

***Quest High School
Student Handbook
2011-2012***

Our handbook is in effect while students go to and from school. It is in effect on school property at any time, at all school sponsored or approved events and activities, on the school buses/vans, and with respect to any conduct toward any school employee/school volunteer or to his/her property, whether on or off school premises. This handbook will be enforced by Quest Staff, Quest Volunteers, and any other Fremont Public Schools employee who is supervising Quest students.

No handbook can list every offense which may be detrimental to students or the learning environment. Therefore, other offenses not listed but deemed inappropriate to the school environment are subject to discipline up to and including expulsion at the discretion of the administration and the approval of the Board.

ADMISSIONS

Enrollment Criteria	<p>Students who wish to attend Quest High School need to meet the following criteria:</p> <ul style="list-style-type: none">• Students must have completed 8th grade.• Students must be less than 20 years of age on September 1st of the 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.
Admission	<p>Admission to Quest is based on several factors:</p> <ul style="list-style-type: none">• Participation in the Quest Intake process.• Staffing and space available.• Student's desire to attend.• The ability of Quest staff to meet the individual students needs.
Enrollment Timelines	<p>New students will be enrolled through the 5th week of each trimester as space allows. New students are encouraged to enroll at the beginning of the next trimester.</p>

Academic Probation

Students failing 3 or more classes in a trimester will be placed on academic probation. A meeting will be held with student, parent, advisor, and administrator to discuss strategies to help the student become successful. If a student fails 3 or more classes the following trimester, another meeting will be held to determine whether Quest High School is the appropriate placement for the student.

Academic Progress Reports

Academic Progress Reports will be periodically e-mailed to parents. Additionally, parents can access student grades and attendance through the Family Access program 24 hours a day and 7 days a week. (A form is available in the office to sign up for Family Access.) Parents without computer access are welcome to stop in the office for a progress report.

Career Pathways Program

All students will be required to complete the Quest Career Pathway Program as part of their graduation requirements. This program includes:

- Educational Development Plan
- TABE assessment bi-annually unless scoring at 12.9 grade level or above. (Students must show maintenance or growth in all areas from enrollment date to graduation)
- MME Testing
- Senior Exit Course

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 and should have completed 13.5 credits. Student attending CTC will earn 1.5 credits per trimester.

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.

Evaluation Process

Students will be evaluated every trimester. The school year will be made up of three trimesters. The student's progress will be assessed each trimester. Outstanding academic performance, attendance, citizenship, and participation will be recognized.

Grade Level Assignment

Student grade level will be determined by the year the student entered 9th grade. To be considered a graduating senior, Class of 2012, students should have a minimum of 18 credits entering the 2011-2012 school year.

Grading Policy

Students have a right to:

- Receive a written copy of teacher's grading system and policies at the beginning of each course.
- Receive an academic grade that is based on the teacher's grading system and reflects the student's achievement.
- Be given appropriate notice of due date for assignments and have appropriate notice of performance on the assignments.

Graduation Requirements

To graduate from Quest High School students must complete 27 credits as follows:

English	4 credits
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Mathematics:

Algebra 1	1 credit
Geometry	1 credit
Algebra 2	1 credit
Math Elective	1 credit

Science:

Earth Science	½ credit
Physical Science	½ credit
Chemical Science	½ credit
Biology	1 credit
Chemistry or Physics	1 credit

Social Studies:

World History/Geography	1 credit
U.S. History/Geography	1 credit
Civics/Government	½ credit
Economics	½ credit

Health and Physical Education

Health	½ credit
Physical Education	½ credit

Visual, Performing or Applied Arts
VPAA 1 credit

Electives 10 ½ credits

Total Requirement: 27 credits and
completion of Quest Career Pathway
Program.

Notes:

- Some Quest courses are broken down into 3 trimesters instead of 2 trimesters. 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 graduation requirements.
- Students whose graduation year was 2010 or before are subject to a 22 credit graduation requirement. (Specific credit breakdown can be found in the Quest Office)

Graduation Ceremony requirements:

Students who wish to participate in the Quest High School Commencement Ceremony must:

- Be within 3 credits of graduation requirement at the beginning of the third trimester.
- Be in good standing academically and behaviorally.
- Have all credits completed by the Friday prior to commencement.
- Have all fines and fees owed to Fremont Public Schools paid or have made payment arrangements.

Transferring Credits

Credits granted before attending Quest will be evaluated from transcripts submitted by previous school. It is strongly suggested that transcripts be received by the Quest office before class scheduling occurs. Home School credits will only be accepted by accredited home school programs.

Testing out of courses

Testing out of courses in the Michigan Merit Curriculum is an option to demonstrate that a student meets or exceeds the content expectations associated with the subject area curriculum. Students need to earn a C+ or better on a final exam to earn credit. Testing out periods will be established for each trimester. Those students wishing to test out must notify the office.

ATHLETICS

Quest Athletic Programs

Quest High School participates in the Michigan Alternative Athletic Association. Sports offered varies depending on student interest and ability to find other schools for competitions. Students participating in Quest High School Athletic programs will maintain good grades and display good behavior.

Academic Eligibility

- Academic Eligibility is based off the behinder's list.
- Academic Eligibility runs Wednesday to Wednesday. (Even if an athlete brings their grade up during the week they remain ineligible for the entire week)
- Athletes will receive a warning for the 1st week failing a class.
- Athletes receiving a failing grade for a second week will be ineligible to participate in games during that eligibility period (Wednesday to Wednesday). Athlete will be able to practice if practice is held before/after school.

Attendance Eligibility

- Students must arrive by 9:00 a.m. in order to participate in that day's game unless pre- approved by administrator.
- Students who frequently leave early from school after athletic competition may lose eligibility for next game.
- Students who have exceeded attendance and have not made up time will not be able to miss that class and therefore will be considered ineligible if game occurs during that class period.

Behavioral Eligibility

- Behavioral eligibility will be determined by offense.
- Any major offense will result in ineligibility from practice and games during suspension period. Athlete will not be allowed to participate in any game scheduled during next 5 school days after suspension period has been served.
- Two minor offenses in one week will result in the athlete being ineligible for any games that occur during the week.
- Athletes whose behavior does not represent Quest High School in a positive manner may be deemed ineligible by Quest administrator at any time.

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 aware of poor or inconsistent attendance, and help students correct problems that lead to excessive absences.

Attendance Expectations

- Students are expected to attend all of their scheduled classes.
- All Quest High School students follow the Fremont Public Schools school calendar which may vary from other school districts.

Absences

- Parents/Guardians should call the office (924-0470) by 8:30 a.m. if their child is not going to be in attendance for any portion of that day.
- Students will be allowed 6 absences (excused or unexcused) per trimester.
- Student arriving more than 20 minutes late for a class will receive an absence.
- Students beginning after the trimester starts will have his/her absences pro-rated as follows:
 - Week 2=6
 - Week 3-4=5
 - Week 5-6=4
 - Week 7 on = 3

Excused Absences

Excused absences will include the following:

- Student illness reported by the

parent/guardian within 24 hours of absence. (This call can be left before/after hours on our voice mail at 924-0470)

- Court appointments
- Other absences called in and excused by parent within 24 hours of the absence.

Unexcused Absences

Unexcused absences will result when a student does not attend class and the absence is not reported by parent/guardian within 24 hour time frame.

Bereavement Absences

Absences due to death of immediate family will not count toward 6 absence rule.

Medical Appointment Absences

- Appointments with doctors or other medical services should be scheduled outside of the school day. If such arrangements are not possible, student must obtain a slip (this slip must be signed by a licensed medical professional and state that you were seen in his/her office on the day of the absence) from doctor verifying their appointment and turned into Quest office with 24 hours of appointment for the absence not to count toward the 6 absence rule.
- If slip is not received within 24 hours, the absence will be excused but will count towards 6 absences.
- No “blanket” excuse slips will be accepted.
- Medical slips that are altered in any way will not be accepted and will result in loss of doctor’s notes being accepted.

Vacation (family) absences

Special trips or family vacations should be planned during vacation periods and weekends. If parents choose to take their child out of the scheduled school calendar, they need to realize that they are placing their student at an academic disadvantage. Understand these absences count toward the 6 absences.

Tardies

- A student must be in the classroom ready to work, or will be considered tardy.
- Students arriving more than 20 minutes late for class will receive an

absence.

- Five tardies will equal one unexcused absence.
- Student arriving late must sign in at the office when they arrive.

Exceeding Absences

Students exceeding 6 class period absences(excused and/or unexcused) per trimester will be placed on an attendance contract.

Students not attending for a period of 10 consecutive days without contacting Quest will be dropped.

Attendance Contract

As part of the attendance contract:

- Student may not have any additional unexcused absences or it will result in a drop.
- Student may be given a limited number of additional excused absences depending on original absence circumstances.
- Student must make up time for any/all of these additional allotted excused absences. These absences can be made up after school or at Saturday school. Failure to make up these absences will result in a loss of credit.
- Students who break their attendance contract will be dropped from Quest.

Truancy

Michigan law states that all students under the age of 16 must attend school. Students under 16 exceeding 6 excused or 3 unexcused absences and/or leaves campus without permission will be reported to the truancy officer. In addition, they will be required to make up those absences after school or Saturday school to earn credit and remain enrolled in Quest High School.

Parent Notification of Absences

Quest High School will make every attempt to notify you of your student's absence.

- If we do not hear from you, we will call to verify your child's absence.
- Students not returning after lunch will be reported to parents.
- Parents will be notified via mail at 2, 4, and 6 absences.

Make Up Work due to absences/Request for assignment

- Parents are also encouraged to sign up for Skyward Family Access which provides current attendance information.
- Students will be required to make up all missing assignments for all absences regardless of whether they count towards the 6 absence rule. These absences include: excused, unexcused, medical, school-related absences, out of district inclement weather absences etc.

Students will need to meet with teachers on their own time (before/after school, at lunch) to gather missing assignments. Please allow 24 hours for any homework requests that are phoned in.

Leaving the Building

If, at any time during the day, a student finds it necessary to leave the building, the student must obtain permission from the office, parent/guardian and sign out in the office. If a student leaves without permission or without signing out, it will result in disciplinary action.

Inclement/Severe Weather Closures

If school is closed due to severe weather, it will be announced on WZZM-TV, WOOD-TV, WCUZ and WMUS. If Fremont Public Schools is closed, Quest is closed.

When school is closed due to weather, all athletic/extracurricular events are also cancelled.

*Out of district students refer to out of district student contract for more information on inclement weather closures.

QUEST CODE OF CONDUCT

Quest behaviors are separated into minor offenses, major offenses and district major offenses. These designated offenses will result in a students being placed on Level 2 or Level 3 which will result in consequences and loss of privileges.

Quest Code of Conduct Definitions:

Planning Session: Planning session consists of a meeting with the behavioral assistant or administrator to discuss behavioral or academic issues. A conflict resolution or a Corrective Action Plan (CAP) will be developed. A plan must be developed and agreed upon by staff and

student before a student may return to class.

Think It Over-Students having a problem in class will be given a Think It Over card. Think It Over cards will help students identify the problem, look at solution and encourage them to make the right choice.

Compromise and Agreement-When two or more students are having an issue, a compromise and agreement plan will be completed with Quest Staff. In this plan students will come up with a solution to their problem and discuss the consequences that will follow if plan is not followed.

Minor Offenses:

Academic Integrity/Cheating

Academic Integrity asks that we hold each other to high standards of personal achievement, ethical conduct and academic honesty. It creates an academic environment in which a student's search for knowledge is a true and honest reflection of that effort.

This includes:

- Using an assignment from someone else and submitting it as one's own
- Allowing, with knowledge, another student to use an assignment or test to submit as his or her own
- Assisting, with knowledge, another student in the act of misrepresenting the content or authorship of his/her school work
- Using any type of notes or technology without teacher approval
- Committing plagiarism

Classroom Misconduct

When a student's conduct in a classroom is disrupting to the learning process and all other "think it over" options have failed, the teacher may refer the student to the office for the remainder of that class period. The student will not return to the specific class until a plan is developed and agreed upon by student, teacher, and director.

Inappropriate Language

Students must refrain from using inappropriate language at all time. If a student is redirected and continues to use inappropriate language they will be sent to the office for the remainder of that class period. The student will not return to the class until plan is developed and agreed

upon by student, teacher, and director.

***Leaving Campus/Skipping/Closed
Campus Violation***

- Once a student arrives on campus (bus, dropped off etc.), the student may not leave campus.
- A student must sign in and sign out of the office whenever they leave early or arrive late.
- Any student who does not have an 18-year old release form must have parent permission to sign out during the school day. If this is not done, it is considered skipping.
- If a student leaves campus without permission, parents will be notified and a truancy referral will be made for a student under 16.
- Our campus is a closed campus, although seniors (12th grade) and level one juniors (11th grade) may leave at lunch to reach a lunchtime destination. Students not returning after lunch will be considered skipping and will be assigned a planning session along with an unexcused absence.
- Students may not walk off campus before school, during lunch hours or during school hours unless arrangements have been made with the director.

Not Working

It is the expectation of Quest High School that students will be in class working. Students will not be allowed to sleep or remain off task. After all other “think it over” options have failed, the teacher will refer the student to the office for the remainder of that class period. The student will not return to the specific class until a plan is developed and agreed upon by student, teacher, and director.

Misuse of Electronic Devices/Cell Phones

Quest High School strongly encourages our students not to bring electronic devices to school. Those students who bring the devices to school do so at their own risk.

Cell Phones

Student use of cell phones is permitted only before/after school and during lunch period. Cell phones must be completely powered off and stored in a backpack or purse and are not to be visible during class time and passing/break time.

MP3, IPODS, and other devices with

Student use of musical devices is not

music capabilities

allowed in any classes. Students may use MP3, IPODS, and other such devices before/after school and during lunch period.

Minor Offense Consequences

- Student will attend a Planning Session where a conflict resolution or CAP plan will be developed before student returns back to class.
- Electronic items and Cell phone will be confiscated for the remainder of the day or per last conflict resolution.
- Students will be placed on appropriate behavior level based on number of offenses.
- Students with more than one minor offense will be subject to disciplinary action as stated in their conflict resolution.

Major Offenses: Quest Flag Rules

1. F-Word
2. Direct disrespect to staff

Other Major Offenses:

1. Physical aggression/Fighting
2. Insubordination (refusal to follow staff direction)
3. Vandalism
4. Stealing
5. Disorderly Conduct
6. Smoking, Possession or Use of Tobacco Products (within 1 block radius of any FPS property)

Major Offense Consequences:

- 1st offense will result in suspension up to 10 days based on administrator discretion and severity of offense.
- Additional offenses will result in suspension up to dismissal from Quest High School based on plan created for previous offense.
- Before student returns to classes, a planning session will be held with student where a conflict resolution or CAP plan will be developed.
- Students who are suspended from Quest High School are suspended from all school related activities. Students are not to be on school property during this time without permission from the administrator.

Students who violate this rule will receive additional suspension time.

Major District Offenses:

Use, Possession, Concealment, Sale, Bartering, Distribution, Soliciting for, or Intent to do any of the preceding or Under the Influence of Drugs or Alcohol

Quest High School believes strongly in maintaining a drug free school.

- Alcohol, Drugs, Controlled Substance or Substances described as, or believed to be any of the forbidden types, look alike substances, including paraphernalia are not allowed in school or at a school sponsored event.
- When there is probable cause to believe that a student has used or is under the influence, the student will submit to an intoximeter or drug test. If the student refuses said test, it will be presumed that alcohol or drugs have been used and discipline will occur.

*Please note school's medication policy, students not following the medication policy are subject to the consequence of this rule.

Consequences:

- If any of the above offenses occur, the following discipline steps will result:
 - First Offense: 10 day suspension. In addition to the suspension, law enforcement will be contacted and the student may be required to enroll in a substance abuse program and willing to take random drug testing to remain enrolled in Quest. (In cases such as possession of large amounts, selling, distribution, first offense may also result in the recommendation to the school board for long term suspension/expulsion)
 - Second Offense: Recommendation to school board for long term suspension/expulsion.

Major Offenses involving Harassment/Bullying

Quest High School considers discriminatory harassment based on religion, race, color, national origin, age, sex, height, weight, marital status, sexuality, handicap or disability to be a major offense, which will result in disciplinary action.

Any student who believes that he or she has suffered harassment shall immediately report the incident to a building administrator.

Discriminatory Harassment

Discriminatory harassment includes verbal or physical conduct relating to an individual's sex, race, color, national origin, age, religion,

height, weight, marital status, sexuality or handicap/disability when:

- Submission to such conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the school district.
- Submission to, or rejection of, the conduct or communication as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the school district.
- The harassment substantially interferes with the student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's educational opportunities.

Bullying

Bullying is a form of harassment.

Bullying is defined as the repeated intimidation or emotional abuse of others by the infliction of harm of any kind to the person or property of others whether real or threatened, as transmitted verbally, in writing, or electronically transmitted either in or outside of school. It may include, but not limited to, actions such as verbal, written, or electronically transmitted taunts, name calling and put downs, including ethnically based or gender based put downs, extortion or attempted extortion of money or possessions and systematic exclusion from peer groups within school.

Hazing

The act of hazing is a crime in the State of Michigan. "Hazing" means any intentional, knowing or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that which creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the district.

Consequences

Students who engage in any act of harassment or bullying while at school, at any school function, in connection to or with any district sponsored activity or event, while enroute to or from school, or outside school hours if the

harassment/bullying is likely to carry some connection to, or have an effect upon, the school environment, are subject to disciplinary action.

Disciplinary action will be based on severity of the incident and may include one or more of the following:

- Conference with parent/guardian.
- Suspension for up to 10 days.
- Long term suspension for remainder of trimester or school year.
- Referral to an appropriate law enforcement agency.
- Permanent expulsion from the school district.

Additional Major Behaviors resulting in long term suspension/expulsion:

The following will be grounds for dismissal and the potential expulsion from Quest High School and Fremont Public Schools. Legal action will be taken.

- Felonious assault-Striking with a weapon with intent to do bodily harm.
- Aggravated assault and battery-Striking or unlawful touching of a victim with a weapon and infliction of a serious injury.
- Breaking and Entering-Breaking and entering into any school building, facility, office, room, storage space or other enclosure without authority to do so.
- Arson-Any act of utilizing unauthorized fire, smoke, or explosives that presents a risk of danger to life or property.
- Robbery or Extortion-The act of obtaining or attempting to obtain money, goods, services, or information from another by force or the threat of force or by coercion.
- Physical and Verbal Assaults-against any district employee or against a person engaged as a volunteer, or contractor for the district. Verbal assault shall be defined as any statement or act, oral or written, which can reasonably be expected to induce

in another person an apprehension of danger of bodily injury or harm.

- Weapons/Dangerous Instrument (Possession or Concealment)-The possession or concealment of any kind of weapon or dangerous instrument (ie., knife, gun, metal knuckles, explosives, etc) or any other item that is deemed to be a weapon.
- Verbal Threat

The following procedure will be used when a student commits or is believed to have committed one of the above mentioned offenses.

1. Isolate student away from other students.
2. Investigate
3. Search student
4. Contact parents/law enforcement
5. Immediate suspension
6. Investigation
7. Team will make recommendation for length of suspension/expulsion
8. Long term suspension/expulsion recommendation to school board if needed.
9. Student's return contingent on a psychological evaluation stating it is safe for the student to return.

Quest Levels

Quest students will be placed on levels based on attendance, academic and behavior.

Student levels will be reviewed on a weekly basis and levels will be reassigned on Wednesday. It is the students' responsibility to check with advisor or office to verify their level.

Level One Level One student must have no behavior offenses, no unexcused absences and be passing all classes with a C- or better. Student on Level One will have the following privileges:

- Friday Commons (when available)
- 11th grade students receive off campus lunch privileges
- Level One prize drawings and special activities

Level Two Level Two students have a D+ or lower in one or more classes, had one or more unexcused absence or had 1 to 3 planning sessions.

Level Three Level Three students are placed on an individual plan (Corrective Action Plan) due to receiving 4 or more offenses. Level Three students will have limited extracurricular activities and loss of off campus lunch privilege. Moving off Level Three will be made according to CAP Plan expectations.

Other Miscellaneous Behavior Information:

Dress Code Student dress should be clean, neat, in good taste and not considered distracting to the process of education. Students without appropriate clothing should seek assistance in the office.

Inappropriate dress includes items displaying or promoting:

- Alcohol
- Tobacco
- Profanity
- Sex
- Gang activity including chains, bandanas or similar gang color symbols.
- Hate groups
- Drugs, drug paraphernalia

Additionally:

- No pajama pants or slippers
- No T-shirts with inappropriate sayings or graphics.
- No short skirts/shorts. They should be at least fingertip length.
- No short shirts or low cut shirts that show inappropriate amounts of cleavage.
- No clothing/accessories with spikes or chains.
- No visible undergarments (male or female).
- No sunglasses may be worn in the building.
- Wearing hooded sweatshirts are fine but students may not wear hoods over their head in the school building.
- Any other apparel deemed inappropriate by staff.

Consequences Students violating dress code will be provided alternate clothing options. Students who still fail to comply will be considered insubordinate and will face further disciplinary action.

Items not permitted at school

Laser pointers, lighters, matches and recreational pocket knives are not permitted in the building during the school day.

Consequences Items will be confiscated and not returned if found at school.

Search and Seizure

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

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

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

STUDENT RIGHTS AND PRIVILEGES

Conflict Resolution

When a student or staff member experiences a conflict with a policy or rule, a Conflict Resolution Plan can be developed to help resolve the issue.

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, address and telephone listing.
2. Student's grade level

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.

Eighteen 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:
 1. Students 18 years and older may have the same privileges as their parent/guardians as it relates to access to their student records.
 2. Student 18 years and older may represent themselves during disciplinary conferences and be the primary addressee for their grade reports.
 3. Students 18 years and older may sign themselves in and out of school and may verify their own absences.

Food Service

Breakfast and lunch are available daily to students. Students may purchase these meals, or those that qualify may receive them free or at a reduced price.

- Breakfast will be served to all students during advisory period.
- School lunches are served each day at the middle school or student may order a box lunch. Box lunch orders need to be received by 9:00 a.m.
- Commons offers a limited selection of lunch and snack items.
- Commons will be closed 10 minutes prior to first "end of lunch" bell.
- Students must eat lunch during lunch

period, not classroom time. Students who have lunch items left to eat will need to eat them in the office. Students will receive a tardy for 4th hour class.

All students who must stay or choose to stay on campus during lunch must either:

- Be in the commons
- Be in the hallway, between the computer lab and the office or receive permission from staff for other areas.
- Be outside in the bench area right outside of the commons.

Medication Policy

In accordance with the Fremont School Board Medication Policy, all medication including over the counter medication such as Tylenol and cold medication must be brought to the office. Medication is not to be carried by the student. Forms are available in the office.

Phone Use

Students may use office phone for school related purposes including meds, ride home because of suspension, illness, or other school based needs. Messages taken in the office will be given to students between classes.

Transportation

Bus transportation is available for all students who attend and live in the Fremont Public Schools District. Students riding the bus are subject to all bus rules. Failure to follow school and bus rules may result in bus privileges being suspended or denied. The transportation department must have transportation form on file in order for you to ride the bus. If a student is not in attendance during the school day or leaves campus, school transportation may not be utilized and transportation privileges may be removed.

Students driving to school

Student will be allowed to use their own transportation to school. All vehicles must be registered with the office. All students driving to school must have a valid driver's license and proof of insurance.

Attention students with driving privileges: Please be aware that driving to and from school is a privilege. The speed limit is 10 miles per hour in parking lot and cars should leave the lot going with the flow of traffic to the north. Also, once leaving the parking lot, make sure you are abiding by the speed limit posted for Cedar Street and

Sullivan at lunch and/or end of day.

If deemed necessary, transportation privileges will be removed.

Visitors

Permission to visit for the day will be granted to relatives, friends, or new students of high school age who have not had the opportunity to tour Quest and will be granted based on the following conditions:

1. Visitor's school is not in session.
2. Students are allowed to have one visitor per trimester.
3. Visitors must follow all school rules. Quest student is responsible to enforce this.
4. All teachers are in agreement.
5. Final decision is left up to the discretion of the administrator.

Other visitors, including previous students, may visit teachers during lunch times or the last fifteen minutes of class with teacher approval. They must first check in at the office to receive a visitor's pass.

****ALL OFFENSES OR VIOLATIONS OF POLICY CANNOT BE COVERED IN THIS HANDBOOK. THE ADMINISTRATION WILL USE ITS BEST JUDGEMENT FOR DISCIPLINE IN THOSE AREAS AND MAY DEVIATE FROM THE ABOVE POLICIES IF THE SITUATION WARRANTS.**