

TREKNORTH JUNIOR & SENIOR HIGH SCHOOL  
PARENT-STUDENT HANDBOOK  
2009-10 School Year

*Preparing Young People to Make a Positive Difference in Their  
Local & Global Communities*

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[www.treknorth.org](http://www.treknorth.org)

## TABLE of CONTENTS

INTRODUCTION	Page 4
MISSION STATEMENT	Page 5
GOALS AND VALUES	Page 5
RIGHTS AND RESPONSIBILITIES	Page 6
STAFF	Page 6
SCHOOL CALENDAR & SCHOOL HOURS	Page 6
ADMISSIONS POLICIES & PROCEDURES	Page 7
AUTHORIZER INFORMATION	Page 7
SCHOOL BOARD INFORMATION & ELECTIONS	Page 7
DAILY CLASS SCHEDULE	Page 8
ADVISORY & COLLEGE PREP SEMINAR	Page 8
OPEN CAMPUS POLICY & LUNCH	Page 8-9
PARKING	Page 9
CHILD CUSTODY	Page 9
VISITORS	Page 9
DRESS POLICY	Page 9-10
GANG ATTIRE & PROMOTION POLICY	Page 10
STUDENT VALUABLES	Page 10
LOST AND FOUND	Page 10
ILLNESS/MEDICATION	Page 10
TELEPHONES/STUDENT CELL PHONES & ELECTRONICS	Page 10-11
SKATEBOARDS, ROLLER BLADES, Etc	Page 11
PETS	Page 11
ACADEMIC RIGHTS & RESPONSIBILITIES	Page 11-12
GRADUATION PLANS/COLLEGE BOUND! PROGRAM	Page 12
ADVANCED PLACEMENT EXAM PARTICIPATION	Page 12
TUTORING	Page 12
SATURDAY SCHOOL	Page 12
COMPUTER & TEXTBOOKS	Page 12
CURRICULUM AND GRADUATION REQUIREMENTS	Page 13
POST-SECONDARY ENROLLMENT OPTION	Page 13
STUDENT PROGRESS AND REPORT CARDS	Page 13
STUDENT GRADES	Page 13-14
WITDRAWAL, REPEATING CLASSES, INCOMPLETES	Page 14
CHEATING	Page 14
CLASS FEES	Page 14
ATTENDANCE: RESPONSIBILITY TO ATTEND SCHOOL	Page 14
LATE OR MISSED ASSIGNMENT POLICY	Page 15
SNOW DAYS	Page 15
CO-CURRICULAR/EXTRA CURRICULAR ACTIVITIES	Page 15
CLUBS	Page 15
OAP & FIELD TRIPS	Page 15
ACADEMIC COMPETITIONS	Page 15
STUDENT SERVICES	Page 15
STUDENTS WITH SPECIAL NEEDS	Page 16
MENTAL HEALTH SERVICES	Page 16
PARENTAL CONTACT WITH TEACHERS	Page 16
SCHOOL ETIQUETTE	Page 16
GENERAL CONDUCT & STUDENT RIGHTS	Page 16-17
Right to Seek Change	
Right to Be Free From Discrimination	
Right to Free Expression	
Right to Free Association	
Right to Peaceful Assembly	
Right to Individual Dignity	
Right to be Free from Sexual Harassment	

Right Not to Be Bullied  
Rights Relating to Search and Seizure  
Right to Privacy in Your Student Records

CONDUCT/BEHAVIOR EXPECTATIONS & RESPONSIBILITIES	Page 17-18
Your Responsibility to Carry Identification	
Your Responsibility to Respect Property	
Your Responsibility to Keep Your School Free of Weapons	
Your Responsibility to Keep Your School Drug and Alcohol Free	
Your Responsibility to Keep Your School Tobacco-Free	
PLEDGE OF ALLEGIANCE	Page 18
CODE OF CONDUCT	Page 18
TREKNORTH CONTRACT	Page 19
DISCIPLINE PHILOSOPHY/POLICY	Page 19-20
PHYSICAL INTERVENTION	Page 20
CONSEQUENCES FOR BREAKING SCHOOL RULES OR LAWS	Page 20-21
ADMINISTRATIVE CONSEQUENCES	Page 21
SERIOUS MISCONDUCT & SUSPENSIONS	Page 21
EXPULSION	Page 21
CONFLICT RESOLUTION	Page 21
CHILD ABUSE	Page 21-22
ATTENDANCE POLICY	Page 23-26
PRE-APPROVED ATTENDANCE FORM	Page 27
MEDICATION FORM	Page 28
PARENT/GUARDIAN & STUDENT HANDBOOK AGREEMENT PAGE	Page 29

## INTRODUCTION

This Handbook provides information on parent and student rights and responsibilities while attending TrekNorth Junior & Senior High School. It also contains policies and procedures intended to promote the safe and effective operation of the school as we, as a team of parents, students, and staff, pursue the mission of TrekNorth.

TrekNorth Junior & Senior High School intends that all parents, students, and staff read the entire Handbook. Questions can be referred to the Operations Manager or Executive Director at 444-1888.

The TrekNorth Contract and the Parent & Student Agreement page must be signed by a parent and the student. Many new students do this as part of their Home Visit with the Executive Director during the summer months. If you haven't already done so as a part of a Home Visit, please request a copy of the TrekNorth Contract as well as the Parent & Student Agreement Page, sign in the appropriate places, and return the forms to the Executive Director. **If you would like to request a home visit prior to signing, please contact the Executive Director at 444-1888, ext. 7.**

**TrekNorth Value Statement:  
To Engage, To Grow, To Contribute with Integrity**

**MISSION STATEMENT:**

The mission of TrekNorth Junior & Senior High School is to prepare young people to make a positive difference in their local and global community.

**MISSION OF TREKNORTH**

TrekNorth's mission is to maximize student academic success by challenging and supporting individual students on an academic path that includes participation in a spectrum of vertically aligned college-readiness courses, including AP courses. TrekNorth will develop leadership skills in all students through required participation in wilderness experiences and outdoor skill development, and will foster a sense of value for service through required participation in service experiences. TrekNorth will support students by requiring parental collaboration in key areas, by providing parents the necessary education and training to be an effective partner, and by committing to the successful implementation of a comprehensive wellness curriculum. TrekNorth will actively guide students in their process of developing a positive self-identity and a responsibility to serve their community. TrekNorth will graduate students who have the desire and ability to build community.

**VISION STATEMENT**

TrekNorth Junior & Senior High School is a place where all students pursue a rigorous course of study and challenging wilderness experiences designed to prepare them for college and life beyond. Students are nourished by a supportive, healthy, and safe learning community of engaged peers, teachers and families. Students develop strong academic and life skills that give to them a positive self-identity and a strong connection to their community and to the world at large. *TrekNorth is a community* and graduates are capable of deliberately creating other communities similarly characterized by compassion, sustainability, challenge, and global thinking.

**GOALS**

**Academic Program--** To provide a quality academic program that educates and equips TrekNorth students academically, ethically, socially, and physically, as exemplary young citizens through a rigorous academic environment. The academic program is a vertical curriculum that teaches and assesses both content material and the development of individual academic skills, especially in reading comprehension, academic writing, mathematics, and scientific reasoning.

**Enrollment Goal--** To enroll a student body large enough to allow for comprehensive academic and co-curricular programs, yet small enough to provide for personal attention to each student.

**Co-curricular Activities--** To offer a program of athletics, fine arts, clubs, outdoor programming and other opportunities to enhance the curriculum and promote student exploration into a variety of interests and callings in developing leadership and character.

**Facilities--** To acquire and maintain attractive, functional educational facilities, uniquely designed and equipped to provide an environment conducive to learning and growth that accommodates the enrollment goal.

**Parental/Community Involvement--** To provide a maximum opportunity for parental involvement and to utilize all community resource opportunities that are available.

**Public Relations--** To establish and maintain a positive image of TrekNorth through communication and association among our constituency and the community.

**Character--** To provide all students the opportunities to hear and respond to the standards of virtuous character and to apply those standards to personal interactions and relationships.

**Staff--** To employ staff members that are mature, academically prepared, and professionally skilled, who are ethical role models, demonstrate care for all students, and build positive relationships. Role modeling, as well as values imparted as a result of classroom interaction, must have a significant positive effect on students. Students learn by the way we live, not just by what we say.

## **RIGHTS AND RESPONSIBILITIES**

Public school students have certain rights guaranteed by the Constitution of the United States of America as well as the laws of the state of Minnesota. Along with student rights come student responsibilities. In most cases this means following the rules of the TrekNorth community. The rights of all others in the school environment (students, staff, teacher, administrators, guests and visitors) are protected when students exercise responsibility and follow the rules. Students are also asked to be responsible for letting an adult know if they are aware of other students who are planning to harm themselves or others in the school or community.

TrekNorth believes that “the school environment should be positive, physically safe, and intellectually stimulating.” The rules at TrekNorth are designed to protect your rights as well as the rights of others. They are set up to promote a positive environment. When someone acts in a manner that disrupts the learning environment or causes harm to others or to the school, consequences will be handled as much as possible using Restorative Practices, although traditional disciplinary measures will be used as necessary.

### **STAFF:**

Dan McKeon: Executive Director, English Language Arts  
Kari Munson: Business Manager  
Kirby Ganske: Operations Manager, Front Desk  
Alison Drietz: Student Support Services, Testing Coordinator  
Jennifer Laitala: Technology Coordinator  
Andy Wiggins: Dean of Students  
Mike Munson: Social Studies, Leadership Team  
Chance Adams: Social Studies  
Maria Bernabe-Bjorklund: Spanish  
Erica Harmsen: Service Learning Program Director, English Language Arts  
Melissa Bartlett: English Language Arts  
Talia Zeman: Performing Arts  
Kristin Gustafson: Visual Arts, Leadership Team  
Ronda Wookey: Special Education Teacher  
Jodie Olson: Special Education Teacher  
Ariane Baggenstoss: Special Education Paraprofessional  
Russell Persson: Special Education Paraprofessional  
Lydia O’Beirne: Science, Mathematics  
Mark Larson: Outdoor Adventure Program Director, Special Education Paraprofessional  
Kathryn Enright: Special Education Paraprofessional  
Jennifer Roy: Science  
Greg Moen: Science, Leadership Team  
Deborah Carlson-Doom: Math/Special Education, Leadership Team  
Jeffrey Jones: Math/Computer Science

### **SCHOOL CALENDAR AND HOURS**

TrekNorth’s school year starts on the first Tuesday after Labor Day as allowed by Minnesota law. A copy of the 2009-10 school calendar is posted on the school web site ([treknorth.org](http://treknorth.org)) or available at the school.

The official hours of TrekNorth during regularly scheduled school days are 7:45 a.m. to 4:00 p.m. Monday through Thursday, and 7:45 a.m. to 3:45 p.m. on Friday. 1<sup>st</sup> Seminar begins at 8:30 and 5<sup>th</sup> Seminar concludes at 3:10. We understand that some students may arrive at school before 7:45 a.m. due to transportation arrangements. When students arrive early, please be aware that doors may be locked, or staff may be in meetings and unavailable to assist students at that specific time. Generally, students will be dismissed from school at 3:10 PM. Students may stay after school at the end of day to work on course work, meet with staff, work with Academic Tutors, or participate in other after school activities. As with the mornings, teachers won’t always be available to work with students after school due to meetings or other obligations. It is always recommended that you make an appointment via phone or e-mail when seeking to meet or work with a teacher during the morning or after school hours. Teachers and staff are at TrekNorth from 7:45 a.m. until 3:45 p.m.

### **Admissions Policy and Procedures**

TrekNorth shall enroll any eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils will be accepted by lot, to be conducted annually on the third Friday in May. TrekNorth may limit admission of pupils within an age group or grade level. TrekNorth shall give preference for enrollment to dependants of school staff, to siblings of enrolled pupils, and to foster children of the parents or an enrolled pupil before accepting other pupils by lot. TrekNorth will not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability. A student continuing for the next year will be re-enrolled for the next year without re-application

#### **Procedures:**

1. Parents and Students interested in enrolling at TrekNorth can request an Application for Enrollment from School Administration or via an online request, available at [www.treknorth.org](http://www.treknorth.org)
2. Students who submit a completed Application for Enrollment will be enrolled at TrekNorth if overall enrollment numbers and grade-level enrollment numbers allow.
3. The Executive Director of TrekNorth will encourage, but not require, an Enrollment Meeting, attended by the student, the student's parents, and the Executive Director.
4. If the student enrolls at a time when the school or the specific grade is at maximum capacity, the student will be placed on the Waiting List. Applications on the Waiting List will be ordered by date of application.
5. Applications that exceed availability that have been submitted prior to the third Friday in May will be placed in the Enrollment Lottery. Applications that exceed availability that are submitted after the third Friday in May will be placed on the Waiting List.

### **Authorizer Information**

All charter schools in Minnesota are required to have an Authorizer. The Authorizer for TrekNorth Jr. & Sr. High School is Volunteers of America.

#### **Contact Information for Volunteers of America:**

Volunteers of America Charter School Sponsorship Program  
924 19<sup>th</sup> Ave South  
Minneapolis, MN 55404  
Telephone: 612-310-8949

### **SCHOOL BOARD INFORMATION & ELECTIONS**

TrekNorth Jr. & Sr. High School is governed by a 9-member Board of Directors. Licensed teachers working at TrekNorth comprise the majority of the members, as was required by Minnesota Charter School Law. The Board of Directors is also required to have at least one parent or guardian of a student enrolled at TrekNorth, and one community member who is not the parent or guardian of a student enrolled at the school. The Executive Director and Business Manager are both ex-officio nonvoting members of the Board.

The TrekNorth Board of Directors meets on the second Tuesday of each month at the school. Meeting dates are subject to change, and these changes are always announced in advance on the school website. Standing committee meetings start at 6:00 p.m., and the Board meeting starts at 7:00 p.m. Board meetings are open to the public, unless the meeting is closed by the Board Chair for reasons of confidentiality.

School Board elections are held each year in May. Voting is open to all members of TrekNorth, which includes all the faculty of the school as well as the parents of enrolled students. Members shall have voting rights for the purpose of electing the Board of Directors. Each household having children as students in the school shall be entitled to two (2) votes. In cases where parents are divorced or separated, each parent shall have one of the two household votes. Each staff member shall have one (1) vote. All elections shall be had and all questions decided by a majority vote except for amendments of Articles of Incorporation or By-laws as provided for therein or as otherwise required by law.

## **DAILY CLASS SCHEDULE:**

### **2009-10 TrekNorth Daily Schedule**

TrekNorth utilizes two different daily schedules depending upon the day. The **Daily Schedule** will be used on Mondays, Wednesdays, and Fridays, and includes five 70-75 minute seminars, while the **College Prep Schedule** will be used on Tuesdays and Thursdays to facilitate the College Prep class for each grade. TrekNorth will also host a Friday Assembly one or two times per month. On those Fridays, 5<sup>th</sup> Seminar will dismiss at approximately 2:35.

#### **High School Daily Schedule**

8:30 – 9:40	Seminar 1
9:45 – 10:55	Seminar 2
11:00 – 12:10	Seminar 3
12:10 – 12:40	Lunch
12:40 – 1:50	Seminar 4
1:55 – 3:10	Seminar 5

#### **Junior High Daily Schedule**

8:30 – 9:25	Seminar 1
9:30 – 9:55	Study Hall
10:00 – 10:55	Seminar 2
10:55 – 11:15	Activity Time
11:15 – 12:10	Seminar 3
12:10 – 12:40	Lunch
12:40 – 1:40	Seminar 4
1:45 – 2:05	Reading Group
2:10 – 3:10	Seminar 5

#### **High School College Prep Schedule**

8:30 – 9:30	Seminar 1
9:35 – 10:15	College Prep
10:20 – 11:20	Seminar 2
11:25 – 12:25	Seminar 3
12:25 – 12:55	Lunch
12:55 – 2:00	Seminar 4
2:05 – 3:10	Seminar 5

#### **Junior High College Prep Schedule**

8:30 – 9:30	Seminar 1
9:35 – 10:15	College Prep
10:20 – 11:20	Seminar 2
11:25 – 12:25	Seminar 3
12:25 – 12:55	Lunch
12:55 – 1:55	Seminar 4
1:55 – 2:10	Activity Time
2:10 – 3:10	Seminar 5

## **COLLEGE PREPARATORY SEMINAR**

Each TrekNorth student is assigned a College Prep teacher. Students will meet Tuesdays and Thursdays (at a minimum) with this teacher to learn and enhance study skills, habits of mind, college awareness, test preparation, and develop content mastery.

## **JUNIOR HIGH ADVISORY**

Each Junior High student is assigned an Advisor, and students will meet Mondays, Wednesdays, and Fridays with this teacher. These meeting times will be used for a variety of purposes, including disseminating school news, giving student recognition, completing trip planning for the OAP/SLP, or simply group activities designed to create and promote a positive school culture.

## **Student Scheduling/Dropping & Adding Courses**

During the Spring of each school year, returning students will have the opportunity to create a class schedule for the upcoming school year. Each student will meet with an appropriate staff member to create this schedule, and graduation requirements and teacher recommendations will be considered. Students wishing to make changes to their schedule must arrange an appointment with the Student Support Coordinator. Schedule changes must be requested and completed within the first week of a term. No schedule changes will be permitted after the first week of a term, except through special permission of the Executive Director.

## **OPEN CAMPUS & LUNCH**

Open Campus exists to provide high-achieving students with the privilege of leaving campus during the lunch hour. Having the option to leave campus requires parental permission as well as meeting the requirements set forth by the board, staff, and student council of TrekNorth.

Open Campus can be revised or rescinded as necessary to meet the needs of the TrekNorth community. These revisions and the right to rescind are held by the TrekNorth staff and board.

To be eligible for Open Campus, students must meet or have the following four criteria:

1. Student must be in 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade
2. 80% Minimum Grade: if a student has a cumulative grade lower than 80% in any class at any time during the current semester they will lose Open Campus option (Dean of Students' discretion applies)
3. Discipline Referrals: if a student is the subject of a serious Discipline Referral (Non-Negotiable Offenses) at any time during the current semester they will lose the Open Campus option
4. Parent Permission: a student must have a signed Parent Permission Form on file with the school in order to be eligible for Open Campus. A Parent/Guardian must sign the form in the presence of the Dean of Students. The Parent Permission Form only makes students eligible for Open Campus, and they must meet the other three criteria as well.

Lunch will be served daily during a 30-minute lunch period. The cost for lunch will be \$3.25 per meal. TrekNorth participates in the School Lunch Program and students who are eligible for Educational Benefits are able to participate for either no cost or .40¢, depending on level of eligibility. Students are able to charge up to \$16.25 in lunch meals. After that, payment must be received before the student may continue to charge.

#### **Students leaving campus for reasons other than lunch:**

Students must notify the Operations Manager prior to leaving campus for reasons other than approved open lunch. When leaving for appointments, or other necessary business, students must have parental permission delivered to the Operations Manager, they must sign out (and sign back in upon returning) at the front office. For the purpose of promoting a positive learning program, students should try to miss school as little as possible. Try to schedule appointments outside of school hours, but if circumstances arise that necessitate absence, please allow our staff to work with you to keep students from falling behind. If a student arrives at school after the start time, the student should sign in with the Operations Manager and proceed to class. Students who must leave school during the day due to illness or an appointment must check out through the office. The office should be informed through a note or telephone call from a parent.

#### **PARKING**

Students who choose to drive to TrekNorth will have accessible parking on the south and east side of the campus. Students are expected to drive responsibly when entering and exiting the campus. There is no charge for parking.

#### **CHILD CUSTODY**

In most cases when parents are divorced, both parents continue to have equal rights where their children are concerned. If any parent has a court order that limits the rights of the other parent in matters such as custody, records access, or visitation, please bring a copy to the office. Unless such a court order is on file with TrekNorth, the school must provide equal rights to both parents.

#### **VISITORS**

Parents are always welcome to visit the school. Visitation by other students, including friends and relatives, is permitted with prior permission from the Administration. All visitors must check in through the office. A visitor pass will be issued by the office to any parent or approved visitor to TrekNorth.

#### **DRESS POLICY**

Students are expected to wear clothing that promotes an academic environment, as well as clothing that is respectful of self and others. The TrekNorth community will not discriminate nor judge students based upon their appearance, but insists that all students dress in a manner consistent with an academic program that values respect. The following is a list of clothing considered inappropriate for the learning program at TrekNorth:

- clothing with sexual innuendo
- clothing with messages or logos that promote or advertise drugs, alcohol, or violence
- clothing that exposes cleavage, buttocks, or midriffs
- clothing intentionally designed or intentionally sized to expose undergarments
- clothing that promotes or represents gang activity or gangs

In some cases students may be asked to change their clothing, turn their clothing inside-out or cover-up with additional clothing, which TrekNorth can provide for the day if necessary. Students and parents are expected to respect the decisions made by staff regarding clothing.

### **GANG ATTIRE & PROMOTION**

TrekNorth believes that Gang activity is severely detrimental to a healthy community, and therefore has zero tolerance for any promotion of gang activity through dress or behavior. TrekNorth staff has been trained to identify gang attire and behavior. Any student who dresses and/or behaves in a manner consistent with gangs or gang attire will be asked to change clothes and/or behavior. Students who refuse to do so will be suspended. Students who routinely violate this policy will be recommended for expulsion. Students who seek to promote gang activity at the school will be suspended, and students who routinely violate this policy will be recommended for expulsion.

### **STUDENT VALUABLES**

Students should not bring large amounts of money, radios, walkmans, cameras, CDs, electronic games, etc. to school. At all times, students are to keep track of glasses, watches, retainers, and other valuables. Students, not the school, are responsible for their personal property. If it is necessary to bring a valuable item to school, please bring it to the front office for safekeeping. Do not keep valuable items in your locker.

### **LOST AND FOUND**

The lost and found will be located at a central location within the school. Items left in the lost and found over 30 days may be given to a service organization or otherwise distributed.

### **ILLNESS/MEDICATION**

The school office is available to students if they are ill, injured, or have a health concern. Students must obtain permission from a teacher to come to the office except in the case of an emergency. Students will be permitted to use the office phone to call home.

Students needing to take prescription medication while at school must have a Medication Form on file with the school. The Medication Form is attached to the end of the document. Students needing to take non-prescription, over the counter medication do not need to fill out the Medication Form.

Medication will be given to students only upon the specific written request of the student's parent or guardian. Prescription medication shall be provided in the original or pharmacy-labeled container. The label shall state the student's name, name of the medication, when and/or how often it is to be given, the dosage, the name of the prescribing physician, and the date of the prescription. By law, no prescription medication can be dispensed or used at school unless the guidelines in this paragraph are met.

### **TELEPHONES & STUDENT CELL PHONES**

School telephones designated for student use are located in the Student Support Office. Students are allowed to make calls from these phones before and after school or during lunch. Only in emergencies will students be allowed to use this phone during class time. Messages and deliveries from parents are to be left in the office in order to respect the learning program of TrekNorth. Students will not be called to the telephone except in emergencies.

Cell phones can also cause significant disruptions to the learning environment, and text messaging and picture-taking capabilities have raised new concerns regarding academic and personal integrity and safety; therefore, parents and guardians are asked to not contact their student on the student's cell phone during the school day (via voice or text message). Furthermore, all student cell phones must be turned off and kept in a place where they are not visible or available for use (backpack, locker, car, etc). Students cannot use cell phones or check voice or text messages on cell phones on school grounds between the hours of 8:30 and 3:10. Students using cell phones during school hours will have their cell phones confiscated until the end of the day. For clarity purposes, "cell phone use" shall be defined as a cell phone that is in the site of a staff member whether it is being utilized or not. A second violation of this policy will result in the confiscation of the phone and a parent or guardian must come to the school to get the phone from the Executive Director. Students who repeatedly violate this policy will have their cell phones confiscated until a parent meeting can be held, and TrekNorth retains the right to hold the phone until the end of the school year for students who habitually violate this policy.

### **MP3 Players, I-Pods, Etc.**

Electronic handheld devices such as radios, i-pods, MP3 players, PDAs and headsets are disruptive to the educational process and are frequently lost or stolen. These devices are not allowed during classtime, and may only be used before and after school, during passing time, and during lunch. Any student using these

devices during class, unless granted permission by a teacher as an incentive, reward, or educational strategy, will have the device confiscated until the end of the day. Any repeat offenders will have to have their device picked up at the end of the school day by a parent or guardian.

### **STOLEN ELECTRONIC DEVICES**

TrekNorth will not be responsible for any stolen cell phones, i-pods, or other electronic devices. Students are encouraged to not bring these items to school, but those who do need to be aware that the school will not spend time doing investigations related to stolen electronic devices.

### **SKATEBOARDS, ROLLERBLADES, SCOOTERS, ETC**

Students will not be permitted to use skateboards, rollerblades, scooters, or other such devices at anytime in the school building or on the school campus, even outside of school hours. This policy is based upon the school lease agreement with Bemidji Management, Inc.

### **PETS**

For safety reasons, animals, including leashed pets, should not be brought to the school grounds unless they are part of the Canine Companion Program or are pre-approved as part of the teacher's curriculum or by the Executive Director.

### **ACADEMIC PROGRAMS, ACADEMIC RIGHTS AND RESPONSIBILITIES**

TrekNorth exists to provide a quality education with a focus on college-readiness and wilderness and service experiences. The following serve as guidelines for academic policy.

#### *RIGHTS*

To function well in the classroom you must have a clear idea of what the teachers expect of you. Therefore, you have a right to know what the requirements are for each course in which you are enrolled. If the course requirements seem unclear to you, or if you have questions, you should ask for clarification. You also have a right to be evaluated fairly. Grades, progress reports, and other forms of evaluation should be based on requirements that are clearly set forth by teachers and they should be applied fairly to all students.

#### *RESPONSIBILITIES*

At TrekNorth the teachers and administration strongly believe that homework will contribute to the academic success of students. To function well in the classroom you must do the homework as required by the teacher. Homework serves as a link between the student, the home, and the classroom. Homework fosters good study habits such as independent learning, effective time management, and personal responsibility. While recognizing the usefulness of homework, TrekNorth staff also strives to assign reasonable homework loads, realizing the need to maintain a balance in students' lives. Homework will be a daily activity for most students. Students who use their school time responsibly should not have excessive amounts of homework. If students are consistently overwhelmed with homework, parents should contact the student's teachers.

#### **Student Responsibilities:**

- Attend school regularly and come prepared.
- Complete homework assignments neatly and on time.
- Schedule time wisely to meet assignment deadlines.
- Get assignments when absent and complete any make-up work within specified teacher timelines.
- Come to seminars adequately prepared with materials for participating in class.
- Contribute positively to the unique TrekNorth community.
- Participate in any necessary academic or behavioral problem-solving with school staff.

#### **Teacher Responsibilities:**

- Assign work for academic reasons to practice, reinforce, and master skills.
- Provide clear directions for assignment, format, and due date.
- Provide checkpoints for long-term assignments.
- Provide in-class time for students to begin their homework.
- Participate in any necessary academic or behavioral problem-solving for individual students.

#### **Parent Responsibilities:**

- See that your child is punctual and attends school regularly.
- Provide an appropriate place and atmosphere for homework.

Set aside homework/reading time nightly.  
Contact teachers with questions regarding homework.  
Participate in any necessary academic or behavioral problem-solving with school staff.

### **STUDENT GRADUATION PLANS AND THE COLLEGE PREP PROGRAM**

Each student, with the assistance of their parent/guardian and Student Support Service Coordinator will complete a Graduation Plan and participate in TrekNorth's College Prep Program. The Graduation Plan will insure students are making sufficient progress towards meeting the graduation requirements of TrekNorth, and the plan will set a path through the required and elective courses offered at TrekNorth. The College Prep Program will help expose students to different colleges and universities around the nation as well as provide a timeline for important college-preparatory work, such as interest inventories, entrance exams, financial aid, college visits, and entrance applications.

### **ADVANCED PLACEMENT EXAM PARTICIPATION**

Students enrolled in Advanced Placement courses at TrekNorth are encouraged to take the Advanced Placement Exam in May as an opportunity to earn college/university credit. Typically, TrekNorth covers the cost of these exams. In order to be eligible for participation in the Advanced Placement Exam(s), students must meet the following criteria for each AP course in which they are enrolled:

1. Have a minimum course grade of 80% (B-), and
2. Have participated in a minimum of one practice exam sponsored by TrekNorth, or
3. If a student does not have a minimum of 80% for a course grade, the student must participate in a minimum of two practice examinations sponsored by TrekNorth, and have achieved an average score of at least 3 as scored by their course teacher.

### **TUTORING**

TrekNorth provides tutoring services 2-3 times per week, typically for one hour two times per week after school and then again on Saturday morning from 8:00 – 11:00 a.m. Please contact School Administration for more details.

### **SATURDAY SCHOOL**

TrekNorth is committed to providing your student(s) opportunities for success. To this end, the school has designated 25 Saturdays during the 2009-10 school year as additional work time for students who are either behind in their class work or need additional help in a subject area. Saturday School begins at 8:00 a.m. and ends at 11:30 a.m., however, a student may arrive and/or leave at anytime during those hours. Students who plan to attend Saturday School need to make arrangements with their classroom teachers, including collecting assignments or other necessary materials.

Parents/Guardians who wish to have their child attend Saturday School need to contact either the Dean of Students or the Executive Director to sign a permission form before their child will be admitted to Saturday School. Parents/Guardians only need to sign one form per school year.

The following dates have been designated as Saturday School:

September 26<sup>th</sup>  
October 10<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup>  
November 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>  
December 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>  
January 9<sup>th</sup>, 16<sup>th</sup>  
February 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup>  
March 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>  
April 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>  
May 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>

### **COMPUTERS AND TEXTBOOKS**

Instructional materials (Computers, Textbooks, etc.) are the property of TrekNorth, and students are responsible for the care of their computers and books. Damaged or lost computers and/or books are the responsibility of the student to whom they were issued. When textbooks are issued both the student and the teacher will inspect the books and note any damages. Appropriate Technology Use Policy: All students and staff are required to read, understand and adhere to the TrekNorth Acceptable Technology Use Policy.

## CURRICULUM AND GRADUATION REQUIREMENTS

The TrekNorth Board of Directors establishes the curriculum and graduation requirements at TrekNorth. The curriculum is designed to prepare students for a successful academic career in college. Extensive research has been done on entrance requirements at various colleges and universities, which is reflected in the curriculum. However, it is important that requirements of the specific college(s) of interest are checked to ensure electives are chosen that meet the needs of the particular college.

To graduate from TrekNorth each student must successfully complete a minimum number of credits as outlined below. Students who've transferred to TrekNorth as 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> graders will have their requirements pro-rated to reflect the number of semesters they will have been at TrekNorth prior to graduation. This prorating will be done by the Student Services Coordinator, Executive Director, or other staff assigned to the duty of credit assessment.

English-Language Arts: 5 Credits	World Language: 2 Credits
Social Studies-History: 5 Credits	Visual and/or Performing Arts: 2 Credits
Math: 4 Credits	Electives: 6 credits (includes excess credits from other areas)
Science: 4 Credits	OAP/SLP: 6 credits (minimum of 3 from each program)

Students should complete a minimum of 8 seminar credits and a minimum of 1.5 OAP/SLP credits each year.

Because TrekNorth believes strongly in the value of education, **one other important graduation requirement unique to TrekNorth is that students must gain acceptance to a post-secondary institution in order to receive a signed diploma.** These institutions can include, but are not limited to, 4-year colleges and universities, 2-year colleges, Community Colleges, and Vocational Technology Schools. If you have any uncertainty regarding whether your post-secondary institution will meet this requirement, please check with the Executive Director. Students must provide proof of having been accepted by the date of their graduation in the form of an acceptance letter.

### POST-SECONDARY ENROLLMENT OPTION

Students who have earned Junior or Senior status and who academically rank in the top 25% of their class at TrekNorth High School may participate in this program at Bemidji State University. Juniors or Seniors who rank in the top 50% of their class may participate in this program at Northwest Technical College. Students and parents who wish to obtain more information about this program should arrange for a conference with the Student Support Coordinator. TrekNorth does not pay for private lessons taken by a PSEO student.

Timelines for enrollment in the PSEO Program are:

May for attending college courses during the following Fall Semester

November for attending college courses during the following Spring Semester

### STUDENT PROGRESS AND REPORT CARDS

TrekNorth staff use the PowerSchool Student Information System for all student reporting and information management. PowerSchool is a web based student information system that allows students, parents and staff the ability to access information from locations other than the school. Parents/Guardians can also expect to be contacted by the teachers of their student regarding academic success or difficulties. Parents/Guardians should participate in the exchange of information by returning phone calls, responding to emails, and following through with the plans for student success created by the frequent communication between the school and the home.

Report Cards will be issued at the end of each academic term, including 1<sup>st</sup> Semester and 2<sup>nd</sup> Semester. Report Cards will be addressed and mailed to the address provided by the parents/guardians.

### STUDENT GRADES

TrekNorth classes range from one (1) semester in length up to two (2) semesters (entire school year). No credit is given unless the class is completed. Classes that meet for one semester will earn 1.0 credits, and classes that meet for two semesters will earn 2.0 credits upon successful completion.

The method of calculating grade-point averages (GPAs) of students will be from the following system:

A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00

**All AP Courses, including those completed at another school, will be weighted with an additional 0.5 upon successful completion.**

### **Withdrawal From School**

Students planning to transfer or leave school for any reason must bring a note from a parent/guardian to the Operations Manager. At that time, final instructions will be given for completing the process.

### **Repeating Classes**

Students should not repeat a class that they have already successfully completed. The only exception is Advanced Placement classes where a different curriculum will be provided each time a class is taken.

### **Incomplete Work**

The classroom teacher determines if a student should receive an incomplete grade. A student is given a mark of "I" for incomplete work. A copy of a Notice to Complete Course Work will be sent home to the parents by the school. A student must complete all make-up work within three weeks (15 business days) after the term to receive a grade change and credit for the course. An "I" will be changed to an "F" indicating the failure of the class if the assigned work is not completed within this timeframe.

### **Cheating**

Teachers will review cheating and plagiarism and the consequences for such actions with their students at the start of each term.

Cheating will result in no credit for the work involved. Plagiarism, cheat sheets, stealing tests, and other forms of premeditated cheating may result in loss of credit, failure for the course and removal from the class. Incidents of cheating will become a part of the student's discipline record.

### **Classes with Fees**

Some classes charge a fee for materials or transportation. Fees are due on the deadline assigned by the teacher, and are payable to TrekNorth via the Operations Manager, who will issue a receipt. If a student is unable to pay the fee, he/she should speak with the Executive Director or Business Manager.

### **ATTENDANCE: RESPONSIBILITY TO ATTEND SCHOOL**

Every student, under the age of 18, has the responsibility to attend school and be punctual in reporting to classes. If you choose to continue school after reaching the age of 18--even if you are legally independent--you are under the care of the school and must follow attendance rules in addition to all other school rules. Parents have a responsibility to ensure that students attend school, and to not excuse absences except for sickness or family emergency. TrekNorth complies with the Minnesota School Attendance Law, which sets forth the principle of compulsory school attendance. Under current Minnesota Statute, a student under the age of 18 cannot withdraw from school without parental permission and signature. According to state statute, any student whose unexcused absences are excessive will be considered truant.

One of TrekNorth's goals is to prepare students to be academically successful in their post-high school life; regular attendance supports that goal, therefore the TrekNorth Board of Directors has developed a rigid and strict Attendance Policy, in which students who are habitually unexcused or tardy will be pulled from classes and, ultimately, asked to leave TrekNorth Junior & Senior High School. Parent support is essential for us to accomplish our mission and academic goals, and a quality education can only be provided to families who make attendance a high priority. Parents are encouraged to plan family activities during scheduled school vacations and thereby receive the highest quality education TrekNorth can offer.

Whenever students are absent, the quality of their education as well as their classmates' education is potentially compromised. The administration recognizes, however, that at times there may be a need for a student to be absent. Please read the TrekNorth Attendance Policy attached to the end of this Student/Parent Handbook so as to be familiar with the expectations of TrekNorth.

### **LATE OR MISSED ASSIGNMENT POLICY**

Individual disciplines (i.e., math, English, etc.) or grade levels may develop their own coordinated late or missing assignment policies. Specific written policies will be provided to students during their first week of classes with each teacher. Teachers may change policies at any time should current policies be ineffective or unworkable for the teacher(s).

### **SNOW DAYS**

TrekNorth will be following District 31 closure status. When District 31 administration cancels or delays the start of school due to inclement weather, several radio stations will be contacted to broadcast the closure or delay:

AM Radio Stations KBUN 1450 or FM Radio Stations KBUN and KAXE.

Generally, the website ([www.treknorth.org](http://www.treknorth.org)) will also provide information on school closures or delays on poor weather days. If school is canceled, all scheduled school activities are canceled.

### **CO-CURRICULAR ACTIVITIES**

TrekNorth strives to offer a program of athletics, fine arts, clubs, outdoor programming and other opportunities to enhance the curriculum and promote student exploration into a variety of interests and callings in developing leadership and character.

### **CLUBS**

All clubs must have the approval of the administration and be chaperoned by an approved adult sponsor.

### **OUTDOOR ADVENTURE PROGRAM, SERVICE LEARNING PROGRAM, & FIELD TRIPS**

TrekNorth firmly believes that much meaningful learning can and does happen out in the community and in the wilderness. To this end, TrekNorth has many opportunities throughout the year for students to participate in field trips and other expeditionary learning experiences to broaden and strengthen individual learning and personal growth. The Outdoor Adventure Program (OAP), Service Learning Program (SLP) and other field trips are an integral part of the TrekNorth program and attendance is required. All students must turn in a signed permission slip (and fee, if necessary) from their parents or guardian before being permitted to attend the field trip. Students, staff, and families are expected to abide by the policies of the TrekNorth Junior & Senior High School Outdoor Program/Service Program during all travel and trip experiences.

Parents driving for field trips must have a form on file with TrekNorth (giving information on liability insurance - \$100,000/300,000 bodily injury, \$100,000 property damage-along with a copy of a valid driver's license and insurance card) in order to drive on a field trip. Drivers must make sure that each student is in a separate seat belt.

In some cases Charter buses may be used for transportation.

### **ACADEMIC COMPETITIONS**

Academic teams or individuals may be selected throughout the year to compete in competitions in various activities throughout the year.

### **STUDENT SERVICES**

One role of TrekNorth is to facilitate our students' preparation for their future by providing resources and opportunities to become familiar with multiple post-high school opportunities and career choices. The school will serve students' needs in these primary areas: letters of recommendation; EXPLORE, PLAN, PSAT, and ACT testing and results review; college and career reference materials; general scholarship information; community service requirements; graduation requirement counseling; and class schedule requirements or adjustments.

TrekNorth also maintains a Student Support Team, comprised of the Executive Director, Dean of Students, and Student Support Coordinator. Staff or parents may refer students to this team, who will work with the student and family to provide support to the student through a variety of means.

## **STUDENTS WITH SPECIAL NEEDS**

TrekNorth has full-time staff available to assist students with special needs. Parents of students with special needs should contact the office for referral to the proper staff member.

## **MENTAL HEALTH SERVICES**

TrekNorth has a Mental Health Professional in the building two days per week. Students may be referred to the MHP by the Student Support Team, or through a parent request. If you'd like more information, please contact the office. TrekNorth also has contacts with Mental Health Professionals in the community to provide a variety of mental health services. Again, students/parents should contact the office for more information.

## **PARENTAL CONTACTS WITH TEACHERS**

It is important that parents be respectful and courteous about contacting teachers after school hours. Attempts should be made to schedule appointments during regular school hours. Teachers are often at their busiest between 8 - 8:30 a.m. and 3:30 - 4:00 p.m.. Please make appointments with teachers rather than trying to conference with them during those times.

## **SCHOOL ETIQUETTE - GENERAL CONDUCT**

TrekNorth places a great deal of emphasis on the character development of each student. Progress is most often recognized by outward actions toward others and towards the policies, procedures, and expectations of TrekNorth. With this in mind, students are expected to demonstrate an attitude of respect for themselves, their peers, and adults, whether teachers, school staff, or visitors. In addition, respect for the property of TrekNorth and others is expected.

## **RIGHTS**

### **Right to Seek Change**

Students and parents are encouraged to participate in or seek change in the operation of TrekNorth in a variety of ways. Parent Partner Meetings, the Parent Event Series, Parent Conferences, and Open Houses are held during the year to both provide information and seek input from parents. Parents may also serve on committees formed to provide advice to the Administration or the Board of Directors. Individuals may also provide direct input to staff members. It is TrekNorth policy to attempt to resolve situations at the lowest level. Therefore, if a situation involves an individual teacher or staff member, that person should be contacted first before elevating the issue to the school's Dean of Students, Executive Director, and finally the TrekNorth Board of Directors.

### **Right to Be Free From Discrimination**

TrekNorth policies are designed to prevent students from being discriminated against, or denied the benefits of educational programs or activities based on your race, gender, religion, ethnicity, sexual preference, national origin, age, or disability in any TrekNorth program or activity. If you believe that you have been discriminated against notify the Executive Director, or, if you feel the Executive Director is the source of the discrimination, please notify the Board of Directors. If the issue has to do with a disability, also notify a member of the Special Education Department.

### **Right to Free Expression**

Students have a limited right to free expression. This right is found in the First Amendment to the United States Constitution. In the classroom, this means that you may express your opinions orally or in writing. Outside of the classroom, at school, on the bus, or at school activities you also have a limited right of free speech. The limitation on your right to speak is that your speech must not create a material and substantial disruption to the educational process, or harm someone's reputation, or create a clear and present danger to others. In addition, the First Amendment does not protect speech that leads to unlawful action; nor does it protect obscenities. These legal requirements apply to whatever you write or say when you come to school or school activities. If you cross the line from protected speech, where you are expressing your point of view or opinion, to the speech that creates a material and/or substantial disruption, you can face disciplinary consequences.

### **Right to Free Association**

You are generally free to associate with, join, and participate in groups of your own choosing. However, any group, whether school-sponsored or not, that engages in activities which interfere with the rights of

others, or which disrupt the educational environment or the educational process, may be subject to disciplinary actions by the school officials or appropriate law enforcement agencies. A significant exception to the right to freely associate is gang related activity. Policy prohibits gangs at school or at school-sponsored events. A "gang" is defined as any group of three or more individuals who share a common interest, bond or activity that is characterized by criminal, delinquent, or otherwise disruptive conduct. This conduct may be individual or collective. Student dress and appearance that is related to gang activity is also prohibited. Likewise, gestures, signals or graffiti related to gang activity, including initiations and hazing, will not be tolerated. Individuals violating the provisions of this policy are subject to suspension and expulsion. In addition the appropriate law enforcement agency may become involved.

### **Right to Peaceful Assembly**

The First Amendment to the United States Constitution allows students of a school to peacefully assemble on the school grounds. However, such assembly must comply with attendance rules and procedures as well as building regulations.

### **Right to Individual Dignity**

Each and every person is entitled to be treated with respect and dignity regardless of his or her race, color, ethnicity, religion, gender, social status, disability or age. The dignity of each individual is best served when all concerned--students and school personnel alike—treat one another as they would like to be treated. In particular, sexual harassment and bullying behavior are not tolerated at TrekNorth or at school activities; nor, is such behavior tolerated on buses or at bus stops.

### **Right to be Free from Sexual Harassment**

Sexual harassment is defined as sexually oriented remarks, behavior or jokes that make you so uncomfortable for a significant period of time that you consider not coming to school, or a particular class or activity. Your responsibility is to clearly indicate that the remarks, behavior, etc. are not welcome and are offensive to you. This is not an easy thing to do, but you must make it clear to the people who are making you uncomfortable that this is the case. If it does not stop, you need to report it to an adult such as your advisor or another staff person.

### **Right Not to Be Bullied**

Bullying is any written or verbal expression, physical act or gesture that is intended to cause you distress. It can be direct or indirect. Direct bullying can be physical in nature, such as hitting, kicking, pushing, or choking. Or, it can be verbal, such as name-calling, threatening, teasing, etc. Indirect bullying is subtle and may be difficult to detect. It can take many forms such as social isolation, intentional exclusion, making faces, staring, obscene gestures, manipulating friendships, etc. You need to report any bullying actions to your advisor or another staff person.

### **Rights Relating to Search and Seizure**

The Fourth Amendment to the Constitution of the United States protects citizens from "unreasonable" searches of their persons or property by the government, and against "unreasonable" seizures of their property. Remember however, that student desks and lockers are school property, not yours. Therefore, such desks and lockers may be searched by school officials and contraband material seized at any time.

When there is "reasonable suspicion" that a particular student has violated school rules or a law, a search of a student's person or property can legally be initiated by school authorities. If staff members suspect a student may be in violation of a law because of the way a student behaves or because they have a physical appearance or odor associated with unlawful activities, that student, as well as that student's property, will be searched by school staff and/or officers of the law.

### **Right to Privacy in Your Student Records**

The school maintains important files of information on each student. You and your parents or guardians may review those records with reasonable advance notice to the school. Parents and students over 18 years of age have the right to challenge any educational record on the grounds that it is inaccurate or misleading. School officials may obtain access to your records for educational purposes. All individually identifiable educational information is confidential except for "directory" information. Directory information includes the student's name, date of birth, place of birth, participation in officially recognized sports and activities, height and weight (for athletic teams), dates of attendance, degrees and other honors awarded. One important exception is that military recruiters can obtain the names, addresses and home telephone numbers of all high school students, unless the parent/guardian makes a written request to not release this

information.

## **RESPONSIBILITIES**

### **Your Responsibility to Respect Property**

Students are expected to treat all property with care and respect. This applies not only to property of the school, but also to private property brought to school by school staff, other students, or visitors. This also applies to property surrounding the school, whether owned by businesses or the homes of individuals.

### **Your Responsibility to Keep Your School Free of Weapons**

**Board policy provides that any student carrying, bringing, using, or possessing any dangerous or deadly weapon in any school building, on school grounds or at any school sponsored event shall be recommended for expulsion.** The following are dangerous weapons: firearms (including air guns and pellet guns--loaded or unloaded, operable or inoperable), firearm facsimiles, fixed blade knife with a blade length of greater than 3 1/2 inches, spring-loaded or pocket knife with a blade of more than three inches, any knife used to threaten harm to others, brass knuckles, bludgeons or any other device or substance that is intended to be used to inflict serious bodily injury or death. Students who inadvertently bring in a dangerous or deadly weapon will not be punished if he or she immediately, of her or his own volition, notifies a teacher or an administrator and gives up the weapon.

**Important Note Regarding Knives:** TrekNorth recognizes the need for knives while on OAP Trips with the school, therefore students planning to bring a knife on an OAP Trip should notify the trip leader and deliver the knife to that trip leader at the earliest possible time (i.e. the morning of departure). Knives to be used on OAP Trips will be stored by the trip leader before the trip, and during the travel to and from the trip destination. Students are expected to use their knife responsibly while on OAP Trips, in a manner consistent with the rules set forth in this handbook. Any student using their knife for violent, threatening, or intimidating behavior will be subject to expulsion or exclusion, as well as any criminal charges that may apply.

### **Your Responsibility to Keep Your School Drug and Alcohol Free**

The Board policy on Substance Abuse by Students prohibits the use, possession, sale or distribution of alcohol or any controlled substance (or any substance represented as alcohol or a controlled substance) on school property, or in connection with any school sponsored activity (on or off school property). Expulsion is mandatory for the sale (including giving as a gift) of controlled substances. Note also, that if the use or possession of alcohol or controlled substances off school property is detrimental to the health, safety or welfare of students or staff, it may also be a punishable offense pursuant by Minnesota state statute.

### **Your Responsibility to Keep Your School Tobacco-Free**

In order to promote the general health, welfare and well-being of students and staff, board policy—and state law--forbids smoking, chewing or other use of any tobacco product on school property or at school activities at any time. The state law also forbids possession of tobacco by students on campus and by minors anywhere.

### **Your Responsibility to Keep Your School Free of Violence and Bullying**

In order to promote an academic, college-oriented school, TrekNorth forbids any physical violence or bully behavior. TrekNorth is a safe community and does not tolerate bully behavior of any kind. Bullying is any written or verbal expression, physical act or gesture that is intended to cause someone distress. It can be direct or indirect. Direct bullying can be physical in nature, such as hitting, kicking, pushing, or choking. Or, it can be verbal, such as name-calling, threatening, teasing, etc. Indirect bullying is subtle and may be difficult to detect. It can take many forms such as social isolation, intentional exclusion, making faces, staring, obscene gestures, manipulating friendships, etc. Any student who makes a verbal threat to another student or staff, and any student who uses physical intimidation on another student or staff, or any student who uses abusive language directed towards another student or staff member, may be suspended and the police may be notified. The first time school Administration determines a student has engaged in bully behavior, that student will be suspended for five days. The second time school Administration determines a student has engaged in bully behavior, that student will be suspended for five days and placed on a behavior plan which states that, upon a third violation of the bully policy, the student will be recommended for expulsion by the Executive Director.

## **PLEDGE OF ALLEGIANCE**

The Board of Directors of TrekNorth respects the individual decisions of students and staff to choose whether or not to recite the Pledge of Allegiance per Minnesota Statute 120-S.F. No. 287.

## **CODE OF CONDUCT**

The TrekNorth Code of Conduct is designed to help establish a safe environment, free from material and substantial disruptions for all students, parents, staff, and visitors. TrekNorth expects that students will conduct themselves so as to comply with all school rules; learn and assume responsibility for their behavior; and follow the directives of staff.

### **TREKNORTH CODE OF CONDUCT**

- \* Attending all classes each day and being on time; Abide by the TrekNorth Attendance Policy
- \* Preparing for each class with appropriate materials and completed assignments
- \* Dressing according to the dress code adopted by the school
- Knowing that the use, possession, and/or sale of illegal or unauthorized drugs, alcohol, and weapons is unlawful and prohibited and to never cause or allow their presence on campus.
- Abiding by the TrekNorth Contract in regards to violence, weapons, vandalism, intimidating behavior (bullying), smoking, drug/alcohol possession, use or sale, stealing, and bus behavior contrary to District 31 policies
- \* Showing respect toward others
- \* Conducting oneself in a responsible manner
- \* Paying required fees and fines
- \* Knowing and following all school rules in the Code of Student Conduct and the expectations of the restorative learning approach we take to manage student discipline
- \* Cooperating with staff members in the investigation of disciplinary matters
- \* Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels
- \* Reporting threats to the safety of students and staff members as well as behavior on the part of any other students or staff members to the building principal, a teacher, or another adult
- \* Using TrekNorth technology systems for school business purposes only and using school computers and related equipment appropriately

### **TREKNORTH CONTRACT**

The cornerstone of TrekNorth goals and expectations for students, parents/guardians, and staff is the TrekNorth Contract. In that document the mission of the school, along with academic goals, behavioral expectations, expectations for parents/guardians, and staff expectations are all outlined. Each student attending TrekNorth must have a signed TrekNorth Contract on file with the school.

### **DISCIPLINE PHILOSOPHY / POLICY**

The mission of the Discipline Program at TrekNorth is to develop autonomy, self-discipline, and compassion within individual students. The Discipline Program aims to

- be behaviorally formative
- be considerate of the individual
- contribute to the academic success of the student
- contribute to the overall mission of the school
- operate primarily concerned with prevention and pro-action

TrekNorth has at its core the goal of using Restorative Philosophies and Practices to deal with harm when it occurs at school. The goal of Restorative Practices is to “Restore” the community after an incident or harm has been committed. For this reason, the discipline process will at times be very individualized and the offender will be held accountable under a plan devised by the community of individuals who were affected by the harm, or by the Dean of Students. TrekNorth staff desire to be fair, concerned, and caring about the well-fare of all of our students.

The kind and amount of discipline will be determined by the Administration, and, in some cases, the individuals involved. Common sense being the rule, teachers are expected to uphold the spirit of TrekNorth's discipline policy. The discipline will be administered in consideration of the individual student's problem and attitude. All discipline will be based on traditional principles, i.e. restitution, apologies (public and private), etc. The vast majority of discipline problems are to be dealt with at the

classroom level. In order to maintain consistency, teachers regularly meet to discuss standards and school policy concerning discipline. It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. As in all other areas of education at TrekNorth, caring and forgiveness will be an integral part of the discipline of a student. Any student who consistently possesses and shares with others a negative attitude toward TrekNorth, faculty, or fellow students may be called on to meet in a disciplinary council with parents and administration.

As outlined in the TrekNorth Contract, the TrekNorth staff has also detailed “Non-Negotiable” behaviors that are absolutely not tolerated by the TrekNorth community. Students who engage in these behaviors will be subject to suspension, either in school or out of school, based on Administrative discretion. A re-admission meeting may be required prior to the student coming back to TrekNorth. The re-admission meeting will include the Executive Director, the Dean of Students, the student, and the student’s parents/guardians, and during the meeting the student will be given time to express remorse or apologies for his/her behavior. Students who continually engage in “Non-Negotiable” behaviors may be subject to expulsion or exclusion proceedings.

### **PHYSICAL INTERVENTION**

In dealing with disruptive students, any person employed by TrekNorth may, within the scope of her/his employment, and without it being child abuse, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

1. To restrain a student from an act of wrongdoing;
2. To quell a disturbance threatening physical injury to others;
3. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student;
4. For the purpose of self-defense;
5. For the protection of persons or property;
6. For the preservation of order.

### **CONSEQUENCES FOR BREAKING SCHOOL RULES**

If you violate the school rules or laws of the state or nation, you can be subject to some type of disciplinary action. Disciplinary actions encompass a variety of activities such as Restorative Justice, counseling, suspension, and/or expulsion.

The staff may use these or other actions as deemed appropriate to promote expected discipline standards within the school.

1. Community Service (Restitution):  
Students who have committed some type of harm against the community may be assigned some sort of supervised service project as a way to pay-back the community for their behavior.
2. Removal from Class  
Student behavior that interferes with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities may result in removal from the classroom. If a teacher decides that removal is necessary, he/she will document the behavior leading up to the removal and send the student to the Dean of Students or, depending upon the behavior, to the office of the Executive Director. The Dean of Students/Executive Director will review the circumstances and determine appropriate consequences up to and including expulsion.
3. In School or Out of School Suspension  
Generally, only major, serious, or repeat offenses are handled with suspension. When a student is suspended, the Dean of Students and/or Executive Director will make a determination regarding whether the suspension should be served in school or out of school. All suspensions require the staff to contact the parents by phone or mail.

### **CONSEQUENCES**

Generally, a student receives discipline from the Dean of Students, who will make the determination about the type and severity of the consequences. However, some student actions of a dangerous or severely disruptive nature may result in suspension or consideration for expulsion for a first offense.

Following an incident, the student's parents will be contacted and given the details of the incident. The parents' assistance and support in averting further problems will be sought, as outlined in the TrekNorth

Contract. The Student may be referred to the restorative learning process to resolve the problem, or, in the case of a “Non-Negotiable Offense”, the student may be subject to more traditional disciplinary action.

Students with ongoing behavioral issues may be placed on a behavior contract, requiring their parents to attend regular meetings.

Any student who is suspended from school may need to have a re-admission meeting with the Executive Director, the Dean of Students, and a parent/guardian before being re-admitted to school. In the event of a subsequent referral, the student is subject to a longer out-of-school suspension and/or expulsion may be considered for the student. Incidents of student misconduct will usually require a restorative learning response and plan on the part of the offender. The degree of formality incorporated into the restorative process will escalate with the severity of the offense. The school may require restitution, community service, circles, or other measures consistent with the TrekNorth restorative learning philosophy.

### **SERIOUS MISCONDUCT & SUSPENSIONS**

Suspension, whether In School or Out of School Suspension, is a serious step in the discipline procedure of TrekNorth. It is used when restorative attempts to remediate a problem have been unsuccessful, or when the behavior was one considered a “Non-Negotiable” by school staff. Suspension may result from repeat violations of school rules or a single serious violation of school rules. The length of suspension is determined by the frequency or severity of the offense(s), and is usually from a half day to five days in duration. For any suspension, the school will make every attempt to contact parents to apprise them of the incident. If a student commits a severe act of misconduct, the referral process may be bypassed and suspension or expulsion proceedings imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence, vandalism to school facilities/property, violations of law, or any act in clear contradiction of TrekNorth policies. In all instances of re-admission following a suspension, a parent contact with the school prior to the student being allowed to return to classes must occur.

Students may be suspended for no more than five consecutive school days on the grounds outlined above, except in the case of a serious violation in a school building, on school grounds, or at school activities in which case the suspension can be up to 10 consecutive school days. The TrekNorth School Board can extend the suspension of students who are being recommended for expulsion so that the student can appeal the recommendation to a hearing officer, and if necessary to the TrekNorth Board of Directors. The hearing and any appeal to the Board of Education all must take place within a total suspension period of 25 school days. In a hearing before a hearing officer, or the TrekNorth Board, evidence and argument may be presented on the student’s behalf by the parents, the student, or a representative for the student.

Habitually Disruptive students are a subsection of the above. A “habitually disruptive” student is defined as one who has been suspended on two or more occasions for disruptive behavior. The policy, which is based on state statute, requires that the student and her/his parents sign a “Behavior Plan” after the second suspension. This protocol may be initiated after the first or second suspension. Special education students with an Individualized Education Plan may only be expelled if their disruptive behavior is not related to their disability. See TrekNorth board policy regarding Special Education Due Process & 504 Plans.

### **EXPULSION**

TrekNorth will follow the expulsion policies and procedures for expulsion in the Pupil Fair Dismissal Act..

### **CONFLICT RESOLUTION**

As parents, students, and school personnel, we need to commit ourselves to seek reconciliation with others when a wrong, perceived or real, has occurred. Specifically, if a parent has a concern about a class or teacher, the parent should meet with the teacher first. If this first meeting does not resolve the issue, a conference with the parent, teacher, and administration can be scheduled. If the conflict is still not resolved, the parent may meet with the staff member and the Executive Director, and, if necessary as a final step, the TrekNorth Board of Directors. The final level for resolution is the TrekNorth Board of Directors. If a parent/student has a conflict with another parent/student the parents and students should meet to resolve any differences or concerns.

### **CHILD ABUSE**

We are obligated by federal, state, and local laws to inform all parents-guardians of the following statutes

concerning alleged child abuse and/or neglect:

- 1) By Law, the State has the prerogative to make an unscheduled visit to TrekNorth and require that a student who is the subject of a child abuse/neglect report be interviewed during school hours without any obligation to notify the parents/guardians of the student or seek permission from the parents/guardians to conduct the interview;
- 2) Legally, we also need to inform parents that any TrekNorth employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect is legally REQUIRED to report or cause a report to be made of such fact to the Executive Director immediately. Therefore, if a discussion between a TrekNorth employee and a parent/guardian concerning a student leads the employee to a conclusion that there is reasonable cause to suspect that the student has been subjected to abuse or neglect, the employee is REQUIRED BY LAW to report the parent or guardian to the DHS immediately.

**TrekNorth Junior & Senior High School**  
**Attendance Guidelines**

**The following TrekNorth Junior & Senior High School Attendance Policy became effective on November 20, 2006.** All students, parents, and/or guardians will receive a copy of this policy and are expected to agree to its terms as a condition of enrollment at TrekNorth Junior & Senior High School.

To receive credit for any TrekNorth course, a student may not exceed **six (6) unexcused absences per semester.**

## **I. PREFACE**

**Students who exceed six unexcused absences will be dropped from class(es), given No Credit (NC), and assigned to study hall(s) for the remainder of the course.** A student may appeal loss of credit due to an extenuating circumstance such as extended illness.

**II. RESPONSIBILITIES:** Attendance responsibilities are shared by students, parents, and the school.

### **A. Student Responsibilities:**

1. To attend all assigned classes and study halls every day that school is in session.
2. To be in class on time, prepared for academic work by having completed all assignments and having all necessary academic materials.
3. To know and follow correct procedures regarding attendance.
4. Written Verification of Absences. Absences will become truanancies within two (2) school days after the student's return, unless the student presents the administration with a valid excuse from the student's parent or guardian.

### **B. Parent/Guardian Responsibilities:**

1. To encourage and require your student to attend school.
2. To recognize that any absence, regardless of cause, has a detrimental influence on student achievement.
3. **To inform the school by telephone call (444-1888, ext. 2) or in person of a student absence no later than 10:00AM the day of absence.**
4. To work cooperatively with the school and the student to solve any attendance problems that may arise.

### **C. Teacher Responsibilities:**

1. To take accurate daily attendance and to maintain accurate attendance records for each assigned class.
2. To communicate attendance and makeup procedures clearly to students and to apply those procedures uniformly.
3. To provide makeup assignments and reasonable deadlines.
4. To report any attendance problems that may arise to the **TrekNorth Administration** and to work constructively with administration, parent/guardian, and the student to solve such problems.
5. To utilize instructional methodology which stimulates and motivates students to attend and achieve.

### **D. Administrator Responsibilities:**

1. To implement and maintain this policy and require all students to attend assigned classes and study halls.
2. To inform parents, students, and staff of school attendance regulations.
3. To supervise and administer the attendance policy and regulations.
4. To maintain accurate records on student attendance.
5. To inform students and their parent/guardian of student's absences through use of Powerschool, telephone, personal conference, e-mail, or mail.
6. To work constructively with the student and parent/guardian to resolve attendance problems.

## **III. ATTENDANCE PROCEDURES**

### **A. Absences:**

1. Definition: A student will be considered absent when he/she is not in school or class
2. Reporting Absences: Absences shall be reported and records of absences kept in accordance with regulations adopted to implement this policy.

3. Special Absences: Special absences are not counted in the maximum absence rule. Students are granted special absences for the following reasons:
  - (a.) Religious instruction not to exceed three (3) hours per week conducted in accordance with Minnesota Statutes 120A.22, Subd. 12 (3).
  - (b.) Students who are assigned to ISS (In-School Suspension) for disciplinary purposes.
  - (c.) Students placed on OSS (Out-of-School Suspension) for disciplinary purposes in accordance with Minnesota Statutes 121A.41, Subd. 10 and 121A.46.
  - (d.) School sponsored activities.

4. The following absences are **excused** and **do not count in the maximum absence rule**. **NOTE: All excused absences must be verified by parent/guardian by phone call before 10:00AM the day of the absence and written note when the student returns to school. Failure to do so may result in the absence being counted as unexcused.**

- (a.) Illness of pupil.
- (b.) Serious illness in the immediate family [mother, father, step-parent, guardian, brother, sister, grandparents].
- (c.) Danger of exposing other students to illness. Clinical verification is required.
- (d.) Medical treatment/appointment with clinical verification
- (e.) Death in the immediate family/funeral.
- (f.) Attendance at a court or other judicial proceeding upon written verification by the court or hearing officer of the specific date and time.
- (g.) Family vacation subject to prior approval of the **Executive Director**. Requires pre-approval form.
- (h.) Important events requiring student participation. Requires pre-approval form.

**Note: To be excused, advance notification (Pre-Excused Absence Form signed by a parent or guardian) is required.**

#### 5. Consequences of Excused Absences

(a.) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

(b.) Work missed because of excused absence must be completed within a time limit decided by the teacher of the missed course(s). Any work not completed within this period shall result in “no credit” for the missed assignment. However, the Director or the classroom teacher may extend the time allowed for completion of makeup work in the case of an extended illness or other extenuating circumstance.

#### 6. The following are considered **unexcused absences that count toward the maximum absence rule**:

- (a.) Temporary absence from school upon written request of the parent/guardian that does **not** meet the criteria for excused absence established above in III.4.
- (b.) Form for pre-approved absence was not completed and returned to the **Director’s** office at least one day prior to the requested absence.
- (c.) All absences for which timely and proper notification is not provided are considered unexcused.

#### 8. Tardiness:

- (1.) Tardiness is the failure of a student to be in class at the assigned time, without a valid excuse.
- (2.) Valid excuses for tardiness must be in writing and signed or otherwise communicated by **an administrator or faculty member**.
- (3.) There is no penalty for excused tardies.

#### 9. Truancy:

Truancy is defined as the willful missing of a school day or a class period. Students who willfully miss school without their parent/guardian and school being aware of the absence will be considered truant.

### IV. GENERAL PROCEDURES REGARDING ABSENTEEISM

#### A. Notifying the School

For a student’s absence to be excused, the parent/guardian shall notify the school by telephone by 10:00 a.m. the morning of the absence.

## **B. Protocol for Unexcused Absences**

Attendance procedures are designed to address the problems of absenteeism. Unexcused school absences will result in the following:

### **Unexcused Absences**

For every time a student is unexcused from school a phone call will be made by school administration to the student's parent(s) or guardian(s). Additionally, the following protocol apply:

#### **3<sup>rd</sup> Unexcused Absence:**

When a student is unexcused absent from school or any one class for a third time in one semester, the following protocol will apply:

1. Written notice mailed to student's home notifying parents/guardians and student of student's legal obligation to attend school and the TrekNorth attendance expectations
2. School will evaluate whether the student has any social, emotional, or physical problems that are contributing to the truancy

#### **5<sup>th</sup> Unexcused Absence:**

When a student is unexcused absent from school or any one class for a fifth time in one semester, the following protocol will apply:

1. Written notice mailed to student's home notifying parents/guardians and student of student's legal obligation to attend school and the TrekNorth attendance expectations
2. Administrative Conference with student, parent, Executive Director, Dean of Students, and representative from the County

#### **6<sup>th</sup> Unexcused Absence:**

When a student is unexcused absent from school or any one class for a sixth time in one semester, the following protocol will apply:

1. Written notice mailed to student's home notifying parents/guardians and student of student's legal obligation to attend school and the TrekNorth attendance expectations

#### **7<sup>th</sup> Unexcused Absence:**

When a student is unexcused absent from school or any one class for a seventh time in one semester, the following protocol will apply:

1. Truancy case will be referred to the proper county and legal officials
2. Student will be withdrawn from class(es), given No Credit (NC), and assigned to a Quiet Study

## **C. Tardiness & Truancy Protocol**

The Tardy & Truant policy was adopted to address the problems of disruption caused by coming to class later than expected, or for willfully not attending class at all without reason. The following policies will be used to address tardiness and truancy:

### **Tardiness**

Every time a student is late to school, the student must report to the front desk to sign the tardy form. Students who do not sign the tardy form will be considered unexcused absent.

#### **1<sup>st</sup> and 2<sup>nd</sup> Tardy:**

Teachers use discretion in deciding consequences

#### **3<sup>rd</sup> Tardy:**

When a student is tardy to a class three or more times in one semester the following protocol will apply:

1. Student will be assigned to Lunch Detention the first day following the third tardy and one lunch detention for every tardy thereafter. Habitual tardies will result in a phone call home to parents.

### **Truancy**

Every time a student is truant, the following protocol will apply:

*Truancy is considered an unexcused absence, and the protocol for unexcused absences will apply. Additionally,*

1. After each of the first two incidents of truancy in any semester, students will be assigned to In School Suspension until all the work missed because of the truancy is completed.

2. Work missed because of truancy will be given credit only at the discrepancy of the teacher for each class for which the student was truant.
3. After the third incident of truancy within one semester the student will be automatically assigned to In School Suspension for one full day, or until all of their missed work is completed, whichever is longer.

#### **D. Medical Verification**

Parents are required to provide medical verification for absence due to illness beyond two consecutive days and/or whenever student attendance falls below 90 percent due to illness.

#### **E. Social Service Referral**

TrekNorth may refer students and parents for truancy and/or excessive absences to juvenile court, in accordance with Minnesota statutes. TrekNorth may also make a referral to **Beltrami County Social Service Department** or **the Truancy Tracker Program** for further investigation.

#### **F. Parental Notice:**

1. A copy of this policy will be given to each student no later than the first day of school as part of the student handbook. Students should take the policy home to review with his/her parent/guardian.
2. The student and parent/guardian will receive a written notification on the 3<sup>rd</sup>, 5<sup>th</sup>, and 6<sup>th</sup> unexcused absence and will be dropped from the course with a NC on the 7<sup>th</sup> unexcused absence. Students may appeal. Notification in one class will serve as notification in all classes that there may be an attendance problem.
3. Students under the age of 16 are required, by Minnesota Statute, to be in school. Any student under the age of 16 who loses credit in a class because of lack of attendance will be reported to the **Beltrami County Attorney's Office** for the filing of truancy charges.

#### **G. Request for Review/Appeal:**

1. At such time as a student has accumulated seven (7) absences in a semester the student and parent/guardian shall be notified that the application of this policy will result in the loss of credit for the class or classes from which he/she is absent. The student and/or guardian have a right to request a review to explain why literal application of the policy would be unjust or unreasonable. An advocate may appear on behalf of a student with the student's consent.
2. A request for review (appeal) must be in writing to the **Executive Director** within three (3) days of notification of the pending loss of credit.

#### **Pending the review decision, the student must continue attending the class or classes in question.**

3. The review shall be made by **the Student Support Team**. The review committee will consist of the Student Support Coordinator, and at least one teacher. If upon preliminary review of the student's records and written request, the **Student Support Team** denies the appeal, those requesting the review shall be notified of a time and a place when additional facts or arguments can be presented in person. The **Student Support Team**, based upon new evidence/information, shall have the power to correct errors, and to alter the literal application of this policy in the interest of the school and student. The decision of the **Student Support Team** shall be in writing and delivered to the student, parent/guardian, and teacher(s) affected. A copy shall be placed in the student's folder. Such decisions shall occur on a case-by-case basis only and will include prescribed measures for improving attendance with consequences for student failure to follow through with expectations of improved attendance.

#### **H. Extenuating Circumstances:**

The Executive Director shall determine whether there are extenuating circumstances affecting a student which justify waiving this policy on an individual case basis. The Director may conduct the review without request from the parents. It is the intent of this provision to prevent parents from having to appeal the loss of credit for situations involving extenuating circumstances.

Revised August 2009 by the TrekNorth School Board.

TrekNorth Junior & Senior High School  
Pre-Approved Absence Form

Please allow \_\_\_\_\_ to be absent from  
(student)

school on \_\_\_\_\_. The reason for this absence is \_\_\_\_\_  
(date/s)

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\_\_\_\_\_  
(Parent Signature) (Date)

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Administrative Decision: Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

\_\_\_\_\_  
(Director Signature) (Date)

# TrekNorth High School

2518 Hannah Ave NW  
Bemidji, MN 56601

E-mail address: [www.treknorth.org](http://www.treknorth.org)

Phone: (218)-444-1888

Fax: (218)-444-1893

## Medication Form

Student Name/Grade: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

### Prescription Medication:

Parents/guardians of students requesting prescription medications to be given to their child during school hours by school staff are required to provide the school with the following:

1. The doctor's order (one of the following meets the requirement).
  - a. Note from doctor
  - b. Copy of the prescription
  - c. Order section of this form filled out by doctor
2. Written parent consent for school to give medication to their child.
3. Medication supplied in the original pharmacy labeled bottle.

**Physician Order** (copy of prescription may be attached here)

I have prescribed the following medication for this child and request it be given during school hours.

Medication: \_\_\_\_\_ Dosage/Time: \_\_\_\_\_

For Treatment of: \_\_\_\_\_

Special instructions/possible side effects: \_\_\_\_\_

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parent Request for Administration of Prescription Medications.**

\_\_\_\_\_ I request this prescription medication to be given as prescribed by the doctor.

### **Parent Request for Administration of Non-Prescription Medications.**

\_\_\_\_\_ I request this non-prescription medication to be given to my child. (Please enclose the medication in the original manufacturer's package labeled with your child's name.)

Name of Medication: \_\_\_\_\_

Dosage and Time: \_\_\_\_\_

For Treatment of: \_\_\_\_\_

How long to be given: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

New Forms must be submitted each school year. Medications will be administered by authorized staff member.

**TrekNorth Junior & Senior High School  
Parent & Student Handbook**

Agreement and Acceptance Page

I/We have received and agree with the TrekNorth Parent-Student Handbook including the TrekNorth Code of Conduct. I/We understand its contents, and agree to help promote a safe, effective learning environment by abiding by its policies and procedures.

\_\_\_\_\_  
(Printed Student Name)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Parent Name)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Parent Name #2)

\_\_\_\_\_  
(Parent #2 Signature)

\_\_\_\_\_  
(Date)