

Quest High School

***Creating Futures / Changing Lives
2025-26***

Handbook

**“Two roads diverged in a wood and
I...I took the one less traveled by.
And that has made all the difference.”
-Robert Frost**

North Branch Area Schools

6655 Jefferson Street, P.O. Box 3620

North Branch, MI 48461

Quest High School Phone: (810) 688-7581

Quest High School Fax: (810) 688-7010

Our Mission

Quest High School serves students seeking another option for their secondary education by helping them create satisfying, productive futures through personalized, individualized programs, including school-to-work. We believe that all students can become successful members of a changing society through providing a caring environment that recognizes unique learning styles, values, and cultures.

Our Values and Beliefs

In a learning community based on respect and support, all of our decisions, actions, and activities are guided by these values and beliefs:

- **We believe that the family/care-giver is key to a student's success.**
- We encourage our students to believe in themselves by treating them with respect, dignity and personal attention.
- We believe that our students need career-related experiences to help them explore options for their futures.
- We believe that a variety of hands-on learning experiences will keep our students interested and involved.
- We believe trusting relationships and boundaries are vital to success.
- We respect cultural, intellectual, and social diversity.

Our Expectations

Students entering our program do so voluntarily and therefore the emphasis of our program is on **personal responsibility and making positive choices**. Therefore, the following expectations guide our classroom setting. These behaviors are vital to personal success in and out of school.

Enrollment Eligibility

Quest High School is designed to meet the needs of students from North Branch and surrounding areas who choose to earn a high school diploma in a small student-centered, non-traditional learning environment. In order to enroll in the program the student must meet the following criteria:

1. Students must be 15-19 years old before September 1st of the current school year.
2. North Branch students must obtain permission from their high school counselor to interview at Quest. Out-of-district students can inquire directly with Quest.
3. Students may be teen parents.
4. Students may be at a point that they will not obtain a high school diploma due to a loss of credits and want to prepare for their GED.
5. Students may be referred by the court system, Community Mental Health, or the Department of Human Services.
6. Students are required to enroll in a program at the Lapeer County Education and Technology Center.

7. Quest High School is a separate entity from the North Branch High School and enrolled students are not eligible to participate in many of the extra-curricular activities. We do try to offer various opportunities of our own through the school year. Quest students are welcome at the traditional high school's homecoming, Snowcoming and prom dances. Quest does hold a separate graduation as well.

Enrollment Procedure

1. Call the Quest High School Office at (810) 688-7581 and ask to schedule an appointment to begin the registration process.
2. A parent/guardian must accompany the student during the registration process and a parental signature is needed to complete the registration process. The interview will last approximately 45-60 minutes depending upon the needs of each applicant.
3. New students to North Branch Area Schools must bring a copy of their academic transcript form, a copy of their immunization records, a certified copy of their birth certificate (we will make a copy) and proof of residency (electric bill, driver's license, etc., something that proves you live at the address on the enrollment form).
4. Cars must be registered with Quest High School, transportation by school bus will be determined on an individual basis.

Graduation Requirements

Students will need to earn a required number of credits, based on their year of graduation, and current North Branch Area Schools' graduation requirements. Quest High School requires students to meet all credit requirements set forth by the state of Michigan to obtain a high school diploma, just as every traditional high school in Michigan requires, and is a true graduate diploma, not a certificate program.

Terms

Each year consists of 3, 12-week terms. Report cards will be sent home every 12 weeks, so it is important that you keep us informed of any changes in your address.

Students will earn credits as follows:

Direct classroom instruction	0.50 credits every 12 weeks, per direct instruction course
Lapeer Ed-Tech Program	1.50 credits every 18 weeks
Edgenuity (E2020) Courses	0.50 credits, per course, earned at students pace

Students are required to complete their given schedule. Some of the classes will take place in the classroom and be conducted by an on-sight teacher, and other classes will be taught through the use of an on-line certified network.

Quest's credit scale matches the North Branch Traditional High School's scale. Almost every district has different methods of measuring credit. If you are transferring from another district a conversion of credits will occur. This is the same process that occurs when a student transfers from any school that has a different (lower or higher) number of credits required for graduation or operates on a different type of schedule (Trimesters, Block Scheduling, Semesters, etc). This does not mean that you will lose or gain credits, it is simply a different way of measuring your credits. The number of transfer credits will be discussed during the enrollment procedure or as soon as possible thereafter.

Parent-Teacher Conferences

We believe that the key to student success is regular communication between parent(s)/caregiver(s) and the faculty at Quest. This communication may come in several forms: telephone conversations, email messages, written correspondence, and informal one-on-one conversations. In addition, parent-teacher conferences are held in November to discuss each student's progress with the parent(s)/caregiver(s).

Check Out Policy

Students who need to leave campus for any reason (doctor, dentist, illness, etc.,) must have a parent call and speak to the Quest Program Coordinator in the office.

Technology Use

Technology use is critical in our alternative setting. It is essential that all students of our learning community adhere to proper and appropriate use of computers and other technology. If a student is found misusing the technology and/or causing damage to the equipment, it is grounds for school suspension. All students must sign a technology use permission slip prior to using the equipment.

Class Dues and Fees and Fines

When enrolling at Quest High School students will be charged class dues of \$20.00. The dues will help offset costs of field trips, athletic events the students participate in, student rewards, etc. There may be instances when additional fees are requested for certain activities. All fees and fines from previous schools should be paid in full prior to enrollment at Quest.

School Telephones

Students ARE NOT allowed to use cell phones during school hours. Students will be allowed to use the Quest High School telephone upon permission from one of the Quest staff.

Tobacco Policy

A **NO SMOKING POLICY** is enforced. Quest High School is a closed campus. Use of tobacco products on school property is a violation of state law and subject to police citation. The use of vaping products and electronic cigarettes are also prohibited on school property.

Attendance Policy

One hundred percent (100%) attendance is expected as a goal for our students. Good attendance most often results in a successful classroom experience. Students who accumulate ten (10) absences during a twelve (12) week period, either excused, unexcused or because of suspension will be dropped for the remainder of the term and credit will not be granted. Students may re-enroll at the beginning of the next 12-week term. Any student missing twelve (12) consecutive days may be dropped as a student from Quest. Every effort will be made to notify the student and parent.

Students exceeding the attendance policy will be reported to the county truancy officer.

If a student is sent home at the request of one of their teachers, due to any reason (ie – discipline, inappropriate dress, etc.) the student will be marked absent.

NOTE: **If you must be absent, a parent or guardian needs to call the school at (810) 688-7581 within 24 hours of the absence to report it. This is extremely helpful.**

Missed Work: Students will be given the number of days absent, plus one day, to make-up work missed due to an absence.

Suspension/Missed Work: If the absence is due to a suspension, the student is responsible for obtaining any class work missed during the suspension. Any tests or quizzes missed during the suspension must be made up at the time the student returns to school and all homework is due at that time.

Excused Absences: An absence will be considered as **excused** for the following reasons:

- Religious observance
- Personal family business (funeral)
- Court or probation officer appointment (need documentation)
- Teen parents – child's illness (need documentation)
- Limited, pre-arranged family vacations may be approved
- Documentation for excused absences must be given within 24 hours to be considered 'excused'.

Unexcused Absences: Absences will be **unexcused** for the following reasons:

- Leaving school during school hours without signing out in the school office. Students who leave during the day may not return to the building that same day without permission from the school office.
- Skipping class for all or part of the school/ day.
- Lack of parent verification

Parents and students are encouraged to contact Quest High School regarding questions and/or concerns about attendance.

SHORT-TERM SUSPENSIONS:

A short-term suspension occurs when a student is suspended for breaking any of the rules listed under the student conduct code or by receiving written warnings from the instructor. This can be for one type of unacceptable behavior, or a compilation of unacceptable behaviors. Any suspension from Ed-Tech, transportation or any school in the district will be honored by Quest. If this occurs, **the student will be suspended for 1 day, 3 days and then 5 days, consecutively. Quest administration may depart from this “ladder” model as they see appropriate, taking into account academic performance, sustained improved behavior, and/or state law in regards to special education students.** However, Quest High School reserves the right to **expel a student for any behavior that is deemed inappropriate as written in this handbook.** Before the student can return, a meeting shall occur between parents, the Quest principal, Quest teacher and the student to discuss the issue (See last page of this handbook for the conduct code).

LONG-TERM SUSPENSIONS:

A long-term suspension is when a student is suspended for 6 days due to a severe infraction, or a continual problem of disrespect or violation of any rules of the signed conduct code contract. **The student will be dropped from the program at this time.** If deemed appropriate, the student may re-enroll in the program for the next 12-week term. However, before the student can return, a meeting shall occur between parents, the Quest principal, Quest teacher and the student to discuss the issue (See last page of this handbook for the conduct code).

EXPULSIONS:

Fighting, threatening, or use of drugs/alcohol will result in immediate expulsion. Any violation of the student conduct code may result in expulsion from Quest High School. An expulsion occurs when the school district’s board of education terminates the student’s rights and privileges to attend school. An expulsion is for an indefinite period of time, unless otherwise specified by the school board or state law. The parent/guardian of the student may petition the school board to request the student’s reinstatement to school, as permitted by law.

Sexual Harassment

Sexual harassment is a crime. If a student calls another student an inappropriate name, makes an inappropriate comment, or engages in any form of harassment, the incident will be documented. The documentation will then be given to the police liaison officer in charge of the North Branch Area Schools. The officer will make the necessary recommendations. Parents will be notified in writing.

Drugs/Alcohol

If a student is suspected of using drugs/alcohol, the school police liaison officer will be contacted and will deal with the situation immediately. The use of drugs/alcohol on school property will result in immediate expulsion.

***All student rights, responsibilities, and conduct codes that are stated in the North Branch High School handbook, which are not covered in this handbook, will be honored.**

Student Dress Code

- a) To avoid injury to feet and to curtail the possibility of disease, footwear shall be worn at all times. The footwear must be appropriate for outdoor wear should an emergency force the students to leave the building.
- b) Hats, sweatbands and sunglasses (unless accompanied by a doctor's prescription) may not be worn in the building.
- c) Shorts may be worn provided they are not shorter than five (5) inches above the knee length. Good taste will prevail in final decisions by the administration.
- d) No mini-skirts are allowed. Skirts and dresses must not be shorter than five (5) inches above the knee, and dresses/tops must have at least three-inch shoulder straps. Good taste will prevail in final decisions by the administration.
- e) No undergarments or bare midriffs shall show. A top must not be cut-down in such a way that cleavage, or undergarments shall be shown.
- f) Tank tops, halter, spaghetti strap, tube tops, off the shoulder and muscle shirts with exaggerated armholes are not permitted.
- g) Pants must be worn at student's waist. Sagging is not appropriate for school.
- h) No sleepwear will be allowed in school (Examples include slippers and pajama bottoms or loungewear).
- i) Heavy chain or "chain-like" jewelry, jewelry with spikes or other unsafe decorations and long wallet chains are not allowed.
- j) Students will not be allowed to wear clothing that displays degrading or obscene language and/or pictures or slogans of alcohol, drugs, or tobacco related products. In addition, no item of clothing is permitted which depicts or promotes sexism, violence, obscenity, vulgarity or inappropriate slogans.
- k) Students will not be allowed to wear or display any apparel or other articles that are gang related or any items affiliated with hate groups.

- l) Coats that are designed for outdoor-wear are not allowed to be worn in the classroom unless the teacher grants permission based on the temperature of the room.

*If a student wears a garment that is deemed inappropriate, they will be asked to:

- 1) Leave school for the day.
- 2) Turn their shirt inside out for inappropriate word/design.
- 3) Put on a coat, jacket, sweatshirt or sweater.
- 4) Have a parent bring appropriate clothing immediately.

Academic Integrity/Honesty:

- Academic Integrity/Honesty - Permission must be obtained before collaborating with AI chatbots (like ChatGPT) on any assignment. When AI is permitted to be used to enhance or elevate creative work, all text generated by AI must be cited.
- Academic dishonesty, as identified at the discretion of NBAS, will result in failure of the course and having to start the course over again. If found, NBAS may act retroactively if further academic dishonesty in other courses.

Student Conduct Code

I agree to follow all rules and expectations of the program as outlined. I also agree that the following behaviors are inappropriate and I agree to choose positive behaviors for my school experience. If I should choose to act out any of the behaviors outlined below, I understand I will receive disciplinary action and/or expulsion from the program.

1. Failure to complete any class assignment.
2. Disobedience or insubordination to school staff.
3. Being in an off-limits area during the school day. (Basement, 3rd Floor, Parking Lots, etc)
4. Tantrums are not acceptable for young adults. That includes, but is not limited to, punching walls, throwing phones, reactions such as aggressively pushing in your chair, keyboard, etc. to the point that it causes a distraction to your classmates. Such occurrences create a toxic environment and are unacceptable.
5. Cheating or academic misconduct.
6. Defacement of property/vandalism to school or another person's property.
7. Disorderly conduct – fighting, threatening, or intimidating others. - **Expulsion**
8. Inappropriate displays of affection.
9. Sexual harassment of any kind – this includes name-calling.
10. Inappropriate dress or grooming.
11. Inappropriate language directed at self, staff, or students.
12. Leaving school without permission or without signing out properly.
13. Possession of dangerous weapons, such as knives, or explosive substances.
14. The use of a cell phone or electronic device without asking permission.
15. Stealing from the school, teacher, or another student.
16. Lying, deceit, or forgery of a parent/caregiver's signature.
17. Persistent disobedience/disruption of the classroom.
18. Violation of cafeteria rules and responsibilities.
19. Destruction or defacement of all technology equipment.
20. Excessive absences – more than ten (10) in a twelve (12) week period.
21. Possession, use, transfer, or being under the influence of drugs, alcohol, tobacco, or drug related paraphernalia in the building or on school grounds.

This is your copy of the Student Conduct Code. An exact duplicate of this page will follow and must be signed by the student, the parent and the Quest Coordinator prior to the student being enrolled in Quest High School and will be kept on file during the student's time with Quest.

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Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Appendix

Annual Notice of Pesticide Usage

As part of the North Branch Area School District's pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and building. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application if you need prior notification, please complete the information below and submit to:

Director of Operations & Technology Department, North Branch Area Schools, 6655 Jefferson Road, P.O. Box 3620 North Branch 48461. (810) 688-3570

Pesticide prior notification request should include:

- Parent/Guardian Name
- Student's Name
- Home Address
- Telephone Numbers (Day & Night)
- School Building or Site

SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment.

Verbal:

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love



Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose



Visual:

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")



Sexual harassment can make someone feel many emotions

You may feel scared, uncomfortable, upset, embarrassed or angry.



When it comes to sexual harassment, what matters is how the action makes a person think or feel—not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the law.



What is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent)
- Unwanted behavior or touch over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

**Sexually assaulting another person is wrong and it is against the law.
In Michigan statute, this is called "Criminal Sexual Conduct."**

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said "yes" before, does not mean "yes" now.
- It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn't consent to sexual acts it is sexual assault.



What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who...").
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on page 4 are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is OK and is normal.

What if This is Happening to Someone I Know?

Believe. Listen. Support.



- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.



Resources

There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Sexual Assault Hotline (VOICES4)

Text: 866-238-1454 **Call:** 855-864-2374

Chat: <https://mcedsv.org/sexual-violence-hotline-chat/>



Michigan's Domestic/Dating Violence Hotline (VOICEDV)



Text: 877-861-0222 **Call:** 866-864-2338

Chat: <https://mcedsv.org/hotline-domestic-violence/>

Youth Resources Web Page

<https://mcedsv.org/resources>



School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).

Sexual Harassment and Sexual Assault Information Guide

North Branch Area Schools



District Title IX Coordinator

Jim Fish
6655 Jefferson St, North Branch, MI
810-688-3570
jfish@nbbroncos.net

District Policies Related to Sexual Harassment and Sexual Assault

Policy 2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Policy 2266 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

For the complete policies on **2260** and **2266**, visit the district's board policy webpage at <https://www.nbbroncos.net/board-of-education> or scan the following



The policies prohibit adverse action against a person for reporting sexual harassment and sexual assault.