QUEST FORWARD MIDDLE SCHOOL

QUEST FORWARD HIGH SCHOOL

STUDENT AND FAMILY HANDBOOK 2026-2027

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Quest Forward Student and Family Handbook 2026-2027

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NOTE: This document is subject to change and may be updated as needed to reflect new policies, procedures, or information.

Last Update: January, 2026

Welcome to Quest Forward

Our school is the result of many years of dedication and belief from families, educators, and students alike. Families who trusted in a bold vision, educators who poured their hearts into creating a distinct and thoughtful experience, students who are ready to lead the way, and of course, Mr. Joe Ricketts who believes that together, we are building something remarkable: a high school rooted in high standards, joyful experiences, and meaningful results.

When Quest Forward was first imagined, we dreamed of a place where academic success and strong character go hand in hand. A place where students are known, challenged, and supported. A place where families are true partners, and every young person is guided to discover their path, and walk it with courage, empathy, and integrity.

That vision is now a reality because of you. To every family who has placed their trust in us, and to every student who has taken this leap, we are deeply grateful. Your support and leadership will shape the culture of this school for years to come.

Of course, building something truly great is never easy. The road ahead will ask much of us: focus, resilience, commitment, and care. My promise to you is that we will continue to pursue excellence with passion, celebrate our growth together, and always make space for joy in this important work.

This handbook is designed to help guide our shared journey. Inside, you will find important information about our values, expectations, and practices. Please read it carefully, return to it often, and use it as a resource to ensure that together we create the best possible experience for every student.

Go Quetzals!

Kristina Davison
School Director
Quest Forward
kdavison@qfhs.org

Welcome to the Opportunity Education Network

At the Opportunity Education Network (OEN), we believe that school should be more than a place you go - it should be a place where you grow. That's why everything we do is rooted in one simple but powerful idea: students learn best when they are engaged and invested in their own learning.

We know that the future belongs to young people who are prepared - not just academically, but in character, purpose, and mindset. Our mission is to help every student invest in their learning, own their path, and drive toward a future they choose for themselves. That mission isn't just something we talk about - it shapes everything we do, including this handbook.

You'll find policies, procedures, and expectations throughout these pages - but this is not just a rulebook. It's a reflection of what we believe: that every student is capable of excellence, that structure creates freedom, and that clear, high expectations are a sign of respect. We set the bar high because we believe in your ability to reach it - and we're here to support you as you do.

This handbook outlines the daily rhythms, shared commitments, and school culture that make that possible. From how we show up to class, to how we treat each other, to how we grow through challenges - everything here is designed to create a safe, focused, and opportunity-filled learning environment.

Your teachers, leaders, and support staff are here to guide, coach, and challenge you. But the most important part of your journey is you. Your choices. Your effort. Your ownership.

This year, you'll be challenged to think critically, act purposefully, and grow through effort. You'll be held to high expectations because we believe in you.

This handbook is your guide. Let's get started.

Sincerely,

James Troupis
Chief of Schools
Opportunity Education Network
jtroupis@opportunityeducation.org

Opportunity Education Network Schools

The Opportunity Education Network schools are a network of high-performing schools across the country. Supported by the Opportunity Education Foundation (www.opportunityeducation.org), our schools share both the advantages of being a part of a collaborative network with common best practices and of having their own unique campus identity to meet the wants and needs of their respective communities.

At the heart of our work is a shared commitment: to help every student invest in, own, and drive their learning. We believe that when students are truly engaged, they develop the skills and mindsets to lead ambitious, purposeful, and fulfilling lives. That's the mission that unites every Opportunity Education Network school — and the vision that drives us forward.

We're a growing network of schools that currently includes:

Quest Forward Santa Rosa
1500 Farmers Lane
Santa Rosa, CA 95405
Phone:707-387-1663
Email: info@qfhs.org
Website: https://www.qfhssantarosa.org/

Cedar Rapids Prep
4515 N River Blvd
Cedar Rapids, IA 52411
Phone: 319-899-5827
Email: info@cedarrapidsprep.org
Website: www.cedarrapidsprep.org

Des Moines Prep
95 East 5th Street
Des Moines, IA 50309
Phone: 515-499-4817
Email: info@desmoinesprep.org
Website: https://www.desmoinesprep.org/

Quest Forward Omaha
2810 N 118th St
Omaha, NE 68164
Phone: (402) 403-1267
Email:omaha@qfhs.org
Website: https://www.qfhsomaha.org/

2026 - 2027 Academic Calendar

QUEST FORWARD MIDDLE SCHOOL | QUEST FORWARD HIGH SCHOOL

Academic Calendar 2026-2027

Term 1: 08/10 - 10/09 **Term 2:** 10/13 - 12/18 **Term 3:** 01/25 - 04/01 **Term 4:** 04/05 - 06/04

All School Orientation
All School Assessments
Teacher PD/No School
Holiday/Break
Summer Session
Intersession
Graduation
Finals Week

AUGUST

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
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OCTOBER

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JULY

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Foundations For Success

To thrive at school and beyond, students need more than just good grades - they need strong habits, clear expectations, and a supportive environment. This section outlines the core academic, behavioral, and community commitments that make success possible for every student. From grading policies to attendance expectations, these are the shared foundations that shape our school culture and set the bar for excellence.

Owning One's Progress: The Path to Promotion and Graduation

At Quest Forward, success isn't measured by grades alone - it's built through consistent growth, daily effort, and engagement across all aspects of school life. Each year, students are expected to meet clearly defined requirements in key areas: academic progress, college and career readiness, participation in school and community life, self-regulation, and attendance.

These expectations are not optional. Students must meet all grade-level requirements in order to remain in good standing (not on an attendance, behavioral or academic contract) and move forward. Good standing, in addition to co-curricular eligibility requirements outlined in the "Co-Curricular Activities" section of this handbook, is required to participate in school events (including, but not limited to sports, clubs, dances, prom, camps, and field trips). These events are privileges that are earned and strengthen students' connection to our community. Participation is contingent on meeting the school's expectations for academics, attendance, and behavior as outlined in this Parent and Student Handbook.

These same commitments build year over year toward one ultimate goal: graduating ready to lead an ambitious, purposeful, and fulfilling life.

All students, including those who meet the minimum requirements for graduation, are required to carry a full, rigorous course schedule, and we generally do not allow for students to skip a grade level or graduate early. That said, Quest Forward may offer early graduation and/or reduced schedules in very rare circumstances that must be approved by the Chief of Schools.

Please see the "Transfer Students" section of our enrollment policy for more information about how these policies apply to students who transfer into Quest Forward..

Graduation Policy

1. **Passing All Classes**
   Students must earn credit in all enrolled classes during the regular school day and year by earning a D- or higher or a P in a pass/fail course.. Students who fall below this benchmark must enroll in make-up classes at the next available opportunity to remain in good standing. If a student does not complete credit recovery before the start of the next school year by the date communicated by the school administration the student will, at a minimum, be reclassified to the previous grade level and will need to re-take the class that

was not passed.if they remain at Quest Forward. The school may determine that the student needs to repeat the entire grade level to remain at Quest Forward.

Quest Forward strongly recommends that all students earn a grade of C or higher to set themselves up for success and to remain competitive in the college application process.

2. **College Readiness Skills**

Quest Forward High School is a college preparatory high school. While not a formal graduation requirement, Quest Forward students are expected to participate in college readiness exams three times per year. Assessments play a critical role in evaluating student college readiness. Quest Forward 11th grade students are required to take the ACT and all students participate in 1-3 OEN interim assessments annually. MAP assessments are given to the Quest Forward 6-8th grade students at the beginning, middle, and end of the year. These assessments measure progress against academic standards and college readiness benchmarks. The results help guide instruction, shape interventions, and support transparent conversations with families about student growth and support needs.

3. **4C's**

We strive to prepare all graduates to make an informed, passion-driven choice about their future. To do so, students must complete a minimum of 10 hours per year in each of the following four school-approved areas: Community Service, College Exploration, Career Exploration, and Co-Curricular Activities.

These experiences must be school-sponsored or pre-approved and tracked through submitted documentation or reflections. While 10 hours is the minimum requirement, we encourage students to exceed this as they explore passions and engage more deeply in each area.

- **Community Service:** Service may include participating in school led service days, volunteering at school-sponsored events, or contributing to approved community initiatives.
- **Career Exploration:** Beginning in 6th grade and up to 10th grade, students are exposed to a variety of life paths, including career days and guest speakers. This grows into business visits, internships, or job shadowing in fields aligned with students' interests during 11th and 12th grade.
- **College Exploration:** Beginning in 6th grade, this may include visits from college reps or trips to local campuses. In later high school years, it expands to tailored college visits and participation in dual credit or college-level coursework.
- **Co-Curricular Activities:** All students are asked to participate in at least one school-sponsored club or sport annually to fulfill this area. These activities build leadership, teamwork, and school connection.

As students mature, we expect them to increasingly take initiative in identifying and pursuing experiences that align with their interests and future goals.

The 4C's are central to developing well-rounded, purpose-driven individuals. We know that students who are involved and connected to school are more engaged - and that these experiences help shape thoughtful post-secondary decisions.

4. **Pathways Curriculum**

All high school students participate in the Pathways Curriculum, designed to prepare students for professional success. Middle school students also learn professional skills and do career exploration work but are not expected to have internships, jobs, or similar external professional experiences.

Core Area	Student Experiences
Interest & Career Exploration	Workplace visits, career panels, internships, and job shadowing (high school: 60+ hours required before graduation per our 4C model; middle school: 10+ hours each year for promotion)
Foundations of Professionalism	Communication skills, active listening, email etiquette, resume writing, interviews, and professional dress
Personal Finance	Financial literacy including; budgeting, opening and using a bank account, credit, interest and more

Portfolio
Students collect quality work artifacts at each grade level during their educational experience at our school. In addition to a capstone presentation that includes portfolio artifacts, students periodically reflect on their growth looking back at previous artifacts and work samples throughout their time at Quest Forward High School

Capstone *(Required for all High School juniors and seniors)*
As a part of the Pathways Curriculum, juniors in high school participate in a semester long class dedicated to preparing for college applications and reflecting on personal growth. This is also in preparation for a final presentation senior year that connects their 4Cs experiences to their future goals. Families, community partners, and OEN staff are invited (and encouraged) to attend our senior capstone presentations that are held in January.

5. **Culture: Following Culture Expectations**

Our schools have high expectations for students to participate as active members of the community and to support our culture with maturity and self-discipline. Students must meet behavioral expectations to remain in good standing.

We celebrate positive behavior with our Student of the Month Awards, regular shout-outs and positive emails home. We also support students in correcting poor choices through our Reminder & Reset system. Students receive a Reminder through a verbal warning when

they make an active choice to violate a school rule. Examples of choices that lead to Reminders are listed later in this handbook. Within a given week, students are expected to receive fewer than 3 Reminders. If a student earns 3 or more Reminders in a given week, they've demonstrated the need for a Reset.

During Reset meetings, students may be asked to participate in a personal reflection, community circles, reflective conversations, individual behavior planning, or other supports designed to help them understand why the Reset was earned and how to meet culture expectations moving forward.

Because we use a graduated discipline model, this is what a student and family can expect:

- After the 3rd Reminder, a Reset meeting with student will take place to remind the student of expectations
- If infractions continue, a parent meeting that includes the student and Admin team member will take place to mitigate future required Resets
- If the behavior continues after the family meeting, an official behavioral support plan will be put into writing and contract signed
- Continued difficulty meeting the expectations outlined in the support contract may result in the implementation of consequences up to and including dismissal from Quest Forward

Everyone makes mistakes - Reminders are just that: reminders. Our hope is that by helping students see how their choices are impacting themselves and our community. Ensuring that all available supports are in place and expectations held high for all, we can quickly support students in understanding and making better choices for their future.

6. **Attendance**

At Quest Forward, we believe that every day of learning counts. When students attend regularly, they build strong relationships, stay on track with their learning, and get the most from school. That's why we partner closely with families to help every student show up and succeed.

Students missing a significant amount of the school year will need to complete school-required make-up plans which may include attending summer school, sometimes at an additional cost to the family, to make up for lost learning.

Further attendance policy is outlined later in this handbook.

Note: Students who do not pass all requirements for a grade level — including coursework, attendance, behavior expectations, and 4C engagement — and do not complete appropriate credit recovery will be required to repeat the entire grade level. For students with significant summer conflicts, the School Director may approve specific, rigorous accommodations for credit recovery. These may include summer school, Saturday school, online coursework, or other school-provided options. Students must meet all credit recovery expectations, including passing grades, to advance.

Grading

At Quest Forward, we believe in sustained academic achievement and growth. Our grading system is designed to reflect each student's mastery of essential content and skills, providing a clear picture of their progress.

This approach aligns with our rigorous academic and critical thinking model, encouraging students to become courageous thinkers while developing the skills needed for success in college and career. It also gives students, families, and teachers meaningful feedback, highlighting both strengths and areas for improvement.

Late Work

We believe that part of learning is the ability to grow from mistakes. Late assignments are accepted, but the highest achievable grade for any late submission is 10% below the earned grade.

Students are not *entitled* to revisions. However, we believe in students' ability to learn from misunderstanding. After demonstrating new understanding or completed additional learning, a teacher may allow revisions on assessments (e.g., quizzes, tests, essays, labs).

Grading Periods

The school year consists of 39 weeks, divided into two semesters and four quarters. Each quarter is approximately 9 weeks long.

Progress reports are shared with students and families at the end of quarters 1 and 3. Official grade reports are shared after quarters 2 and 4. Parents may adjust their settings in PowerSchool to receive more frequent notifications.

Students receive credits at the end of each semester for classes they have passed (See graduation requirements).

Grade Point Averages

Each letter grade is the equivalent of point value, which factors into a student's grade point average (GPA). A student's current GPA is calculated based on the current grades they have in each course. A student's semester GPA is finalized at the end of each semester when their grades are marked as final. A student's cumulative GPA is updated at the end of each semester to reflect the average of each semester's final GPA.

To allow for additional differentiation of student performance, as well as to award students for taking more rigorous classes, advanced classes (Honors/ Advanced Placement) are awarded 1 GPA point bonus when calculating weighted GPAs. Pass/ Fail courses, such as Advisory/ Pathways, Physical Education, and Dual Enrollment courses, are credit bearing but do not factor into GPA calculations.

The following table outlines how letter grades and GPA are calculated for the levels of courses:

Letter Grade	Percent	GPA	Advanced Courses Weighted GPA
A	93-100	4.0	5.0
A-	90-92	3.7	4.7
B+	87-89	3.3	4.3
B	83-86	3	4
B-	80-82	2.7	3.7
C+	77-79	2.3	3.3
C	73-76	2	3
C-	70-72	1.7	2.7
D+	67-69	1.3	2.3
D	63-66	1	2
D-	60-62	0.7	1.7
F	0-59	0	0

Course Offering

We offer a wide variety of courses across our campuses that align with the California Board of Regents prerequisites. For a complete prospectus of class offerings, please contact the Main Office to schedule an appointment with the academic advisor.

At Quest Forward, all courses are A-G approved (University of California approved toward admissions). To view the current year course offerings you may refer to the website: qfhssantarosa.org.

Graduation Requirements

Students are required to take specific courses to graduate from Quest Forward High School and earn a minimum of 220 credits. Courses from other accredited institutions will be accepted for

Quest Forward credit only if the courses are preapproved and the student has passed them. Transfer students' courses will be handled on a case-by-case basis.

Specific Course Requirements

- **World Language** - Two years of the same language with progressive difficulty. Students must achieve proficiency of level two or above in the language.
- **English -** Four years
- **Science** (with one year of lab) - Two years
- **Mathematics** - Three years, which must include courses in Algebra I, Geometry and Algebra II
- **Social Science** - Four years which include; one year of World History, one year of US History, one semester of American Government, one semester of Economics, one semester of Ethnic Studies and one semester of Geography
- **Physical Education and Health -** Two years of PE
- **Visual or Performing Arts** - One year
- **Capstone** - One semester (Junior year)
- **Electives** - Remaining required credits
- **Internships/Service/Other** - All students must complete the "4C's" including; 40 hours of internships, as well as 40 hours of service throughout high school. Students must also complete a total of 10 credits in the Pathways career exploration program (2.5 credits per year)

Variances to any of these requirements may be granted at the discretion of the School Director.

Transfer of Credit and Courses Taken Elsewhere

Quest Forward High School (QFHS) understands that there may be occasions where the academic needs of QFHS students are best addressed by courses not offered by QFHS, such as Physical Education, or where students have taken such courses before joining QFHS. Students who wish to apply such courses towards their graduation requirements must arrange to have the courses evaluated by the Director so that a determination regarding transfer eligibility can be made.

To facilitate the review of transfer credits, it is important to provide as complete documentation as possible, including institution, instructor, and background, syllabus, sample work product, grade received, and rubrics used for assessment. Transfer high school credits will not factor into the Quest Forward GPA.

Advisory

When students begin their journey at Quest Forward, they are assigned an Advisor, a dedicated staff member who serves as their primary point of support throughout their time at the school. Through daily Advisory, Advisors build strong, lasting relationships with each student, gaining a deep understanding of their strengths, interests, goals, and individual needs. Advisory is a required part of the school day and also serves as each student's **Pathways** class, in which students will

engage in learning activities related to college and career preparation and setting them up for success for their Capstone and College Seminar class completed senior year. Advisory is a credit bearing course that is Pass/ Fail and does not impact GPA Students must obtain 2.5 credits of Advisory/Pathways per year enrolled at Quest Forward High School.

Together, Advisors and their Advisory groups form a close-knit community focused on growth in key areas such as service, co-curricular involvement, and college and career readiness. These small groups remain together from freshman year through graduation, providing consistency, connection, and ongoing support.

OEN's "PIOD" Approach to Student Engagement

At Opportunity Education Network (OEN) we believe every student should leave school ready to direct their own life — not just earn a diploma. That takes more than strong academics. It takes the ability to set a course, push through hard things, and keep growing when no one is charting the path.

We build the conditions that make that possible through a framework called PIOD: Participate, Invest, Own, and Drive. PIOD describes a progression — from a student who is present and engaged, to one who is genuinely invested in their learning, to one who takes real ownership of it, to one who drives their own path forward. This progression shapes how we design classrooms, advisory, school spaces, and our post-secondary preparation.

PIOD also shapes how we think about engagement. Engagement isn't something that happens to students — it's something students can develop. Our job is to create the conditions where that development is possible: lessons that are challenging and relevant, teachers who bring students into the learning process, and a school environment designed to give students real voice, real choice, and real practice at the skills that matter beyond high school.

Our PIOD Framework

😴 DISENGAGING Checking out or getting in the way	✋ PARTICIPATING Showing up and joining in	💡 INVESTING Thinking hard and caring	🎯 OWNING Taking responsibility for my growth	🚀 DRIVING Leading my learning and creating my future
▫ Held back a thought or question ▫ Went through the motions without thinking ▫ Let others do the work ▫ Gave up when I got stuck ▫ Distracted by my own unrelated thoughts ▫ Talked over someone	▫ Came prepared ▫ Was ready to learn ▫ Listened to instructions ▫ Stayed focused ▫ Answered questions ▫ Made progress on my work	▫ Shared my opinion ▫ Asked a question because I was curious ▫ Got so into it, I lost track of time ▫ Connected what I'm learning to my own life or other classes ▫ Asked for help when I needed it ▫ Improved something I was working on	▫ Used a rubric or goals to reflect on my work or progress ▫ Asked for feedback ▫ Changed what I was doing based on something I learned about myself ▫ Created a plan to achieve a goal ▫ Pursued an opportunity that was available to me	▫ Made a choice about my learning - what to create or who to work with, ▫ Made progress toward a goal I identified ▫ Reached out to someone to learn or connect ▫ Started something that was my own idea

Our Exit Ticket System
At the end of every class, students complete a short Exit Ticket on their school device. This daily check-in includes:

- **Reflective Questions**: Students reflect on how experienced class during that day (how challenged they felt, how interested in the material they were, etc) and how engaged they were during class. These reflective questions are intended to promote student self reflection skills and to provide valuable insight for teachers to help them best support each student.
- **Learning Check**: Teachers will also include academic questions related to the day's lesson to check for understanding and reinforce key concepts.

This system helps students reflect on their role in the classroom and reinforces the idea that engagement is an action—not a label. Over time, this daily practice helps students develop the self-awareness and learning habits that research has shown to be key drivers of long-term academic and personal growth.

How We Use the Data
OEN has built proprietary software that uses AI to immediately analyze Exit Ticket responses. Teachers receive daily summaries of Exit Ticket responses that include:

- Engagement patterns using the PIOD scale
- Insights into student perceptions of class
- Evidence of content understanding and skill mastery from academic questions

This data helps teachers make real-time instructional decisions, including:

- Increasing challenge for students who need acceleration
- Providing support for students who are struggling
- Adjusting future lessons based on classroom trends

By combining student reflection, real-time feedback, and evidence-based instructional design, we are building classrooms where students are not just learning - they are actively shaping their own experience.

Dress Code

We believe student uniform dress is an essential component in creating a positive and equitable learning environment. Our uniform policy serves several important purposes:

- It builds school unity and a shared sense of purpose. The uniform is a daily reminder that each student is part of a larger community working toward common goals
- It creates an environment conducive to academic excellence, where students can devote their energy to their goals, passions, and relationships rather than being preoccupied with outward appearances

- It enhances safety by making visitors or outsiders immediately apparent

We want to emphasize that our uniform policy is not intended to suppress individuality. Rather, it is designed to create a sense of belonging and a level playing field where all students can thrive. By focusing attention on students' talents, ideas, and character—rather than outward appearance—the dress code helps ensure that every child who walks through our doors feels seen, valued, and can be identified as belonging at the school.

Students must be in uniform dress from the start of the first class to the end of the last class, including after-school programs on campus. Exceptions are made for religious reasons or with a doctor's note.

All School Uniform

- Quest Forward polo or longsleeve (grey, navy blue, or light blue)
- Bottoms are tan, black or navy blue slacks, shorts, or skirts

All School Uniform Guidelines

- Tops
    - No visible shirts allowed under polo
    - Students must wear unaltered official school-branded shirts, jackets, or outerwear
    - Undergarments should not be visible
- Bottoms
    - Slacks, shorts, or skirts in tan, navy blue, or black only
    - Bottoms must be single color without embellishments, have pockets and belt loops and must be worn at the waist (no baggy or saggy pants)
    - If a belt is worn, the belt should be black or brown with a professional buckle
    - Shorts and skirts must be no more than 2 inches above the knee
    - No jeans, cargo pants, sweatpants, yoga pants, and similar-styled pants
    - No undergarments may be visible
- Professional Dress Days
    - On designated days involving external partners or special events, students may be required to wear professional attire beyond the standard uniform, including black or brown dress shoes
- Outerwear:
    - Only Quest Forward branded outerwear, quarter zip, or crewneck may be worn on campus (available for purchase at the front desk)
    - Students may wear other outwear to and from school and store them in their lockers; outerwear may not be worn during school day
- Shoes
    - Students must wear closed-toed and closed-heeled shoes (no flip-flops, Crocs, Uggs, slippers, Birkenstocks, "slides", etc)
    - Shoe laces must be tied
- Head Coverings
    - No head coverings are allowed at Quest Forward (including durags, bandanas, bonnets, hats, beanies, etc)

    - Quest Forward branded hoodies have now been phased out and are no longer available for purchase, however, are permitted if currently owned. The hood must remain down as no head coverings are allowed at school.
- Jewelry and Tattoos**:** Jewelry, tattoos, and accessories are permitted as long as they align with our values of safety for our community:
    - No vulgar language, sexual connotations, or obscenities
    - No promotion of alcohol, drugs, or tobacco
    - No promotion of gang activity, violence, weapons, or other illegal acts
    - No depiction or implication of hate

Dress Up or Spirit Days

On occasion, the school may hold spirit, dress-up, or free dress days which will allow for variation from the traditional uniform policy. Students are still expected to follow basic guidelines of school dress:

- No undergarments may be visible
- Chest and midriff must be covered
- Shorts and skirts must be no more than 2 inches above the knee
- All bottoms must be worn at the waist and well fitting
- Jewelry and tattoo policies will be followed
- No full face masks
- No fake weapons
- Clothing must not promote alcohol, drugs, or tobacco
- Clothing cannot contain vulgar language, sexual connotations, or obscenities

While parents should ensure their children follow the uniform rules, students are responsible for knowing and following these rules during school hours and activities. We expect our staff to enforce these rules fairly and consistently. They should never use the uniform policy in a way that singles out or discriminates against any group based on race, gender, sexual orientation, religion, culture, income, or body type.

Dress Code Violations

If a student arrives on campus not dressed in the required school uniform, they will receive a Reset and be given the opportunity to call home to obtain the appropriate uniform before entering the classroom.

If a family is unable to provide a required Quest Forward polo, a new Quest Forward polo for the student to keep will be provided to the student. Families will receive an invoice for a $20 charge.

By maintaining this uniform policy, we aim to create a focused, unified, and equitable learning environment where all students can succeed.

Any time a student is on school campus, or school sponsored activity, students are expected to adhere to dress code standards. Students are asked to enter and exit Quest Forward in full dress code daily. Quest Forward reserves the right to ask a student to change or remove clothing and/or accessories that are not in compliance with the uniform expectations. Replacements can be provided for a fee.

Student Expectations

At Quest Forward, we are committed to creating a learning environment that balances high expectations with genuine care. We believe that students thrive when they are held accountable with respect and supported in making positive choices.

Our goal is to prepare every student for college and life by helping them develop a greater sense of ownership around their learning. This means setting clear expectations, providing consistent feedback, and encouraging reflection so that students learn from their choices in meaningful ways.

We strive to:

- Build student ownership by encouraging responsibility and self-reflection
- Ensure access to quality learning through protected instructional time
- Align staff around clear academic and behavioral expectations
- Promote readiness for college, career, and life through strong habits and mindsets

Student Code of Conduct (SCC)

The SCC outlines expectations and responses to help students stay on track while feeling safe, affirmed, and respected. It is not a list of every possible behavior, but a guide for fair, thoughtful responses rooted in our belief that behavior is within a student's control.

This code applies

- During school hours, before school hours, and after school hours
- While traveling in school vehicles to or from a school activity, team function, or event
- Off school grounds at all school-sponsored activities or events
- Off school grounds at any activity or event that has a reasonable relationship to the school
- Off school property before or after school hours if those actions pose a substantial likelihood of disruption to the learning environment in the school (e.g. social media)
- During virtual learning and when using school-issued technology or when using the school's internet network
- Via Social media and any electronic communication in/out of school

When addressing behavior, we consider the full context, including support plans, student age, health, maturity, discipline history, and willingness to engage in support. Any SCC breach or infraction will incur the communicated disciplinary action, up to and including Resets (detention), suspension, or expulsion from Quest Forward (see below for additional information).

Quest Forward reserves the right to do random, at will, backpack, locker, and vehicle checks when deemed necessary. Parents will be notified following the checks. Any student that is found to have restricted or harmful items (ie; phone, substances, weapons), will have a discussion with a member of the Admin team and parents will be notified. Any disciplinary action will be communicated and will be based upon the infraction.

Unless legally required or considered relevant, Quest Forward does not share disciplinary records with colleges or universities.

Student Reward & Reset System

We celebrate positive behavior and support students in correcting poor choices through our Student of the Quarter & Reminder System as one way of helping students to create a sense of ownership. This system helps students build strong academic and social habits while reinforcing our shared values of responsibility, kindness, and curiosity.

Student Rewards

Students may collectively earn rewards for areas of excellence, including academic achievement, attendance, innovation and more. These may be earned by grade level, classrooms or school wide. Examples of rewards include, field trips, schoolwide events, celebrations, etc.

Student Awards

The Student of the Quarter Award recognizes meaningful moments when students show character, take initiative, or contribute to the school community. These are not earned automatically or on demand, they're a celebration of doing the right thing, even when no one is watching. The Student of the Quarter will be announced at an assembly as well as in the Monthly Newsletter. .

Examples of behaviors that may earn a Shout Out:

- Organizing a study group
- Identifying and resolving a problem
- Showcasing passion in an assignment
- Conflict resolution
- Owning a mistake without teacher prompting
- Reaching out for help
- Bringing a positive attitude to class
- Thanking others meaningfully
- Publicly recognizing classmates' contributions
- Demonstrating effort and growth
- Collaborating well with peers or teachers

Reminders

Reminders are given when a student makes a poor choice that disrupts the learning environment or community norms. Each Reminder is a moment for redirection and accountability.

Behaviors that earn a Reminder(reset) include, but are not limited to:

- Repeated disruptive or avoiding behavior (e.g., ignoring directions, continuing an action after being told to stop)
- Foul language (general profanity)
- Being out of class without permission
- Inappropriate use or poor care of school-issued technology
- Throwing items in class
- Tardy to class

- Dress code violation (must be corrected)
- Leaving trash or gum on furniture or the floor
- Eating food / drinking beverage other than water in class
- Unwanted/disruptive physical contact (non-fighting)
- Other intentional classroom disruption

Tardies to School

Tardies to school are tracked separately from the weekly Reset cycle to encourage students to come to school every day. While individual tardies do not result in Reminders, three tardies to school within a single month result in one Reset. This reinforces the importance of on-time arrival without discouraging attendance altogether.

Major Infractions (Automatic Reset)

Certain actions demonstrate a higher level of seriousness and result in a Reset automatically. Major infractions include, but are not limited to:

- Repeated or escalated disruption after a warning and Reminder
- Foul language involving slurs, hate speech, or targeted profanity
- Academic dishonesty (cheating or plagiarism)
- Skipping class (includes parent call and unexcused absence)
- Skipping assigned Reset (the Reset a student earns for skipping a Reset must be completed on top of the original Reset)
- Inappropriate use of school technology (YouTube, Discord, Chat Rooms, Social Media, etc.)
- Three tardies to school in one month (outlined in the Attendance section)

Reset Cycles
The Reset process provides students an opportunity to reflect on their choices and build better habits moving forward.

- 1–2 Reminders in a week: No Reset assigned. Record resets to zero at the start of the each week
- 3 or more Reminders in a week: Student is assigned a Reset

Positive Behavior Contracts
Students who show meaningful growth—even after repeated challenges—can be invited into a Positive Behavior Change Contract, especially after earning 12 or more Resets.

With School Director approval, a student may:

- Reduce the number of Resets on their record
- Demonstrate sustained behavior improvement
- Stay on track for grade-level promotion and graduation

All earned Resets must still be served, but these contracts reward students who take ownership and show they're ready to turn the page.

Severe Infractions (beyond the Reminder/ Reset system)
The Reminder/Reset system is designed to address most behavior choices in a way that promotes reflection and change. However, certain severe behaviors fall outside that system and lead to an immediate referral to the Director. These may result in additional consequences outlined in the Discipline and Due Process section of this handbook, including but not limited to suspension with a required parent re-engagement meeting. In the most serious circumstances, a severe infraction or a pattern of severe infractions may result in a referral for expulsion.

Examples of severe infractions include:

- Repeated or escalating violations of expectations
- Major disrespect to adults or other students
- Cursing at, or using hateful/disparaging language
- Pornography or cyberbullying
- Gambling
- Engaging in threatening or violent behavior or engaging in behavior that endangers any member of the school community
- Engaging in destructive or disruptive social media trends
- Propping open an exterior door
- Arson
- Destroying property
- Possession of and/ or distribution or sale of alcohol or illegal drugs, drug paraphernalia, or look-alike item
- Consumption of and/ or under the influence of nicotine, alcohol, or illegal drugs while on school property or at a school sponsored event

These behaviors undermine the safe, respectful learning environment we commit to maintaining, and as such, they require a more immediate and serious response.

Academic Dishonesty

To grow academically and build skills that matter for each student's future, it's essential that all work students submit is their own. We expect students to respect the work of others by giving proper credit whenever they borrow words, ideas, or opinions. This means using quotation marks for direct quotes and including footnotes or references when using someone else's work. In group projects, each student who contributes should be acknowledged.

Academic dishonesty includes plagiarism, cheating, and test security violations. Copying another person's words or ideas without credit—whether intentional or accidental—is considered plagiarism. Plagiarism also includes, but is not limited to, using a third-party application to solve math problems or to write a paper without permission, utilizing any AI language models or AI tools without permission. Cheating includes copying from others, using unauthorized materials, or submitting work that isn't students' own work.

Test security violations include sharing or receiving confidential testing materials before, during, or after an assessment. This applies whether the sharing is done in person, over text, on social media, or through other online platforms. Even unintentional sharing is considered a violation.

Consequences for Academic Dishonesty

Any act of academic dishonesty—plagiarism, cheating, or test breaches—may result in a loss of credit, failure of the assignment, or other consequences at the discretion of the teacher or administrator. On a first offense, students will typically receive a Reset and may also face more serious consequences if the behavior continues or if the academic dishonesty has the potential for a significant impact (e.g. during required district testing).

Depending on the situation, consequences may include:

- Re-doing the assignment or completing an alternate version
- Receiving reduced or no credit
- Receiving a Reset
- Required attendance at a tutoring session focused on plagiarism and proper citation
- Temporary removal of technology privileges
- Conference with teacher, parent/guardian, and a school leader
- Disqualification from school-based or summer programs

Academic integrity is about learning, not just rules. We believe every student can rise to the challenge of doing honest, meaningful work—and we're here to support them in doing so.

Attendance Policy

Purpose
Consistent attendance is critical for academic achievement, personal growth, and college and professional readiness. Students and families must prioritize school attendance by scheduling vacations, appointments, and non-urgent matters outside of instructional hours whenever possible. Research shows a clear connection between attendance and student success.

Quest Forward partners with families to ensure students attend school every day. Our policies align with California law regarding absenteeism.

Attendance Levels:

Attendance Level	What It Means	What Happens
Strong Attendance	fewer than 4 absences	Celebrate! Keep up the great work.
Warning Zone	5 - 9 absences	We'll check in and offer support if needed.

Chronic Absence	10 - 12 absences	Students and parents receive a letter and are expected to meet with school staff to create a support plan.
Severe Absence	12+ absences	We'll hold a required meeting with a school leader.
Truancy (per CA law)	18+ absences	School may refer the student to the School Attendance Review Board (SARB)

These numbers are based on days missed for any reason, unless there's a legal exemption (see below).

Under CA law, all absences count toward these totals - even if they're excused.

Common reasons like travel, vacations, college visits, or family emergencies still count toward the total number of absences, even if excused.

We know that life happens - and our job is to support, not punish. If a student starts to miss more school, we will:

- Reach out early with a friendly check-in
- Partner with families in creating an achievable Attendance Success Plan
- Offer solutions like flexible schedules, transportation help, or health supports where possible

If a student is sick, has an appointment, or something comes up, just let us know. Communication helps us understand what's going on and how we can help.

Extracurricular Participation
Students who are absent for any portion of a school day may not participate in extracurricular or athletic events that same day without written permission from the School Director.

At the high school level, participation in events such as prom, senior trips, or graduation may be denied for students involved in unexcused absences tied to "cut days," "ditch days," or similar events.

Make-Up Work

Excused Absences and Absences Due to Suspensions	Unexcused Absences
Make-up work must be allowed. Generally, students are given as many	Make-up work can be, but doesn't have to be given. This is up to the

days to turn in work as they were absent.	teacher's discretion. Make-up work from previous units in which grades are already complete, will rarely be given.

Tardiness
Tardiness alone is not considered truancy under California law, but frequent tardiness can result in lost instructional time, Reminders/ Resets, and academic consequences. Repeated or excessive tardiness can be a factor in determining truancy.

- **Tardy (0–30 minutes late):** Students must check in at the front office and receive a tardy pass.
- **Late arrivals beyond 30 minutes** may be marked as a partial-day absence. Repeated late arrivals without a valid excuse, on three occasions in one school year can lead to a student being classified as truant..

Only reasons listed under Excused Absences will excuse a tardy. Reasons like oversleeping, traffic, or missing a ride are considered unexcused.

As noted in the Student Expectations section of this handbook, tardies to school are tracked separately from the weekly Reset cycle to promote daily attendance. Three tardies in a quarter will trigger written communication to the family. Additional tardies after this notification result in a meeting with the parents, and continued tardiness may lead to an attendance contract. This approach emphasizes the importance of arriving on time while still encouraging regular attendance.

Excused tardies require a doctor's note or similar professional documentation and are generally exempt from leading to a Reset. Excessive tardies or abuse of the system may lead to a chance in exempting excused tardies for specific students.

Tardy to Class: Students tardy to class receive a Reminder.

Early Dismissals & Late Arrivals
Families are encouraged to schedule all appointments outside of school hours whenever possible. If a student must leave or arrive late:

- A legal guardian must sign the student in or out
- Students must make up all missed classwork
- Unexcused early dismissals may result in no credit for missed work
- Only reasons listed under "Excused Absences" will count as excused

Attendance and Promotion
Students who are absent for **12 or more days** in a school year may be required to attend summer school to be eligible for promotion. In exceptional cases, the school team may offer alternative recovery options. Additionally in the case of chronic absenteeism, a family meeting may be held to assist the student in finding a better fit school.

Withdrawal for Excessive Unverified Absences
If a student is absent for 10 consecutive school days without valid communication from the family, and the school's attempts to reach the family (via phone, email, or mail) are unsuccessful, the school may initiate withdrawal. Written notice will be sent to the parent/guardian before the withdrawal is processed. Re-enrollment is not guaranteed.

Reporting an Absence Process
To report an excused absence, please email attendance@qfhs.org or call 707-387-1663. Press ext. 1 to leave an attendance voicemail or 2 to speak directly with the front desk. For Planned absences, please speak with your academic advisor to obtain the Planned Absence Form and complete it with the guidance from your academic advisor and teachers.

Co-Curricular Activities: Clubs and Enrichment

At Quest Forward, we believe that learning extends beyond the classroom. Our co-curricular programs—including student-initiated clubs and work permits—play an important role in helping students build confidence, develop leadership and teamwork skills, and form lasting relationships. These experiences support our mission to develop well-rounded individuals prepared for success in school and beyond.

We encourage students to participate and initiate co-curricular opportunities that the students have created or in partnership with community organizations. Whether through athletics, the arts, or academic enrichment, these activities foster engagement, belonging, and purpose.

Club Eligibility

The following requirements must be satisfied for students to participate in clubs, or school-sponsored extracurricular activities:

1. Attendance
Students must attend more than half of the school day to be eligible to practice or compete. Exceptions may be made for excused absences with advance notice and approval. Students and families are expected to communicate proactively with the school and coaches.

2. Academic Performance
At Quest Forward, academic achievement is our highest priority. Participation in co-curricular activities is a privilege. Students must maintain a C- (70%) or higher in all classes to be fully eligible.

3. Grade Checks
Grades will be reviewed every quarter at a minimum. Students with ineligible grades will be notified and may regain eligibility once grades improve.

Student-Initiated Non-School-Sponsored Groups
In accordance with the federal Equal Access Act, Quest Forward allows high school students to form student-initiated groups that are not directly tied to the school's academic curriculum (such as religious, political, or philosophical groups), under the following conditions:

Eligibility and Oversight

- Participation must be entirely voluntary and student-initiated
- A school staff member may be assigned to supervise meetings in a non-participatory role
- Groups must meet during non-instructional time (e.g., before school, lunch, or after school)
- All groups must receive prior approval from the School Director and must comply with school rules and applicable laws

Content-Neutral Access

- The school may not approve or deny a group based on its religious, political, or philosophical viewpoint
- However, the school may dictate how, where, and when groups meet and the school may deny or revoke approval if a group's activities:
    - Disrupt the orderly operation of the school
    - Violate any federal, state, or local law
    - Breach school policies, including those related to safety, harassment, or discrimination

Facilities and Communication Access
Approved student-initiated groups may:

- Request use of school space during non-instructional time
- Submit materials for bulletin boards or announcements, subject to prior administrative review
- Submit advisory announcements when approved
- Be listed in the yearbook with an appropriate disclaimer indicating the group is not school-sponsored

Enrollment

Admissions Policy

Quest Forward is a non-profit private school. As an independent school, Quest Forward may accept or decline any applicants. All potential students are required to complete the application and enrollment requirements including but not limited to providing complete transcripts, family interviews, and placement assessments.

Application Process

Prospective students must submit an official online application to be considered for admission. Key dates for application opening, closing, and procedures will be posted on the school's website. Applicants must complete the Admissions Questionnaire as well as schedule their family interview (7th and 8th grade families) or interview and assessment (9-12th grade families).

Transfer Students

Students may apply to transfer into Quest Forward during the school year on a space-available basis. Successfully completed courses from an accredited institution will be accepted for credit.

Quest Forward welcomes transfer students and are committed to ensuring appropriate placement and continuity in learning. Each transfer request involves a detailed transcript review aligned with our academic promotion criteria.

While Quest Forward does not discriminate in admissions, we will determine the appropriate grade level for each student based on transcript evaluation, academic readiness, and mastery of grade-level standards.

When a student seeks placement in a grade level that does not fully align with their demonstrated academic history, a personalized credit recovery plan or promotion contract *may* be developed. Alternately, Quest Forward may determine that it is in the best interest of student achievement to place in a different grade than chronological age dictates. These plans must be approved by both the campus School Director and the network Chief of Schools.

4C requirements will be prorated based on the point in the school year when the student transfers. All other standing requirements for promotion and graduation remain in effect.

Additional School Policies

Bathroom Policy

Current California law mandates that:

- Students, staff, parents, and visitors in K–12 schools must use restrooms that correspond with their biological sex as listed on their original birth certificate
- Requests for alternative accommodations can be made by students seeking greater privacy. These requests must be submitted in writing and signed by a parent or guardian. School administrators are responsible for evaluating such requests and providing reasonable accommodations that comply with the law.

Supervision of Students

Students are not to be in the building or on the school grounds after the regular school day unless under the direct supervision of a school staff member.

Safe Student-Staff Interactions Policy

Quest Forward is committed to ensuring a safe, respectful, and professional environment for all students. The following guidelines help maintain healthy boundaries and protect both students and staff. If at any time a student or family has concerns about an interaction with staff, they should notify the campus School Director or another trusted school leader immediately.

One-on-One Interactions

Staff members should avoid being alone with a student in a private or isolated setting. When one-on-one interactions are necessary, they should occur in spaces that are visible to others—such as rooms with windows, open doors, or public areas. Staff are responsible for ensuring these boundaries are followed. Faculty/Staff may not exchange personal phone numbers and one-on-one communication through phone or text message is not allowed. Exceptions may apply for roles such as counselors or administrators, who must follow established school protocols when meeting privately with students.

Employing Students

Staff members may not employ current students, whether paid or unpaid, in their personal home or business. Any exception must be approved, in writing, from OEN's Chief of Schools.

Home Visits and Overnight Stays

Overnight stays in staff homes are strictly prohibited. Staff may not host students in their homes unless both the campus School Director and the student's parent/guardian have given written (email) permission in advance. Staff may never be alone with a student at their home.

Transportation

In general, students are expected to manage their own transportation or use school-arranged transportation (e.g., bus, rental vehicle). In emergency situations involving potential physical danger, staff must first attempt to consult the campus School Director, Chief of Schools, or emergency services before transporting a student.

Staff may not transport students in their personal vehicles unless a parent or guardian has provided written permission, the campus School Director has approved the arrangement, and such arrangement does not leave one student alone with one staff member.

Physical Contact

Staff should not engage in inappropriate physical contact with students. All physical interactions must be respectful, appropriate, and limited to brief professional or safety-related contexts (e.g., a congratulatory handshake or emergency support).

Online Interactions

Staff are not permitted to connect with current students on personal social media platforms (e.g., Facebook, TikTok, Instagram, Snapchat) until after a student has turned 18 and graduated. Staff should maintain private settings on personal accounts. The only exception is for school-approved professional accounts used for academic or extracurricular purposes, which must be pre-approved by the School Director.

Professional Address

Students should refer to all staff members by title and last name (e.g., Mrs. Davison, Ms. Armenta, Coach Shianne). This reinforces respectful boundaries and maintains a professional school environment.

School Cancellation/Emergency/Weather-Related Delays

Quest Forward will typically follow the local district in which our school resides with respect to school cancellations or other weather-related issues. For example, if Santa Rosa City School District cancels school because of weather, typically Quest Forward will also adjust. Quest Forward may leverage virtual learning rather than cancelling school altogether (even if local schools take a different approach).
Weather/emergency -related closures or e-learning decisions will be communicated using the school's parent notification system and school website to communicate weather/emergency-related closures.

No Solicitation

Students may not sell any goods or services for any fundraiser or other reason while in the school building unless they are doing so for a school-sponsored club, organization, or it has been approved by the School Director. All fundraising must be approved, in writing, by a school's School Director.

Animal Dissections Policy

As part of the science curriculum at Quest Forward, students may be asked to participate in animal dissections to support their understanding of anatomy and biology.

We recognize that some students may have personal, ethical, or religious objections to this practice. Any student who has a moral objection to dissecting or harming animals—or parts of animals—may request an alternative assignment. To do so, the student must submit a written request signed by a parent or guardian.

If the teacher determines that an alternative project can meet the learning goals, the student will be excused from the dissection. The alternative project will be designed to require a similar amount of time and effort as the original activity, but will not be more difficult as a form of penalty.

Students will not be penalized or treated unfairly in any way for opting out of dissection due to a moral objection.

Adults on Campus

We believe that strong partnerships between families and schools help students thrive. At Quest Forward, we welcome volunteers, visitors, and family participation while maintaining a safe and respectful environment for all students.

Volunteer Policy

Research shows that students do better when families are involved in their learning. We strongly encourage family and community members to participate as volunteers—whether during the school day, in the classroom, front office, or at extracurricular activities.

All volunteers must follow California state regulations and school safety protocols. Depending on the volunteer role, requirements may include:

- Background checks (including fingerprinting)
- Tuberculosis (TB) testing
- Mandatory Reporter training

These requirements help ensure a safe environment for all students. For more information or to sign up to volunteer, please contact the front office.

Guest Policy

All guests must:

- Have a scheduled appointment or be approved by a staff member
- Check in at the front office upon arrival

Guests are expected to respect student learning time and maintain a calm and positive presence on campus. Disruptive visitors may be asked to leave in accordance with our visitor policy.

Staff and students are encouraged to greet guests courteously and ensure they are properly directed to the main office if needed.

Disruptive Guest Policy

Our school welcomes families and community members, but we are first and foremost a place of learning. In line with California Senate Bill 2360, schools are considered a *limited public forum*, not fully open to the general public like a park or sidewalk. This allows us to set appropriate expectations for visitor behavior.

Families and legal guardians have the right to request classroom visits or conferences within a reasonable timeframe. However, if a guest (including a parent or guardian) disrupts learning or school operations, school leaders are authorized to take protective steps, including:

- Asking the individual to leave campus
- Notifying law enforcement if a guest refuses to leave
- Issuing a follow-up letter that limits or restricts future campus access

These steps are taken seriously and only used when necessary to protect the safety and learning of all students.

Student Media and Image Use Policy

At Quest Forward, we celebrate student learning and school events through photos, videos, and other media. These may be used in a variety of ways, including but not limited to school websites, newsletters, promotional materials, and social media.

In accordance with the Family Educational Rights and Privacy Act (FERPA), student photographs and videos that do not include personally identifiable information from education records may be disclosed without prior written consent, unless the parent/guardian or eligible student opts out.

Media Use Guidelines

- The school may capture images, audio, or video of students participating in classroom activities, events, or extracurricular programs.
- These materials may be used to highlight student work, promote the school, and share updates with families and the broader community.
- No images or videos will be used in a way that discloses educational records or other confidential information protected under FERPA.
- Full names, academic information, or other personally identifiable data will not be published publicly without explicit written consent from a parent/guardian.

Opt-Out Option

Parents/guardians (or eligible students, age 18 or older) who do not wish for their student's image, likeness, or voice to be used in school-related media must complete and return the Student Media Opt-Out Form provided at the beginning of each school year or upon enrollment.

Families may request an opt-out form at any time by contacting the school office. If an opt-out form is not submitted, the school will assume permission has been granted.

Student Records and Directory Information Policy

We are committed to protecting student privacy and ensuring families understand their rights.

Quest Forward complies with the Family Educational Rights and Privacy Act (FERPA) and all applicable California laws regarding the privacy, access, and maintenance of student records.

What Are Student Records?

Student records include any printed or electronic information that personally identifies a student and is maintained by the school or on its behalf. These records may include student names, attendance or disciplinary records, and information related to disabilities or special program participation.

Directory Information

The law distinguishes between "education records" and directory information. Schools are required to notify parents of what information they designate as directory information. Directory information includes things that would generally not be considered harmful or an invasion of privacy if disclosed.

At our school, directory information includes the following information about students:

- Name

- Address and phone number
- Email address
- Date of birth/age
- Grade level and dates of attendance
- Parent/guardian contact information
- Student photograph
- Participation in activities or sports
- Height/weight of athletes
- Honors, awards, and degrees
- Most recent school attended

This information may be released by the school unless parents opt-out by objecting within two weeks of enrollment. Opt-outs are valid for the current school year only.

Who Has Access?

Parents or legal guardians have the right to inspect and request copies of their child's records unless the student is an Eligible Student (18 or older or attending college and financially independent). Eligible Students take over those rights.

Requests to review records must be made on the website via the transcript request page. Records will be provided within five school days. A qualified staff member will be present to explain the contents, if needed.

Copies of records are available at a reasonable cost based on actual expenses. No parent or Eligible Student will be denied access due to inability to pay. There is no charge for:

- The first transcript delivered to the student
- Transcripts shared with colleges
- Up to two verifications of former student information

Right to Request Corrections

If a parent or Eligible Student believes a record is inaccurate or violates privacy, they may submit a written request for amendment to the school's main office. Quest Forward will respond in writing within 30 days.

If the request is denied, the parent or Eligible Student may request an informal meeting and, if necessary, a hearing under FERPA guidelines.

When Can Information Be Shared Without Consent?

Quest Forward generally does not release personally identifiable information (PII) without written permission. However, under FERPA and California law, PII may be shared without consent in specific cases, such as:

- With school staff or contractors who have a legitimate educational interest
- With another school where the student is enrolling or transferring
- In response to a subpoena or court order
- For research or audits under a written agreement

- During health or safety emergencies
- If the information is classified as "Directory Information" (see below)
- When required by other applicable laws

Quest Forward does not release student information for immigration enforcement purposes unless required by law.

We may also share de-identified data (information that cannot be traced back to individual students), as allowed by law.

Retention and Maintenance of Records

Student records are maintained as long as needed for legal, educational, or operational purposes. Records will not be destroyed if there is an open request to access them.

Filing a Complaint

If a parent or Eligible Student believes the school has failed to comply with FERPA, a complaint can be filed with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202

Health and Safety Policies

Health and Wellness

At Quest Forward, we believe that healthy students are better ready to learn, grow, and succeed. That's why we're committed to supporting wellness through nutritious food, daily movement, and habits that last a lifetime.

This section explains how we support student wellness—through meals, physical activity, food policies, and education about healthy living.

School Meals

Bringing Your Own Lunch

Students typically must bring their own lunch. We encourage families to pack healthy meals that help students stay focused and energized. Please keep in mind:

- Sharing food with classmates might not be allowed due to allergy and safety concerns
- Students should follow school rules about where food can be eaten

Food Delivery

For safety and to avoid distractions, students and parents can't use delivery services (like DoorDash or UberEats) during the school day. These services cause:

- Disruptions from phone use and missed class
- Issues with students opening doors, being in parking lot for strangers
- Pressure or conflict over sharing food

If parents/guardians/family members need to bring food for their student, they may drop it off at the front office in person.

Wellness and Healthy Habits

We want all students to learn how to make healthy choices, now and for life. That's why students receive age-appropriate lessons about nutrition, health, and wellness. These lessons follow national standards and help build lifelong habits.

Quest Forward also post posters, handouts, and other messages around school that promote healthy eating and active living. We may share tips with families through newsletters, school events, or our website.

Physical Education and Activity

Physical activity plays a key role in student health. We allow students to choose the activity they want to participate in. Each activity must be documented and follow the California Physical Education Content Standards. More information is available through our Academic Counselor.

Teachers may also incorporate physical movement into lessons throughout the day (e.g., brain breaks, stretching, or classroom yoga).

Snacks, Celebrations, and Fundraisers

To support healthy habits:

- Snacks should be nutritious, such as fruit, veggies, yogurt, or granola bars
- Classroom celebrations should prioritize healthy or non-food treats
- Fundraisers should avoid selling foods with low nutritional value (e.g., candy, soda) and focus on healthier options or non-food items

Other School Wellness Practices

We aim to create an overall environment that promotes healthy eating and active living by:

- Providing clean, safe, and enjoyable spaces for meals
- Encouraging students to bring water bottles and stay hydrated
- Discouraging food as a reward or punishment
- Avoiding physical activity as punishment and encouraging it as a positive reward
- Offering professional development for staff on nutrition and physical activity

- Making school facilities available for student use after hours when possible
- Sharing information about programs like WIC and SNAP with families
- Encouraging all staff, parents, and students to serve as role models in healthy living

Stakeholder Involvement

Our school wellness practices are reviewed regularly with input from students, parents or guardians, teachers, school administrators, and food service staff. This team helps set goals, guide implementation, and monitor progress.

Medical Policies

Immunizations
In order to enroll at Quest Forward, students must meet the immunization requirements established by the California Department of Public Health. Students are not allowed to attend school unless these requirements are met for their age and grade level.

- Medical exemptions must be signed by an California-licensed physician (M.D. or D.O.) and must state the specific medical condition for which immunization is contraindicated
- Religious exemptions require a notarized Certificate of Immunization Exemption form approved by the California Department of Health.

Health Screenings
There is no general requirement under California law for physical exams, and Quest Forward does not require physical exams for enrollment.

Medication Administration
Quest Forward does not employ a full-time school nurse. Designated front office staff will oversee medication distribution and use following California law.

Prescription Medications:
Students may bring prescription medication to school front office staff if they also bring a Medication Administration Form signed by both the parent/guardian and a licensed healthcare provider. Medication must be provided in the original pharmacy-labeled container including:

- Student's name
- Medication name
- Dosage and timing
- Prescribing doctor's name and phone number
- Administration instructions and possible side effects

Over-the-Counter Medications:
Students may only bring over-the-counter medication if brought to the front office in the original packaging and accompanied by written instructions and consent from a parent or guardian.

Self-Carry Medications:
Students may carry asthma inhalers or epinephrine auto-injectors (EpiPens) only if a completed Self-Administration Consent Form, signed by a parent or guardian and a healthcare provider, is on file with the front office.

All medications must be stored in a locked cabinet in the main office unless approved for self-carry. Students may not store medications in their locker or carry medications without written authorization.

Medication will only be administered by designated staff, and a log will be maintained documenting: student name, medication name, date, time, and administering staff member. It is the student's responsibility to report to the office at the scheduled time.

All medications must be picked up by a parent/guardian at the end of the school year.

Concussions and Head Injuries
In accordance with California law, any student suspected of having a concussion or head injury during a school-sponsored athletic activity will be immediately removed from play for the remainder of the day.

The student may not return to athletic activity until evaluated and cleared in writing by a licensed healthcare provider. If diagnosed with a concussion, the student must complete a minimum 7-day graduated return-to-play protocol under medical supervision.

Sudden Cardiac Arrest
All students participating in athletics must review the California Department of Health and Human Services' Sudden Cardiac Arrest Information Sheet and return a signed acknowledgement form before beginning any practice or competition.

Health Insurance Resources
Children in California—regardless of immigration status—may be eligible for low- or no-cost health insurance. This includes foster youth, pregnant teens, and students with DACA or other deferred status.

Quest Forward does not discriminate based on a student's insurance status. If you need help learning about available insurance options, please contact the Student Life Coordinator. Any such information will be kept confidential and will not be used in a way that harms the student or family.

Suicide Prevention and Mental Health Services

Suicide Prevention

Quest Forward acknowledges that youth suicide is preventable and that school staff play a crucial role in identifying and supporting students at risk. The school has established the following protocols:

- Annual Staff Training: All licensed school personnel are required to complete a minimum of one hour of evidence-based suicide prevention training annually. This training includes:

    - Recognition of suicide warning signs
    - Identification of adverse childhood experiences (ACEs)
    - Strategies to mitigate toxic stress responses

- Student Support: Students are encouraged to seek assistance if they or someone they know is experiencing suicidal thoughts. Support can be accessed through:
    - School counselors or designated staff members
    - Confidential reporting systems established by the school
    - National resources such as the 988 Suicide & Crisis Lifeline

Mental Health Services

Recognizing the impact of mental health on student well-being and academic success, Quest Forward provides access to mental health resources as follows:

- On-Campus Resources:
    - School Support Services: Students can schedule appointments with school staff for individual or group sessions addressing basic academic stress, social challenges, and other concerns.

- Community Resources:
    - National Suicide Prevention Lifeline: Dial 988 for immediate assistance.
    - National Human Trafficking Hotline: Call 1-888-373-7888 or visit humantraffickinghotline.org for support.
    - National Alliance on Mental Illness (NAMI): Provides education, support, and advocacy for individuals affected by mental illness.
        - Call: 1-800-950-NAMI (6264)
        - Email: info@nami.org
    - Open Doors Brighter Futures: Supporting individuals and families in overcoming challenges and achieving lasting independence and stability through programs such as respite care, housing assistance, mentorship, and more to empower brighter futures.
        - opendoorssc.com/

Quest Forward does not provide therapeutic counseling services of any kind. Parents and guardians seeking more information about mental health services or referrals can contact the school office for assistance.

Keeping Students Safe: Mandated Reporting

At Quest Forward, student safety and well-being are our top priorities. And all of our staff members, including teachers, office staff, coaches, and anyone working on campus, are considered mandatory reporters under California law.

This means that if a staff member has reason to believe a student may be experiencing abuse or neglect, they are required by law to report it to the California Department of Health and Human Services. Abuse can include:

- Physical harm
- Sexual abuse
- Neglect (not being given proper care or supervision)

Staff members do not investigate or try to prove what happened — they are simply responsible for reporting concerns so that trained professionals can help.

These reports are confidential and are made only to protect students and connect families with help if it's needed. If a student ever feels unsafe or knows someone who is, the student can talk to any trusted adult at school. We are here to support our students.

Safety Plans

Health, Safety, and Emergency Plan

Quest Forward takes student safety seriously. A detailed Safe School Plan is developed before each school year and kept on file in the main office. This plan outlines what staff and students should do in case of emergencies such as:

- Fire
- Earthquake
- Violent Critical Incidents
- Other situations that require evacuation or lockdown
- Blood Borne Pathogens Safety Protocol

We practice safety drills throughout the year as required by California law. If you would like to review the full plan, a copy is available in the main office upon request.

Evacuation Drills

Safety drills help us practice what to do during an emergency. Every classroom has a map showing evacuation routes. During a drill:

- Follow teacher quickly and quietly
- Do not stop at lockers or bathrooms
- Go directly to the assigned outdoor location and stay with your class
- Remain silent and wait for instructions

Ignoring safety procedures during drills is serious and may lead to disciplinary action.

Personal Safety Outside the Building
Safety outside of school matters. Here are some ways to stay safe:

- Walk with friends or groups when possible
- Stay aware of surroundings
- Don't engage with strangers, especially those who try to argue, threaten, or provoke

- Feel unsafe, go into a nearby business or public area and ask for help
- Ask someone to help call the police if needed

Your Rights

Equal Educational Opportunity

Quest Forward is committed to providing equal educational opportunities to all students. Discrimination based on race, color, national origin, sex, disability, religion, creed, age, or sexual orientation is prohibited under federal and state law.

While gender identity is no longer listed as a protected class under California law, it remains protected under federal civil rights laws. Quest Forward remains committed to treating all students with dignity and respect, and to providing a learning environment that is safe and inclusive for every student.

If you believe you have experienced discrimination or harassment, please contact the school office or a trusted school staff member for support.

Title IX – Sex-Based Discrimination

Quest Forward does not discriminate on the basis of sex in any of its educational programs or activities. This includes protection from sexual harassment or sexual violence, and it applies to students and staff in all areas of school life, including academics, athletics, and extracurricular activities.

Each school designates a Title IX Coordinator. If you experience or witness sex-based discrimination, you are encouraged to report it. You may also request a copy of the school's Title IX grievance procedures from the main office.

Freedom of Expression

Students have the right to express themselves in speech, writing, and peaceful assembly, as long as it does not substantially disrupt school operations, violate the rights of others, or break the law. However, speech that includes slurs, incites violence, threatens safety, or includes obscene or vulgar content is not protected.

Students are reminded that their opinions do not reflect official school policy, and school officials are not responsible for student expression.

Freedom of Religion

Students have the right to observe religious holidays and practices. Families should notify the school in writing before an absence for religious reasons. These absences will be marked as excused, and students will be allowed to make up missed work.

Search and Seizure

To help keep everyone safe, school officials may search a student or their belongings when there is reasonable suspicion that a school rule or law has been broken.

This includes backpacks, lockers, desks, and school-issued devices. Students should be aware that:

- Lockers, backpacks,vehicles, and desks on school property and may be inspected at any time
- School technology (such as laptops or email accounts) may be monitored
- Searches will be conducted respectfully and, when possible, by staff of the same gender and with a second adult present

If prohibited or illegal items are found during a search, they may be turned over to law enforcement.

Anti-Bullying and Harassment Policy

Quest Forward is committed to providing all students with a safe and supportive learning environment. Harassment and bullying of students are against school policy and state law.

Definition of Harassment and Bullying

Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct toward a student that is based on any actual or perceived trait or characteristic of the student and that creates an objectively hostile school environment by doing any of the following:

- Placing the student in reasonable fear of harm to the student's person or property
- Having a substantially detrimental effect on the student's physical or mental health
- Substantially interfering with the student's academic performance
- Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school
- Modifying, changing or creating an image or any post (written, typed, manually or through the use of AI), will not be permitted and is considered a serious violation.
- Creating Deep Fakes,Cyberstalking and/or bullying are considered serious violations.

Traits or characteristics of students include but are not limited to: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Scope of the Policy

This policy applies to behavior that occurs on school property, at any school function or school-sponsored activity, and during school transportation. It also applies to conduct that occurs off school property if the conduct significantly impacts the school environment.

Reporting Procedures

Students who believe they have been bullied or harassed should report the incident to a teacher, counselor, School Director, or other school staff member. Reports can be made verbally or in writing. All reports will be taken seriously and investigated promptly.

School staff who witness or receive reports of bullying or harassment are required to notify the School Director or designated investigator immediately.

Investigation Procedures

The school will promptly and reasonably investigate allegations of bullying or harassment. The investigation will be conducted by the School Director or a designated investigator. The investigator will consider the totality of circumstances presented in determining whether the conduct constitutes harassment or bullying.

Parents or guardians of the students involved will be notified within 24 hours after the school official receives a report that the student may have been the victim of conduct that constitutes harassment or bullying.

Consequences and Remedial Actions

Students found to have engaged in bullying or harassment in violation of this policy will be subject to disciplinary action, which may include counseling, detention, suspension, or expulsion. The school will also take appropriate remedial actions to address the behavior and prevent its recurrence.

Retaliation against individuals who report bullying or harassment or who participate in an investigation is strictly prohibited and will result in disciplinary action.

Prevention and Education

Quest Forward will provide age-appropriate instruction on preventing bullying and harassment, including education on safe and responsible use of the internet and social media. This instruction will include strategies for students to respond to bullying and harassment and information on how to report incidents.

Policy Availability

This policy will be included in the student handbook and is available on the school's website. A copy of the policy will be provided to all school employees, volunteers, students, and parents or guardians. The school will take appropriate steps to bring the policy and responsibilities set forth to the attention of all parties.

General Complaint Policy

At Quest Forward, we value open communication and want to address concerns in a respectful, collaborative, and timely manner. If a student, parent, or community member has a question, suggestion, or concern, we encourage the following steps:

Step 1: Talk to the Person Directly Involved

Start by speaking directly with the staff member, teacher, or advisor involved. Most issues can be resolved through a respectful conversation. You can schedule a time to meet before or after school or during a mutually agreeable time.

Step 2: Contact the Student Life Coordinator (SLC)

If a concern is not resolved, contact the School Student Life Coordinator. Please be ready to share what the concern is and what steps have already taken. The SLC may meet with everyone involved to help find a fair and timely resolution.

Step 3: Submit a Written Complaint to the School Director

If you are still not satisfied after speaking with the SLC, submit a formal written complaint to the school's leadership team. A meeting will be arranged within 10 days to discuss the matter. The school or network leader will share a written decision after considering the concern.

Step 4: Submit a Written Complaint to the Network Office

If a concern has not been resolved after the steps above, bring the matter to the attention of the Network's Chief of Schools. A meeting will be arranged within 30 days to discuss the matter. The school or network leader will share a written decision after considering the concern.

Note:. If the Chief of Schools discusses the concern formally, he/she will determine whether the school followed its own policies. The Chief of School's decision is final.

Nondiscrimination, Harassment, and Complaint Policy

Quest Forward is committed to providing a safe, respectful, and inclusive learning environment. We do not tolerate discrimination or retaliation based on:

- Race or ethnicity
- Color
- National origin or citizenship
- Religion or creed
- Disability
- Sex or sexual orientation
- Gender identity (protected under federal law)
- Age
- Marital or family status
- Any other status protected by federal law

This policy applies to all students, staff, and school-related activities.

Reporting a Concern

If you or someone you know is being treated unfairly, harassed, bullied, or discriminated against, please report the concern as soon as possible. You can:

- Talk to a trusted teacher, advisor, or staff member
- Report directly to the School Director
- Submit a written or anonymous complaint to the school office

All complaints will be reviewed promptly. The school will maintain confidentiality as much as possible and will never retaliate against anyone who makes a report or cooperates in an investigation.

If the concern cannot be resolved at the school level, families may escalate the complaint to the school network leadership. They will review whether school policies were followed and determine if further action is needed.

Title IX: Sex-Based Discrimination and Harassment

Quest Forward does not discriminate based on sex in any of its educational programs or activities. This includes protection from:

- Sexual harassment or assault
- Unwelcome sexual conduct or advances
- Gender-based harassment
- Dating or domestic violence
- Stalking or retaliation

Title IX Coordinator

To report sex-based discrimination or sexual harassment, contact Kristina Davison, School Director for Quest Forward.

You can also speak with any staff member, who will connect you with the right person.

What Happens After a Report

When a report is made, Quest Forward will:

1. Offer supportive measures like counseling, schedule adjustments, or no-contact agreements
2. Review the concern
3. Notify all parties of the process and their rights
4. Conduct a fair, impartial investigation
5. Share a written decision with both parties
6. Offer an appeal process if requested

No one will be punished for filing a good-faith report, even if the investigation finds no violation. Both the person making the complaint and the person accused will be treated fairly and respectfully throughout the process.

Students with Disabilities

Child Find

The local school district is responsible for identifying, locating, and evaluating students who may need special education or related services. This process is called "Child Find." If you believe your child may have a disability that affects their learning or behavior, you may request support by contacting the school office.

Section 504

Students with a physical or mental impairment that substantially limits one or more major life activities may qualify for accommodations under Section 504 of the Rehabilitation Act. This may include services or supports to help students access learning, activities, or school facilities.

Families may request a 504 evaluation by contacting the school office. All accommodations will be determined based on individual needs and in accordance with federal and state guidelines.

Discipline and Due Process Policy

Quest Forward is committed to fostering a safe, inclusive, and growth-oriented school environment. We address most behavioral concerns through a structured system of Reminders and Resets that promote reflection and restoration. However, when conduct presents safety risks or violates law or policy, additional disciplinary measures may be required in alignment with state and federal law.

General Expectations

As noted in the "Student Expectations" section of this handbook, the SCC outlines expectations and responses to help students stay on track while feeling safe, affirmed, and respected. This code applies:

- During school hours, before school hours, and after school hours
- While traveling in school vehicles to or from a school activity, team function, or event
- Off school grounds at all school-sponsored activities or events
- Off school grounds at any activity or event that has a reasonable relationship to the school
- Off school property before or after school hours if those actions pose a substantial likelihood of disruption to the learning environment in the school (e.g. social media)
- During virtual learning and when using school-issued technology or when using the school's internet network
- Via Social media and any electronic communication in/out of school

Loss of "Good Standing", impacting access to extracurriculars, field trips, and social events, may result from serious or repeated violations.

Progressive Discipline & Due Process

Our Reminder/ Reset system is used to respond to minor to moderate infractions to promote accountability and growth. In addition to the weekly Reminder and Reset cycles, interventions for repeated or elevated minor to moderate infractions may include the following:

- **Student Conference:** Students are informed of concerns and behavioral expectations.
- **Parent Contact:** Families are contacted by phone or in person. Incidents are documented.
- **Support Contract:** Mechanism for promoting accountability and growth.
- **Support Meeting:** Family meetings with school administration to review if conditions of contract is/has been met and determine viability of school enrollment.
- **Loss of good standing**: Students lose access to participation in extracurriculars, field trips, and social events.
- **=**

Suspension (Up to 10 Days)

A suspension may be issued for conduct that endangers safety or significantly disrupts the school environment.

- Students will receive due process: They will be informed of the reported offences and given a chance to respond.
- Families will be notified within 12 hours by phone, voicemail, email, or letter.
- Students may complete missed academic work and return for required school assessments.
- An appeal may be submitted in writing to the Chief of Schools within two school days. The suspension remains in effect during the review.

Alternatives to Suspension

To the extent allowed by law, and is reasonable based on Quest Forward's Student Code of Conduct, will consider alternatives before suspending a student:

- Coordinated Behavior Plans
- Adjusted Schedules or Alternative Settings
- Community Service or Restitution
- Counseling or Behavior Monitoring
- Parent Involvement in School Activities

Expulsion

As a private educational institution, the school reserves the right to exercise its discretion in matters of student discipline and enrollment. Although the school is committed to fair and thoughtful decision-making, disciplinary procedures do not create contractual or legal due process rights, and the school may impose consequences, including expulsion, when it determines such action is in the best interests of the school community. In these cases,

Process:

1. **Referral:** principal submits a referral for expulsion to the Chief of Schools.
2. **Notification:** School will notify the parents that a referral is being made.
3. **Parent Meeting:** Within 10 days of notification of the referral for expulsion, the parent may request a meeting to present their argument and evidence to remain enrolled in the school.
4. **Consultation and Recommendation**: The principal and Chief of Schools review the recommendation and all evidence and make the determination.
5. **Action Notification**: principal sends final notification of expulsion action to family and updates student records.

Students with Disabilities

Discipline for students with an active 504 Plan may be offered a manifestation meeting. A Manifestation Determination Review (MDR) can occur before expulsion. The review will determine if:

- The conduct was caused by or directly related to the disability
- The conduct resulted from a failure to implement the 504 Plan

All decisions will be based on provisions outlined in the enrollment contract and student and family handbook regarding behavioral issues and support services offered at Quest Forward.

Law Enforcement Involvement

Law enforcement may be contacted for suspected criminal activity (e.g., violence, weapons, drugs). Weapons are broadly defined to include any object capable of causing harm (e.g., firearms, knives, box cutters, slingshots, etc.). Families will be notified before or as soon as possible after law enforcement is involved.

Readmission

For offenses not governed by California statute, a readmission review may occur before the next school year. The Chief of Schools, School Director, and family will determine if the student has completed a rehabilitation plan and no longer poses a threat or disruption. Readmission depends on school capacity.

Technology Acceptable Use Policy

Quest Forward provides internet access and other technology resources to support instructional programs and student learning. While these tools are powerful educational assets, the internet is an open and unregulated environment that contains content not suited for school. For this reason, Quest Forward makes every reasonable effort to ensure responsible use and requires all students and parents/guardians to review and agree to this Acceptable Use Policy and the accompanying Technology Use Agreement before students are granted access.

Quest Forward ensures that all school-issued devices with internet access are equipped with technology protection measures that block or filter access to inappropriate content, including visual material that is obscene, constitutes child pornography, or is harmful to minors. While we can manage content we purchase or create, no filtering system is completely effective. Staff members will actively monitor student use of the internet and may be assisted by trained aides or volunteers. However, Quest Forward and its staff are not liable for failures in filtering systems, violations of copyright, or misuse by users.

The school will also provide age-appropriate instruction on internet safety. This includes how to maintain a positive digital reputation, protect personal information, avoid online predators, report inappropriate content, recognize and respond to cyberbullying, and engage responsibly on social media and online platforms.

Student Responsibilities

To ensure that technology enhances learning, students must use Chromebooks and the school network responsibly and only for educational purposes.

Care for Devices
Students are expected to handle iPads, Chromebooks and accessories with care. Devices must be returned in the same condition they were issued—without altering settings, causing damage, or marking components. A student who loses or breaks a device or returns a device in poor condition may be charged for repair or replacement.

- Full Chromebook Replacement: up to $500
- Charging cord: $20.00

Appropriate Internet Use
Students are responsible for staying on task and visiting only teacher-approved or instructional websites during school time. Accessing or possessing inappropriate content—such as pornographic, gang-related, violent, or illegal material—or engaging in unauthorized downloads (e.g., pirated software, harmful files like viruses or worms) is strictly prohibited.

Internet Safety
Students may not share personal information (e.g., addresses or phone numbers) online and should immediately report any uncomfortable or unsafe online experiences to a teacher, School Director, or parent/guardian.

Students may not use personal hotspots during the school day.

Communication & Email Use
Students are expected to regularly check their school email accounts, as teachers may use them to communicate assignments or updates. Students may not use email, messaging platforms, or any online communication tools to talk with classmates about non-classroom activities during the school day.

Respect for Privacy & Security
Students must protect their passwords and not access others' accounts, records, or files. They may not damage or delete others' data, attempt unauthorized access to any part of the network, or disrupt any technology system.

Students may not use school technology to post or share inappropriate or harmful comments about classmates, staff, or the school.

Maintaining Network Integrity
Students are responsible for reporting security issues or privacy violations. All student emails and activity on school devices are subject to monitoring. Quest Forward may review files and online activity at any time to ensure compliance, protect students, and fulfill legal obligations.

Privacy Notice
There should be no expectation of privacy when using school devices or accounts. School staff may access any content or communication on school-managed platforms or property.

Policy Violations
Violations of this policy may result in disciplinary action, including loss of technology privileges. Students aware of violations must report them to a teacher, School Director, or technology lead.

Lost, Damaged, or Stolen iPads
Students are responsible for the care of all school-issued iPads and accessories. Students may be charged for loss, theft, or damage to the device, stylus, or keyboard, based on current market value and repair estimates.

If an iPad or Chromebook is Stolen:

- Report immediately to your Advisor, school administration.
- Do not attempt to retrieve the device yourself
- The device will be remotely locked and marked as stolen
- A loaner device *may* be issued once the proper process has been followed

If an iPad or Chromebook is Damaged or Not Working:

- Report the issue immediately to your Advisor, school administration, and technology lead
- A staff member will submit a helpdesk ticket to assess the issue

Damage Process:

- The school will determine whether the iPad, Chromebook or accessory can be repaired or must be replaced
- If damage is determined to be caused by misuse or student action, families may be responsible for the cost of repair or replacement

Loaner Devices:
Students may receive a temporary classroom Chromebook while their original device is under repair. They must use the loaner provided in each classroom they attend and return it to the teacher at the end of each period in good condition.

Repeat Incidents:
Students who repeatedly damage or lose school devices may lose the privilege of using school-issued technology.

No Cell Phone School

Quest Forward Middle and High School maintains a no-cell phone environment to reduce classroom distractions, improve engagement, curb cyberbullying, and support student mental health. Research shows that limiting phone use in schools can significantly improve student well-being and academic performance. Social media, in particular, has been shown to have negative effects on adolescents, prompting calls from the U.S. Surgeon General and lawmakers for stricter regulations in schools.

Phone Policy:

- Students must **turn off** and check in their phones with the School Director or other member of the Admin team at the start of the day and retrieve them at the end of the day. Smart watches, airpods, etc must also be surrendered.
- Students are responsible for picking up their phone. If a phone is not collected at the end of the day, it may be retrieved the following school day.
- All phones are securely stored in the "Phone Jail" from drop-off to retrieval. Quest Forward is not responsible for lost or damaged phones.
- Phones remain accessible and can be mobilized in case of emergencies. Parents may contact the front desk for urgent messages.
- Any student who keeps their phone or other device after stating it was checked in will face disciplinary action.

General Field Trip Permission

At Quest Forward High School, we offer various field trips throughout the school year to enhance the educational experience of our students. These trips are an essential part of our curriculum, and we are excited for your child to participate in these enriching opportunities. This permission slip covers all school-year field trips. By signing this form, you give your child permission to attend any field trips organized by Quest Forward High School throughout the year. Specific details of each trip (such as destination, date, time, cost, and any special instructions) as trips are scheduled.

Please read the following information carefully and sign below to authorize your child's participation.

General Field Trip Information:

- Dates of Field Trips: From the start of the school year to the end of the school year.
- Destination(s): Various destinations, including but not limited to local museums, historical sites, theaters, nature reserves, cultural centers, and educational facilities.
- Transportation: Students will be transported by school bus, chartered vehicle, or other approved means of transportation.
- Cost: Some trips may have a fee for transportation, admission, or other expenses. Information about costs will be provided before each trip.
- Lunch: Students should either bring a packed lunch or, in some cases, lunch may be provided. Specific lunch instructions will be provided for each trip.
- Dress Code: Students will be informed of specific dress requirements (e.g., comfortable shoes, weather-appropriate clothing, or uniforms) for each trip.
- Special Instructions: Information regarding what to bring (e.g., sunscreen, money for souvenirs, etc.) will be shared ahead of each trip.

Medical Information:

Please let us know if your child has any allergies, medical conditions, or special needs that we should be aware of when planning for field trips. This ensures we can provide appropriate care and accommodations.

Medical Authorization:

In the event of an emergency during a field trip, I authorize the Quest Forward High School staff to take necessary actions, including seeking medical care and transport to the nearest hospital if required.

General Permission:

By signing below, I grant permission for my child to attend any and all field trips organized by Quest Forward High School during the school year. I understand that I will be notified of specific details for each trip, including dates, locations, costs, and any special instructions, in advance of each event.

I understand that the staff at Quest Forward High School will take all reasonable precautions to ensure the safety and well-being of my child during these field trips, and I agree not to hold the school or its staff responsible for any unforeseen accidents or injuries that may occur.

_____ _____

Parent/Guardian Signature Date

Acknowledgement of Receipt of the Quest Forward Student and Family Handbook (2026-2027)

I, _____ (print student's name) have received and read the Student Handbook and the Student Code of Conduct ("SCC") for Quest Forward. I am aware of my rights and responsibilities. Furthermore, I understand that acts of misconduct or inappropriate student behavior will result in interventions and consequences as stated under the SCC. In addition to upholding the SCC, I agree to the following:

- Attend each class every day except in the case of excused absences outlined in the Quest Forward Attendance Policy.
- Complete pathways to promotion and graduation requirements by the required due date
- Participate in before-school or after-school tutoring sessions if necessary
- Follow the expectations as indicated in the PIOD
- Fulfill the 4C's requirements

Parent/Guardian Agreement

I, _____ (print parent's or guardian's name) have received and read the Student Handbook and the Student Code of Conduct ("SCC") for Quest Forward. I am aware of my rights and responsibilities. Furthermore, I understand that acts of misconduct or inappropriate student behavior will result in interventions and consequences as stated under the SCC. In addition, as a guardian, I agree to the following:

- Monitor homework on a daily basis
- Monitor pathways to promotion and graduation requirements and grades through PowerSchool
- Support my child to follow expectations indicated in the PIOD
- Provide time and space for my child to complete assignments each night
- Talk with my child about what s/he is learning at school
- Support Quest Forward's code of conduct, dress code, homework policy; this includes supporting the assigning of consequences when necessary
- Support student's attendance at school and communicate any excused absences
- Treat Quest Forward School, faculty and staff with respect.

_____ _____

Parent/Guardian Signature Date

NOTE: This document is subject to change and may be updated as needed to reflect new policies, procedures, or information.

Parent Partnership Agreement (2026-2027)

At Quest Forward, we believe that education is a collaborative effort between school, students, and families. Our mission is to provide a safe, supportive, and challenging learning environment that fosters growth, integrity, and joy in every student. To achieve this, we ask all families to join us in a shared commitment built on respect, communication, and partnership.

Our Commitments as a School

We will:

- Provide a safe and supportive learning environment for all students.
- Communicate clearly and in a timely manner about student progress, expectations, and school policies.
- Treat all students and families with dignity and respect.
- Make decisions guided by our mission and in the best interest of students and the school community.

Expectations of Parents/Guardians

We ask families to:

- Support their child's consistent attendance, engagement, and effort in school.
- Communicate concerns respectfully and directly with appropriate staff, seeking resolution through collaboration.
- Refrain from accusatory, threatening, or disruptive behavior toward staff, students, or other families.
- Honor established school policies, procedures, and boundaries.
- Trust in the professional expertise of the educators, while maintaining open dialogue.

Shared Values

Together, we agree to uphold:

- Respect – We speak and act in ways that promote dignity and kindness.
- Collaboration – We approach challenges as partners working toward student growth.
- Integrity – We honor our commitments and address issues with honesty.
- Safety – We protect the physical, emotional, and academic well-being of every student.

Resolution of Concerns

- Parents are encouraged to bring concerns to the attention of the appropriate teacher or staff member first.
- If further discussion is needed, the matter will be addressed with the administration.
- All conversations will be conducted in a respectful and solutions-oriented manner.
- The school reserves the right to end meetings or communications that are hostile, aggressive, or unproductive.

Agreement

By enrolling at Quest Forward, families acknowledge their commitment to this Parent Partnership Agreement. This agreement is designed to foster mutual respect and ensure the best possible outcomes for every student.

Signature (Parent/Guardian) _____ Date: _____

Signature (School Administrator) _____ Date: _____