be issued during the first and last fifteen (15) minutes of class. Students exceeding more than 10 minutes a day out of class time or establishing a pattern of time out of class will be asked to make up the lost educational time during lunch.

Withdrawal/Drop

Students withdrawing from Quest should notify the office and a parent/guardian must sign a withdrawal form. Students who make no contact for 10 days will be dropped from the program.

ACADEMICS

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.

*Some QHS teacher directed courses are broken down into 3 trimester periods instead of 2 trimester periods. This helps to break down the course into more manageable pieces and allow students to be more successful in learning the material. For courses that are broken down, students will be required to take all three sections to complete Michigan Merit Curriculum requirements.

Grading Scale

The following scale will be used for all Quest students. The numeric values listed denotes the lowest possible scores for the designated letter grade.

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%.

Other grading options include the following:

CR = credit earned

NC = no credit earned

I = Incomplete, two weeks granted to make up work after Trimester 1 and 2. Students will need to make up Trimester 3 work by the end of the school year.

Academic Progress Reports/Report Cards

The school year will be made up of three trimesters. Each grading period is approximately twelve (12) weeks long. The student's progress will be assessed each trimester.

Parent/Legal Guardians can access student grades at any time via Skyward. Edgenuity course progress grades will be located in the attendance file associated to the class period. If an "F" appears, it indicates the student is behind and needs to put in additional time outside the school day to get back on track.

Final report cards will be mailed after each trimester.

Students attending the Newaygo County Career Tech Center will see their CTC grades issued at the end of Trimester 2 and 3.

Exams

Every course will have a final evaluation of achievement as part of the course. This evaluation may be in the form of a written exam or a project. The final exam is a mandatory assessment for all students. Failure to complete a final examination and/or pass the exam with a 60% or better will result in an incomplete to be issued. Students will then have one week to make up the final or an F will be issued for the class. For the 3rd trimester, students must have all exams made up by the end of the school year.

Standardized Testing

All students enrolled in Quest Educational Programs will be required to take a benchmark assessment to help us determine reading and math levels. Student will take the tests both upon enrollment, mid-year and at the end of the year.

Quest participates in all mandatory state testing which includes but is not limited to:

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, our 11th and 12th students are encouraged to take the ASVAB (Armed Services Vocational Aptitude Battery). This test will not only provide student measures in academic areas but also career aptitude.

All students attending and receiving a diploma are required to earn valid scores on the Michigan Merit Exam/M-STEP. Valid scores mean that the student must make an honest, serious effort on the exam; it does not mean that the student must earn a specific score.

Testing Out of Courses

Consistent with the Michigan School Code, Quest High School provides the opportunity for eligible high school students to "test out" of any course. Testing out is also an option for students who have failed a course at QHS. If a student wishes to test out of the course he/she has failed, rather than repeat the course, the student must enroll in one of the two test out periods. Enrollment in the test out period must be done in the office. One test out period will be in October and the other will be done in February.

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 C+ (based on the QHS grading scale) in a final examination-like test or final activity(ies) for the course. If there is no final exam, the student will demonstrate mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation. Testing out exams and/or other activities to determine mastery will be organized as follows:

1. A two trimester course will employ a single test-out period of up to three hours, and a one trimester course will employ a single test-out period of up to one and one-half hours.
2. All classes may also employ portfolio, volunteer, project, etc. work in addition to the testing out procedure.

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. Additionally, students and parents should be aware that by successfully testing out of a course, a student will miss participation in class discussions and opportunities to develop higher level thinking skills, which are nurtured by daily contact with the instructor.

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. Students who successfully test out of a course may not receive credit thereafter for a course lower in course sequence in the same subject area.

The procedure for testing out shall include:

1. It will be necessary for students to submit requests to test out of courses in order to be included in the test out opportunity. The Testing Out Registration Form must be completed by September 30th for the October test out and January 30th for the February test out.
2. During the school year, students who have registered to "test out of a class" according to the above time line will be able to pick up materials two weeks after form has been received. The material will include a course description, a course syllabus, or a description of test out requirements. A textbook, if applicable, may be checked out also.

Career Tech Center

The Newaygo County Career Tech Center 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.

Students attending CTC may be eligible for Credit Waivers and Integrated credits based on program they attend and successfully complete. See Quest Course Description guide for more information.

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

Students attending NCCTC must ride the CTC bus to and from Quest. Driving to CTC is not permitted. If a special circumstance arises, student may request permission from Quest Administrator to drive; however, permission will not be granted on a regular basis. Students may not transport other students to CTC. CTC student still fall under the close campus policy meaning they may only leave at CTC dismissal time and may not make any stops between Quest and CTC. Students found driving to NCCTC or riding with other student either to or from NCCTC will be subject to disciplinary action up to losing permission to attend the CTC program.

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:

1. 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 High School 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 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. Every measure will be taken to limit classroom disruptions and/or students’ class removal.

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 Class

- A student may be removed from class for conduct or behavior including but not limited to the following:
- 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
- Any staff member has the authority to remove a student from a class/Quest sponsored activity

Resolving Disagreements with Faculty Appropriately

When a parent/guardian, 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/guardian and/or student should contact the faculty member and attempt to resolve any concerns.
2. If a resolution cannot be reached, the parent/guardian 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 High School 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

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 everyday
- Arrive on time
- 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

Time missed from class Procedure

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

1. Quest High School will use the Securely e-hall pass to determine time missed from class.
2. For the purposes of "Time missed from class" calculation, tardy and during class bathroom time will be used to determine excessive time.
3. Students who are not in the room by the time the bell stops ringing will be sent to the office for a pass.
4. Students arriving late or leaving early that miss more than 20 minutes of class will receive an absence for that class.

Incentives:

1. Students who demonstrate perfect attendance during the week will be rewarded with a Monday Lunch Walkout.
2. Other recognition/incentive options will be developed in cooperation with students and staff

Consequences:

1. Time missed from class above the 10 minutes daily out of class time limit will need to be made up at lunch.

Dress and Grooming Procedure

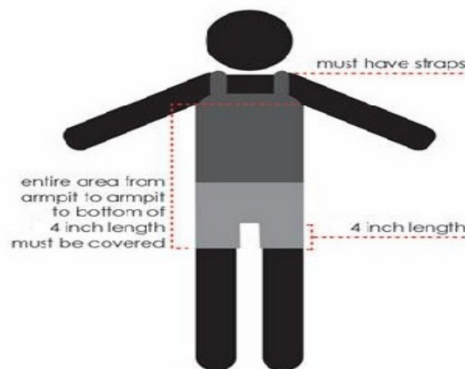
Objective 1: To promote a professional and respectful learning environment and readiness for the world of work.

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 locker or other 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 class time. If the device is used or found in the students' possession (on their person) during instructional time or while in the restroom, phone will be confiscated and turned in to the Office. Students who refuse to relinquish cell phones upon the teacher's first request will receive disciplinary consequences for insubordination along with losing privilege to bring personal electronic devices to school for the remainder of the school year. Students who have lost their electronic device privilege are not allowed to use electronic devices of other students.

In case of an emergency during class time, parents/caregivers are asked to contact the QHS office at 924-0470 to reach their student.

Incentives:

1. Privilege to use personal electronic devices throughout the school day during NON-instructional times

Consequences:

1. On the first offense, the device will be confiscated and returned to the student at the end of the school day. Student will need to turn in electronic device to office upon arrival for the next 3 school days. Student may not use electronic devices of other students during these 3 days.
2. On the second offense, the device will be confiscated and returned to the student at the end of the school day. Student will need to turn in electronic device to office upon arrival for the next 5 school days. Student may not use electronic devices of other students during these 5 days.
3. Upon a third offense, the device will be confiscated and returned to the student at the end of the school day. Student will lose electronic device privilege for the remainder of the school year. The student needs to turn in electronic device to office upon arrival for the remainder of the school year. Student may not use electronic devices of other students.
4. If a fourth and all consecutive offenses occur, the student will be assigned an in-school suspension and may result in the dismissal from Quest High School.

NOTE FOR CAREER TECH STUDENTS:

- Students who attend CTC who get their device confiscated will need to return to the Quest Office after CTC to pick up their device. Device will be given back to student when they are leaving for the day. For example, student who arrive back and are waiting for a bus or another student will have their devices returned as they exit the building and not while they are waiting.
- Electronic Device violations that occur at CTC will also count as a violation at QHS and the consequences will be enforced as listed above.

Procedures for Classroom 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, tardiness (first three incidences), 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 and may result in a lunch detention.
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.

Procedures for Hallway Behavior

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

Students will use appropriate language and voice volume when walking in the hallway and move to and from classes on time. Excessive playfulness and running are not acceptable and will not be tolerated. Individuals must be aware of their surrounding at all times and seek to resolve conflict peacefully. To avoid congestion and keep walkways clear, pass on the right at all times. All members of the school community are expected to help keep campus hallways and common areas clean.

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

1. Student warning
2. Notification of parent(s)/guardian(s)
3. Withholding of privileges
4. Afterschool detention, lunch detention, and/or suspension

Procedure for Entering & Exiting Campus

Objective: To ensure school and student safety.

Closed Campus

Quest High School is a closed campus. This means that students are not permitted to leave the school building during the school day without permission from a parent/guardian and the office.

Once a student has been dropped off by the school bus or personal transportation, they are considered on campus and may not leave the school grounds.

Students should not “hang out” in vehicles and are expected to enter the building and report to designated area upon arriving on campus.

The school building will open at 7:30 a.m.

Visitors

- Quest High School does not allow student visitors/guests during the school day.
- Former students and guests who wish to visit teaching staff are requested to do so before and/or after school
- Parents and other caregivers are asked to check into the office if they need to pick up or speak with their child.

After School Pick-Up

Students should arrange to be picked up by 3:30 p.m. Students not participating in after school tutoring or other school authorized event should not be in the building socializing or loitering.

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

Students who leave campus during the school day or loiter in the halls after school has ended will be subject to discipline actions that may include:

Leaving during Day

1. Student conference, lunch or after school detention, suspension up to 10 days

Loitering after school

1. Redirect student to appropriate location
2. Ask student to leave campus
3. Student conference, Lunch or after school detention, suspension up to 10 days
5. Multiple offenses of loitering may result in referral to Fremont Police Department

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 - The student will receive an administrative warning and a zero (with the opportunity to make up credit) on all assignments/assessments related to the first Academic Integrity violation. Additionally, student will lose the exam exemption privilege for the class related to the first Academic Integrity violation if the dishonesty occurs on a major assessment (test, project, paper). Edgenuity courses will have the specific assignment reset.

2nd Offense - The student will receive a zero (without the opportunity to make up credit), on all assignments/assessments related to the second Academic Integrity violation, and will forfeit exam exemption privileges for all his/her classes for the current trimester. Edgenuity Courses will have the entire unit reset.

3rd Offense - The student will receive a zero (without the opportunity to make up credit), on all assignments/assessments related to the third Academic Integrity violation, and will forfeit exam exemption privileges for all his/her classes for the current and next trimester. Edgenuity courses will have the entire class reset. Additionally, the student will receive a grade of F (59%) in the class for the current trimester.

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 High School.

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.

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 outlined 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.

SCHOOL-WIDE REINFORCEMENT AND ACKNOWLEDGEMENT SYSTEM

What is School-wide Reinforcement and Acknowledgement?

A school-wide reinforcement and acknowledgement system provides immediate, intermittent, and long-term reinforcements, given by adults in the building, to any students displaying desired school-wide expectations, behaviors, or associated rules.

Why Develop a School-wide Reinforcement and Acknowledgement System?

- Increases the likelihood that desired behaviors will be repeated
- Focuses staff and student attention on desired behaviors
- Fosters a positive school climate
- Reduces the need for engaging in time-consuming disciplinary measures

Components of a School-Wide Reinforcement and Acknowledgement System

- Immediate/high frequency/predictable/tangible reinforcements and acknowledgements
 - Delivered at a high rate for a short period while teaching new behaviors or responding to problem behaviors
 - Name the behavior and tie the acknowledgement back to school-wide expectation upon delivery
 - Examples: “Caught Being Good”, “Currency of the Realm”, positive referrals
- Intermittent/Unexpected
 - Brings “surprise” attention to certain behaviors or at scheduled intervals
 - Used to maintain a taught behavior
 - Examples: Raffles, special privileges, principal random call
- Long-term Celebrations
 - Used to celebrate/acknowledge accomplishments
 - Examples: Quarterly activities: parties, special events

Students learn appropriate behaviors the same way a child who doesn't know how to read learns to read—through instruction, practice, feedback, and encouragement.

Research indicates that behavior can be improved by 80% just by pointing out what someone is doing correctly.

How Staff will use School-Wide Reinforcements

Recognition/reinforcement systems should be thought of as a continuum, beginning with positive attention, moving to visual or written acknowledgments, then to more concrete systems such as activity recognitions, and finally lottery or token systems.

Positive Staff Attention

Perhaps the most powerful, and yet simplest, system of positive reinforcement involves all staff - including teachers, office, lunchroom, custodial, and transportation personnel - giving a simple positive acknowledgement at least 5 times for every 1 correction for problem behavior. Simple positive acknowledgments should be quick and easy to deliver to students; they should also be natural and in context, not forced or contrived. Some examples include:

- Simple verbal acknowledgments and encouragement, e.g., "Thanks," "I saw that," "You did it!"
- Thumbs up
- Pat on back, high fives
- Using the student's name
- Eye contact
- Smiles
- Individualized greetings
- Currency of the Realm tickets
- Write a card to student and/or parent

The idea is that by using the **5 to 1 ratio**, especially in recognition of students demonstrating the specific positive behavior expectations identified in the matrix, we increase the likelihood that those behaviors will be strengthened in all students. Use of the 5 to 1 ratio sets a positive tone for the classroom and the school at large, creating an improved climate. **Positive language and actions are contagious!**

Use of Currency of the Realm (COR) tickets

- All teaching staff agree to distribute a minimum of 30 Currency of the Realm (COR) tickets per week (an average of one per class) to students (their own and others, in classroom and non-classroom settings) who are observed demonstrating school wide behavioral expectations.
- Once they receive the tickets, it is the students' responsibility to put it in the drawing box.
- Weekly random drawings will be held from among the students with CORs, and recognition prizes will be awarded, as determined by the PBIS committee and administration.

Recognition/Incentive Options

The examples below are just that - examples - and should be considered a starting point; additional ideas will develop during the course of the year, and may be added to the list. Individual teachers and departments are encouraged to develop their own incentives, as well.

Daily Recognition/Incentives

1. Verbal affirmations from teachers, administrators, and staff
2. Positive calls home from teachers or administrators
3. Simple verbal acknowledgments and encouragement, e.g., "Thanks," "I saw that," "You did it!"
4. Thumbs up
5. Pats on back, high fives
6. Use of the student's name
7. Eye contact
8. Smiles
9. Individualized greetings
10. Currency of the Realm tickets

Weekly Recognition/Incentive Drawings

Minimum of one (1) COR to enter – 5 names pulled each week

1. Choice of small prize
2. Announcement recognition

Good Attendance: Students with no absences and less than 2 tardies for the previous week will be recognized with an "good attendance walk out" which is a early release from class at lunch time on Mondays.

Monthly Recognition/Incentive Drawings

Minimum of one (1) CORs to enter – 5 names pulled each month

1. Choice of medium prize
2. Announcement recognition

Good Attendance: Students whose attendance rate is 80% or better for the month will receive a special treat and recognition.

Trimester Recognition/Incentive

Students will have the opportunity to purchase items from our PBIS store with COR cards earned during the trimester.

Good Attendance: Student whose attendance rate is 80% or better for the trimester will receive a special treat and recognition.

STUDENT SERVICES

Illness at School

When students are injured or become ill, they may seek permission from their classroom teacher to go to the office. The ill student will wait in the office for the arrival of his/her parent, or if parents allow, the student may drive his/her own car home. If a parent feels the student should not be going home, the student must return to class. If a parent cannot be reached (including responsible others), the student must return to class or will receive an absence for the hours spent in the office.

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.

Scheduling

Class Load

Full time students are enrolled in six (6) classes per trimester.

Schedule Changes/Drop and Add

The drop and add period will be the first week of every trimester or for late enrolling students 3 days after enrollment. Students need to sign up in the office to request a drop and add. QHS is not able to honor every request due to class size limits and limited course options each hour.

Schedule changes should be requested if the student has already received credit in the course, or a student failed a pre-requisite course.

Academic Success Center

The Academic Success Center is located in Room 8. Students in need of academic support can work with the Academic Interventionist or other staff members at lunch or after school. Students significantly below grade level in Reading or Math may be assigned to small group Reading or Math intervention in the designated areas. These academic and organizational supports, along with a variety of tools and strategies, are planned to help increase student achievement and overall success in the classroom.

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
 - current grades for your student(s)
 - attendance
 - student information
- The Family Access site also enables parents to do the following:
 - set preferences of how you wish to be contacted
 - set preferences for alerts about low grades or missing assignments

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.

Bus Transportation

Fremont Public Schools shall be responsible for transporting children from their assigned bus stop to school in the morning and returning them to their assigned bus stop after school. Each child will be assigned to use a specific bus and a specific bus stop location. A child will not be permitted to use any other bus or stop without permission of the Director of Transportation.

The Director of Transportation may grant permission for a pupil to ride a different bus or use a different stop, only if on a permanent basis. Such permission may be granted only upon receipt of a written request of a parent (s)/guardian(s) to the Director of Transportation.

1. Pupil's Responsibilities

- To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion
- To follow classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus
- Be courteous and obedient to your bus driver; they are responsible for your safety and need your help.
- To warn the driver of an approaching danger if there is reason to believe the driver is not aware of the danger
- To be in the place designated both morning and afternoon ready to board the bus at the designated time. The driver is responsible for the maintenance of their schedule and cannot wait for tardy students.

2. Personal Safety

- To stay off the traveled roadway at all times while waiting for a bus
- To wait until the bus has come to a stop before attempting to get on or off
- To leave the bus only at the consent of the driver
- To enter or leave the bus only at the front door after the bus has come to a stop except in case of emergency
- If necessary to cross a traveled highway, after leaving the bus, do so in the following manner:
 - Make certain the bus is stationary.
 - On departing the bus, go to front of bus within 10 feet or in sight of the driver and wait for the proper signal for crossing.
 - Upon signal from the driver, or from a personal escort, look both to the right and left and proceed across the highway in front of the bus.
 - Walk (not run) in front of the bus when crossing the highway.
- Keep hands and head inside the bus at all times
- Inform driver when absence is expected from school
- Report to the driver at once any damage to the bus that is observed
- Help keep bus clean, sanitary, and orderly

Major and Minor Offenses (Bus conduct)

The following major and minor offenses will require disciplinary action. Disciplinary action will depend on the circumstances and severity of the offense. In some cases, a minor offense could be determined to be a major offense depending upon the circumstances and vice versa. The following examples are not all encompassing:

Minor - Consuming food or drink
Disrespect towards others

Abusive language towards others
Pushing
Standing while bus is moving
Spitting
Yelling in or out of bus
Major - Throwing Objects in and/or out of the
bus
Fighting
Destruction of school or personal property
Abusive language toward an adult
Improper use of emergency door
Use or possession of controlled substance
Lighting matches
Possession of any type of weapon

1. Students in violation of a minor offense shall:

- A. Receive an oral warning for the first offense. The driver will address the student on the matter; then contact the parent or guardian by telephone (letters will be used when there is no telephone). "Telephone Contact Cards" will be used for the purpose of documenting the call. This card must be on file before a "Misconduct Report" can be issued.
- B. If second violation should occur for a minor offense, a "Bus Misconduct Report" will be filed. The Misconduct Report will result in an oral warning from the Transportation Supervisor. Copies of this report will be sent to the building principal and parents/guardians of the student along with a phone call or letter.
- C. If a third violation should occur for a minor offense, a second "Misconduct Report" will be issued resulting in an automatic three-day suspension from bus riding privileges which includes transportation to all extra-curricular activities.
- D. If a fourth violation should occur for a minor offense, a third "Misconduct Report" will be issued resulting in suspension from riding the bus for five (5) full days. A satisfactory parental conference must be held before the student will be allowed back on the bus.
- E. A fifth violation for a minor offense will result in permanent suspension of bus riding privileges for the balance of the school year upon recommendation from the Transportation Supervisor to the Superintendent of Schools.

2. Students in violation of a major offense shall:

- A. Receive a suspension from riding a bus for up to five (5) days from the Transportation Supervisor for a first offense
- B. Receive a suspension from riding a bus for up to ten (10) days from the Transportation Supervisor for a second offense
- C. Receive a suspension from riding a bus for up to one semester/trimester from the Superintendent for a third offense
- D. Be referred to the Board of Education for corrective discipline for four (4) or more offenses which could include up to suspension from riding a bus for the balance of the school year or for one (1) calendar year.

ATHLETICS/EXTRA CURRICULAR PROGRAMS

Quest High School provides a variety of extracurricular events for our students. Quest High School participates in the Michigan Alternative Athletic Association. Sports and activities offered vary depending on student interest and ability to find other schools for competitions. Students participating in Quest High School Athletic and Extracurricular programs will maintain passing grades and display good behavior.

Academic Eligibility

- Students must be in good standing and making academic progress in all classes to be eligible.

Attendance Eligibility

- Students must arrive by 8:00 a.m. in order to participate in that day's event unless pre-approved by administrator
- Students who frequently leave early from school after athletic/extracurricular events may lose eligibility for next game.
- Students who have just returned from extended absences or suspension may be ineligible.

Behavioral Eligibility

- It is the expectations that QHS students will represent Quest High School with respectful, responsible behavior. Behavior eligibility will be determined by behavior offense.
- Students on suspensions or with frequent minor classrooms offenses will be considered ineligible.

APPENDIX A

GENERAL GUIDELINES FOR QUEST DISCIPLINE POLICIES

Misconduct	Definition	Minimum Actions	Maximum Actions
Abuse of Driving Privileges and Parking	<ul style="list-style-type: none"> Reckless driving Tardiness/Truancy Taking another student off-campus 	Warning Loss of privilege Lunch Detention	Suspension Police Referral
Academic Integrity	<ul style="list-style-type: none"> Turning in another students' work Copying (homework, quizzes, test, etc.) Use of cheat sheet Knowingly giving work to be copied/used Buying, selling work 	Failing grade on work	Failing class
Appropriate Attire	<ul style="list-style-type: none"> Clothing that causes a disruption to the educational environment 	Change of Clothing	Suspension
Disruption	<ul style="list-style-type: none"> Behavior that disrupts the educational process 	Lunch Detention Removal from class Verbal confrontations that are deemed administration to possibly lead to a physical altercation, will result in a suspension	Withdrawal from class Expulsion
Drug/Alcohol/Tobacco	<ul style="list-style-type: none"> Under the influence of Drug/Alcohol Possession of Drugs/Alcohol/Paraphernalia/ Tobacco and Tobacco like products Selling or giving of Drugs/Alcohol/Paraphernalia/ Tobacco and Tobacco like products Inappropriate use of Prescription Drugs 	Suspension Police Referral	Expulsion
Electronic Devices	<ul style="list-style-type: none"> Possession of electronic devices during class time 	Confiscate	Suspension
Failure to serve assigned detentions	<ul style="list-style-type: none"> Detentions must be served when assigned 	In school suspension	Expulsion
Fighting/Assault	<ul style="list-style-type: none"> Physical confrontation between 2 or more students Consensual fighting 	Suspension Police Referral	Expulsion
Gambling	<ul style="list-style-type: none"> Any action involving betting on cards, dice, sporting events, etc. 	Detention	Expulsion Police Referral
Gang Activity	<ul style="list-style-type: none"> Disruption and intimidation caused by posturing Gang Symbols written or placed on personal and/or school property 	Detention	Expulsion Police Referral
Harassment	<ul style="list-style-type: none"> Any unwelcome verbal, written or physical conduct that offends, denigrates, or belittles 	Detention Student will be notified to "Cease and Desist"	Expulsion Police Referral

Misconduct	Definition	Minimum Actions	Maximum Actions
Insubordination	<ul style="list-style-type: none"> • Refusal to follow the rules • Disrespect towards staff members • Disobeying direct requests of staff 	Detention Suspension	Expulsion
Jackets/Blankets	<ul style="list-style-type: none"> • No bringing jackets or blankets to class 	Warning Confiscation Detention	Suspension
Leaving Campus without prior permission	<ul style="list-style-type: none"> • Closed Campus-Prior permission must be given by administrator before leaving grounds • Leaving grounds after being dropped off on school property or getting on school bus 	Detention	Suspension
Lighters/matches	<ul style="list-style-type: none"> • Possession of lighters and or matches on school grounds 	Confiscate (not returned)	Suspension
Loitering	<ul style="list-style-type: none"> • To be present on school grounds after school with an academic, athletic or organized extracurricular activity 	Warning	Suspension
Tardiness	<ul style="list-style-type: none"> • Not in classroom ready to learn when bell rings 	Warning Detention	In School Suspension
Theft	<ul style="list-style-type: none"> • Taking of school/personal property without permission 	Detention Suspension Parent Contact Police Referral Restitution	Expulsion
Truancy	<ul style="list-style-type: none"> • Absent without parent/guardian excuse (includes all classes and study hall) 	Detention Truancy Referral	Suspension Dropped from Quest
Vandalism	<ul style="list-style-type: none"> • Defacement/destruction of school or personal property 	Restitution Police Referral	Expulsion
Verbal Abuse/Profanity	<ul style="list-style-type: none"> • The use of inappropriate language, either written or spoken • Gestures which are obscene, lewd, profane, vulgar, or sexually suggestive 	Detention	Expulsion
Weapons guns/knives	<ul style="list-style-type: none"> • Possession, use or threat of using a gun or knife 	Suspension Police Referral	Expulsion
Weapons other	<ul style="list-style-type: none"> • Any object by the way it is used or intended to inflict bodily harm (including pepper spray) 	Suspension Police Referral	Expulsion

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.