

2017-2018  
TREKNORTH JUNIOR & SENIOR HIGH SCHOOL  
PARENT-STUDENT HANDBOOK

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

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

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# 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. 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.

**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 setup 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.

## **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 classes 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 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, 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 Executive Director and/or 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.

**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, posting hurtful comments or video on social media, 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 private as defined by FERPA and the Minnesota Government Data Practices Act, and may not be released without the consent of a student's parent, or, in the case of an 18-year old student, by the student themselves.

**STUDENT 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.**

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded, operable or inoperable; air guns; pellet guns; BB guns; firearm facsimiles; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun-guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. Also, no person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon discreetly and immediately to the Director’s office or notifies an administrator, teacher, other staff member, shall not be considered to possess a weapon.

There will be times when staff members will need to use items such as a knife for cutting food, at school or on a OAP/SLP trip, and they will not be considered in possession of a weapon. Staff members are expected to exercise discretion and sound judgment when using something that could be construed as a weapon. Additionally, there will be times when students will be using items, such as an exacto knife, under the supervision of a staff member. When a student uses an item in this manner, so long as they follow the instructions given to them by the staff member, that student will not be considered to be in possession of a weapon.

### **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, posting on social media, 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 may be suspended for up to 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.

### **STAFF:**

Kristin Gustafson: Executive Director  
Erica Harmsen, Assistant Director, English/ Language Arts, Service Learning Program Director  
Nicole Thompson: Business Manager  
Kirby Ganske: Operations Manager, Front Desk  
Rebecca Snyder: School Social Worker, School Counselor  
Jennifer Laitala: Technology Coordinator  
Andy Wiggins: Social Studies  
Mike Munson: Social Studies  
Chance Adams: Social Studies  
Ekren Miller: Spanish/Chinese  
Adam Lanz: English/Language Arts  
Talia Zeman: Performing Arts  
Tara King: Visual Arts  
Mark Larson: Special Education Director  
Jodie Olson: Special Education Teacher  
Lisa Fisher: Special Education Teacher  
Julie Ueland: Special Education Teacher  
Russell Persson: Special Education Paraprofessional  
Dan Gannon: Special Education Paraprofessional  
Leslie Drimel: Science  
Jennifer Aakre: Science  
Greg Moen: Science  
Nicole Friend: Math  
Sarah Winger: Math  
Teresa Roscoe: Special Education Paraprofessional  
Jennie Lanz: 6th Grade, Education Assistant  
Lia Wiggins: English/Language Arts  
Jerry Smith: Special Education Paraprofessional/ Outdoor Adventure Program Director

### **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 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 7:30 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> Hour begins at 8:30 and 5<sup>th</sup> Hour concludes at 3:10. We understand that some students may arrive at school before 7:30 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 morning's, 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 7:30 a.m. until 4:00 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 lottery, 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 dependents 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. Access to the Board of Directors and meeting dates can be found on the school website at [www.treknorth.org](http://www.treknorth.org). Meeting dates are subject to change, and these changes are always announced in advance on the school website. Board meetings start at 6:00 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:**

**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/Advisory Schedule** will be used on Tuesdays and Thursdays to facilitate the College Prep/Advisory class for each grade. TrekNorth will also host a Friday Assembly one or two times per month. On those Fridays, 5<sup>th</sup> Hour will dismiss at approximately 2:35.

**Grades 7-12 Schedule**

<b>M, Tu, Th, Fri</b>		<b>Wednesday</b>		<b>Jr High Study Hall, last 20 min of hour</b>	
8:30-9:40	1st Hour	8:30-9:30	1st Hour	Monday	1st hour
9:45-10:55	2nd Hour	9:35-10:15	Advisory/College Prep	Tues	2nd hour
11:00-12:10	3rd Hour	10:20-11:20	2nd Hour	Wed	None
12:15-12:35	Lunch	11:25-12:25	3rd Hour	Thursday	3rd hour
12:40-1:50	4th Hour	12:25-12:50	Lunch	Friday	4th hour
1:55-3:10	5th Hour	12:55-2:00	4th Hour		

**Grade 6 Schedule**

**(M/T/Th/F)**

8:30-9:35 Specialty  
 9:40-10:45 2nd hour (SS/ LArts)  
 10:50-11:55 3rd hour (SS/L Arts)  
 11:55-12:10 Recess  
 12:10-12:35 lunch  
 12:40-1:50 4th hour (Math/Science)  
 1:55-3:05 5th hour (Math Science)  
 3:05-3:10 Clean up/Get ready to go

**Wednesday:**

8:30-9:30: Specialty  
 9:30-10:15: Advisory  
 10:20-11:20: 2nd hour  
 11:25-12:25 3rd hour  
 12:25-12:55 Lunch  
 1:00-1:15 Recess  
 1:20-2:10 4th hour  
 2:15-3:05 5th hour

**COLLEGE PREP/Advisory Class**

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

**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 School Social Worker. Schedule changes must be requested and completed within the first two weeks of a term. No schedule changes will be permitted after the first 2 weeks of a term, except through special permission of the

Executive Director.

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

Each student, with the assistance of their College Prep teacher and School Counselor will complete a Graduation Plan through the Minnesota Career Information Services program 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, help students plan out their high school courses, set personal and professional goals and make post-secondary plans. The College Prep Program will 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 on most Tuesdays, Wednesdays, and Thursdays from 3:20 – 4:25. TrekNorth also provides shuttles to Red Lake and Cass Lake on different days. Please visit [www.treknorth.org](http://www.treknorth.org) for more details.

### **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 31 academic credits with a minimum number of credits in subject areas 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 prorated to reflect the number of semesters they will have been at TrekNorth prior to graduation. This prorating will be done by the School Counselor, 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: 5 Credits	Electives: 7 credits (includes excess credits from other areas)
Science: 4 Credits	OAP/SLP: Participation required from each program
	College Prep: 1 credit

Students should complete a minimum of 8 academic credits each year and TrekNorth does not graduate

students early.

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 are in 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade and who and meet the requirements of the post secondary institution to which they are applying may be eligible for the Post Secondary Enrollment Option (PSEO). Grades received from PSEO by a student are not weighted (as contrasted with Advanced Placement grades which are weighted). Students and parents who wish to obtain more information about this program should arrange for a conference with the School Counselor. TrekNorth does not pay for private lessons taken by a PSEO student.

Timelines for enrollment in the PSEO Program are:

May 15 for attending college courses during the following Fall Semester

November 15 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. Parents are also encouraged to view the TrekNorth Academic Planner provided to each student at the beginning of the school year.

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 credit, 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
I= incomplete			

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

**Incomplete Grades: Students must make up missing work within a reasonable amount of time worked out with their individual teacher or grade will be subject to an (F).**

**Official Transcripts and non-official transcripts may be obtained through [Parchment.com](http://Parchment.com)**

### **GPA Transfer**

Currently TrekNorth accepts and transfers grades/credits from previous institutions.

### **Withdrawal From School**

Students planning to transfer or leave school for any reason must contact 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 time frame.

### **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.

### **OPEN CAMPUS & LUNCH**

Open Campus exists to provide high-achieving students with the privilege of leaving campus at various times throughout the school day. 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 (Director's discretion applies)
3. Discipline Referrals: if a student is the subject of a serious Discipline Referral 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 Assistant Director or Office Manager. The Parent Permission Form only makes students eligible for Open Campus, and they must meet the other three criteria as well.

### **Lunch**

Lunch will be served daily during a 35-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 north side of the building. 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 enter through Doors #1 and #2 and check in through the front desk. A visitor pass will be issued by the office to any parent or approved visitor to TrekNorth. Friends of students are not allowed to visit during school hours.

**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 the body in a manner not consistent with an academic community
- 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 who refuse to cover or change their clothing will have their parents contacted and may be sent home. 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.

### **ILLNESS/MEDICATION**

The Student Support 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. Please give this information to the Operations Manager. 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. Non-prescription drugs (such as Advil) should be placed in a plastic bag or container with student's name and dosage labeled on the outside and given to the operations manager. Non-prescription medication will be dispensed by the office manager or other office personnel.

### **STUDENT TELEPHONE**

School telephones designated for student use are located in the 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. Students may also use their cell phone in the office in case of emergencies. However we ask that students follow the TrekNorth Electronic Device Policy.

### **ELECTRONIC DEVICE POLICY**

Students are expected to adhere to the terms of the TrekNorth Digital Social Contract, which is provided to them through their College Prep or Advisory teacher. Violating the terms of the contract can result in confiscation of devices as well as other disciplinary actions including suspension and expulsion. (See Digital Social Contract attachment)

### **STOLEN ELECTRONIC DEVICES**

TrekNorth will not be responsible for any stolen cell phones, tablets, 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.

### **STUDENT VALUABLES**

Students should not bring large amounts of money. 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. If students choose to bring their own personal electronic devices to school, again students, not the school, are responsible for own personal property.

### **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.

## **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.

## **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.

## **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 17 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 strict Attendance Policy, in which students who are habitually absent 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 below:

## **TrekNorth Attendance Policy**

**The following TrekNorth Junior & Senior High School Attendance Policy was updated in August 2017.** This policy is posted on the TrekNorth website and is updated in the TrekNorth Parent Handbook. It will be reviewed with students on the first day of school, and, together with their student, parents and/or guardians will agree to follow this policy when they sign the TrekNorth Contract.

To receive credit for any TrekNorth course, a student may not exceed **fifteen (15) absences per semester per class**. This includes excused and unexcused absences.

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

### **A. Student Responsibility:**

- Attend all assigned classes and study halls on time, every day that school is in session.

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

- Encourage and require your student to attend school every day on time as you would expect them to attend a job. School is training for future employment.
- **Inform the school by telephone (444-1888, ext. 1), in person or email ([kganske@treknorth.org](mailto:kganske@treknorth.org)), of a student absence no later than 10:00AM the day of absence.**
- Inform the school if something is occurring that is preventing your student from attending school regularly.
- Work cooperatively with school personnel to solve any attendance problems that may arise.

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

- Take accurate daily attendance and to maintain accurate attendance records for each assigned class.
- Communicate makeup work policies to students and apply those procedures uniformly.
- Report any attendance problems that may arise to the TrekNorth Administration and work constructively with administration, parent/guardian, and the student to help the student get back on track.

#### D. Administration Responsibilities:

- Require all students to attend assigned classes and study halls.
- Inform parents, students, and staff of school attendance regulations.
- Supervise and administer the attendance policy and regulations.
- Maintain accurate records on student attendance.
- Inform students and their parent/guardian of student's absences through use of Powerschool, telephone, personal conference, e-mail, or mail.
- Work constructively with the student and parent/guardian to achieve regular attendance.
- Report cases of habitual truancy to Beltrami County Social Services.

## II. 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.
  - (e.) Medical verification from a doctor stating the student requires homebound instruction.
  - (f.) An Individual Education Plan or 504 plan that amends the attendance expectation for a student.
4. The following absences are **excused** but **DO count towards 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. 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.) Death in the immediate family/funeral.
  - (d.) Attendance at a court or other judicial proceeding upon written verification by the court or hearing officer of the specific date and time.
  - (e.) Family vacation subject to prior approval of the TrekNorth Administration.
  - (f.) Important events requiring student participation. Requires pre-approval from TrekNorth administration.

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as determined by the classroom teacher. 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 TrekNorth Administration 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. **Excused absences count towards the maximum absence rule for a semester long class. Fifteen absences in a semester long class will result in a loss of credit.**

- 5.. The following are considered **unexcused absences that count toward the maximum absence rule**:
  - (a.) Any absences that is not excused by the parent or guardian

(b.) Absences that do not fit into one of the above excused categories.

6. Tardiness: tardiness is disruptive to the learning of other students and the student who is tardy.

**Being tardy to class is arriving after the bell rings. Arriving 20 minutes after the start of class is an absence.**

- 1<sup>st</sup> and 2<sup>nd</sup> Tardy: Teacher uses 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 student will conference with TrekNorth administration to determine consequences. Habitual tardiness will result in a phone call home to parents, in-person meeting, or other consequence determined by the administrator.

7. Truancy: the willful missing of a school day or class period.

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

- After the first incident of truancy, students will be assigned to In-School Suspension until all the work missed because of the truancy is completed.
- Work missed because of truancy will be given credit only at the discretion of the teacher
- If the behavior reoccurs, the student will be assigned to In School Suspension for one full day, or until all of their missed work is completed, whichever is longer.

8. Loss of credit

At the high school level, fifteen (15) absences in a semester long class will result in a loss of credit for that class. **Both excused and unexcused absences will accumulate towards the loss of credit.** When a student reaches the fifteenth absence, the School Social Worker will meet with the student to explain the loss of credit and the appeal process. The school will notify the parent/guardian about the loss of credit and to discuss whether the student intends to appeal the decision. If the student wishes to contest the loss of credit, the request for appeal should be addressed to the TrekNorth administration and submitted in writing to the School Social Worker within three (3) days of notification of the loss of credit. If no appeal is being sought, the student will be reassigned to a quiet study and receive no credit for the class. At the junior high level, 15 or more absences may result in the student repeating their current grade level.

### III. GENERAL PROCEDURES REGARDING ABSENTEEISM

- A. TrekNorth will communicate with parents when their student is missing from school. If there has not been a phone call from a parent or guardian, TrekNorth may call the home to determine the reason the student is absent. In addition, TrekNorth will mail letters home when a student reaches 5 absences excused or unexcused to inform parents of TrekNorth attendance policy.
- B. Students who have missed three days or class periods on separate days unexcused are considered continuing truants under the law and will receive a letter from TrekNorth informing them of their legal obligation to attend school.
- C. Student who have missed seven days or class periods on separate days unexcused are considered habitual truants under Minnesota law and will receive a letter requiring the student and a parent or guardian to attend a meeting with TrekNorth administration to work together on a plan for regular attendance. If this plan does not work, TrekNorth may be obligated to report the truancy to Beltrami County.
- D. Students who have excessive excused absences (absent more than 10% of the time) will be contacted by the School Social Worker to determine how best to support regular student attendance. In some situations, doctor's notes documenting medical need for the absences may be required for the absences to remain excused.

#### **IV. Extenuating Circumstances:**

The Executive Director shall determine whether there are extenuating circumstances affecting a student which justify waiving this policy on an individual, case-by-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.

#### **V. MINNESOTA STATUTE REGARDING TRUANCY**

##### **A. Continuing Truant**

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

##### **B. Reporting Responsibility**

When a student is initially classified as continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;

8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and

9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.

2. The TrekNorth School Social Worker shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and TrekNorth may choose to refer the student to the Beltrami County Truancy procedures, under Minn. Stat. Ch. 260A.

**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, the following radio stations will be contacted to broadcast the closure or delay:

FM Radio Station KBUN.

The school 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. 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: teaching College and Career Prep each week for a dedicated class period, providing subscriptions and guidance for students with online Minnesota Career Information Services Accounts, access to the School Counselor as needed, MCA 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 has a Student Intervention Team, comprised of the Executive Director, Assistant Director, School Social Worker and a teacher. Staff or parents may refer students with academic or behavior challenges 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 full time School Social Worker as well as an In-School Therapist employed through NorthHomes Children and Family Services. Parents and students can make appointments with the School Social Worker at any time. If students need regular, in-school counseling, they may be referred to the in-school therapist by the School Social Worker, the Intervention Team or through parent/guardian request. If you'd like more information, please contact the office. The School Social Worker is able to offer referrals to other mental health resources in the community upon request.

### **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. Resiliency, Honesty, Compassion, Responsibility, and Motivation are primary areas of focus.. 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.

## **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. This is usually done at a home visit set up with the Executive Director upon admission into TrekNorth. To set up a home visit please contact the Operations Manager at 444-1888.

### **DISCIPLINE PHILOSOPHY / POLICY**

The mission of the Discipline Program at TrekNorth is to develop autonomy, self-discipline, and compassion within individual students. We believe in a restorative approach instead of a punitive approach. The Discipline Program aims to

- be restorative in nature
- 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 giving students an opportunity to correct and learn from any wrongdoings they may have done rather than just assigning a punitive consequence. 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 TrekNorth Administration. TrekNorth staff desire to be fair, concerned, and caring about the welfare 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. 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 may include members of the Student Support Team, teachers, 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.

## **Non- Negotiable Behaviors**

TrekNorth does not tolerate the following “Non- Negotiable” behaviors. Individuals who commit one of the following offenses will be suspended for a minimum of one school day. The actual number of suspension days will be decided at the discretion of the Executive Director of TrekNorth Junior & Senior High School.

### **1. Physical Violence & Weapons**

TrekNorth is a safe community that does not tolerate violence of any kind. Any student who pushes, shoves, hits, kicks, or in any other way physically harms another student or staff will be immediately suspended and the police may be notified. Furthermore, students who are in possession of a weapon will also be immediately suspended and the police will be notified. Depending upon the severity of the situation, the student may be recommended for expulsion to the TrekNorth Board of Directors.

### **2. Alcohol/Drugs**

TrekNorth is a sober and safe community, free of alcohol, illegal drugs and tobacco. Any student who possesses or consumes alcohol, drugs or tobacco will be immediately suspended, and the police will be notified. Students who are suspected of being under the influence or in possession of alcohol, illegal drugs or tobacco will be searched by school staff and suspended. Depending upon the severity of the situation, TrekNorth students enjoy the privilege of utilizing Bemidji School District #31 busses for transportation to and from school, and any student violating the rules of these busses, or committing any of the offenses listed above, may be suspended, or in the case of repeat offenses, the student may be recommended for expulsion to the TrekNorth Board of Directors.

### **3. Stealing**

TrekNorth is a respectful community. Students who steal school property or the property of another student or staff will be suspended and the police will be notified. Students who repeat this offense may be recommended for expulsion to the TrekNorth Board of Directors.

### **4. Vandalism**

TrekNorth is a respectful community. Students who vandalize school property or the property of other students or staff will be suspended and the police may be notified. Depending upon the severity of the situation, or in the case of repeat offenses, the student may be recommended for expulsion to the TrekNorth Board of Directors.

### **5. Smoking**

TrekNorth is a healthy community. Students who use tobacco on campus, regardless of age, will be suspended and the police may be notified. Students who are under the age of 18 and smoking on or near campus will be suspended and the police notified. “Near campus” is defined as anywhere within visual

range, anywhere on the school campus, and any property that belongs to a neighboring business (Deerwood Bank, Verizon, etc.) or is a private neighboring residence (trailer court).

## **6. Bus Behavior**

TrekNorth students enjoy the privilege of utilizing Bemidji School District #31 busses for transportation to and from school, and any student violating the rules of these busses, or committing any of the offenses listed above, may be suspended.

## **7. Harassment/ Bully Behavior: physically or verbally threatening or aggressive 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., and it can also take place online and in cyberspace. 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 may be suspended, and, depending upon the severity of the situation, or in the case of repeat offenses, the student may be recommended for expulsion to the TrekNorth Board of Directors. Please read TrekNorth's Bullying Policy below:

# **TREKNORTH BULLYING POLICY**

## **PURPOSE**

TrekNorth strives to provide safe, secure, and respectful learning environments for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate. This policy protects students against bullying and retaliation by other students. This policy also protects any student who voluntarily participates in any district function or activity from prohibited conduct, whether the student is enrolled in the district or not. This policy can be found in the school's student handbook, within the school and district administrative offices, and electronically at [www.treknorth.org](http://www.treknorth.org). The policy is also provided to all school employees, independent contractors, and volunteers who interact with students.

## **DEFINITIONS**

**"Bullying"** is objectively offensive intimidating, threatening, abusive or harmful conduct directed by a student toward one or more students when either (1) there is a real or perceived imbalance of power between those involved and the conduct reoccurs or forms a pattern; or, (2) the conduct repeatedly, materially and substantially interferes with the student's educational opportunities, performance, or ability to participate in school functions, activities or programs. Bullying can be, but need not be, based on an individual's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, status with regard to public assistance, age, or any additional characteristic defined in Minnesota Statutes, Chapter 363A (commonly referred to as the Minnesota Human Rights Act). Bullying in this policy includes "cyber bullying," as defined below.

**"Cyber bullying"** is bullying that occurs when an electronic device, including, but not limited to, a computer or cell phone, is used to transfer a sign, signal, writing, image, sound or data and includes a post to a social network, Internet website or forum.

"Intimidating, threatening, abusive, or harming conduct" may involve, but is not limited to, conduct that causes physical harm or reasonable fear of harm to a student or a student's property, violates a student's reasonable expectation of privacy under Minnesota common law, defames a student, or constitutes intentional infliction of emotional distress against a student or retaliation for, or knowingly making a false report.

**“Prohibited conduct”** means bullying or cyberbullying as defined under this subdivision or retaliation for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

**“Remedial response”** is appropriately prompt action taken to intervene, investigate, correct and prevent bullying from recurring, including protecting and supporting a student subjected to bullying and those who provided aid and support to the student.

#### **PROHIBITED CONDUCT**

##### **Bullying is prohibited:**

1. On school property, school district-provided transportation, or at designated locations for students to wait for school district-provided transportation.
2. During any school-sponsored or school-sanctioned program, activity, event or trip.
3. Using school computers, electronic technology, networks, forums or mailing lists.
4. Using electronic technology off the school premises that materially and substantially disrupts a student’s learning or school environment.

Apparent permission or consent by a student does not mean that bullying should be tolerated or allowed. Retaliation is prohibited, by any student or district employee, against anyone who in good faith asserts, alleges, reports, or provides information pertaining to an alleged incident of prohibited conduct. TrekNorth will take appropriate action against any student or district employee who engages in retaliation. Filing a false accusation of bullying is also prohibited.

#### **INITIAL RESPONSE AND REPORTING**

**Assistant Director and School Social Worker** are the people responsible for receiving reports of bullying at TrekNorth. These designees will ensure this policy and its procedures are fairly and fully implemented and serve as the primary persons to address policy and procedural matters. If the complaint involves or is a conflict of interest for the Assistant Director and/or the School Social Worker, , the complaint shall be made to the Executive Director.

**Students:** Students who believe that they have been bullied or have witnessed bullying are strongly encouraged to bring their concerns as soon as possible to the Assistant Director or School Social Worker but may bring their concerns to any school employee.

**School Employees:** Any employee who witnesses an incident or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred shall:

1. Immediately intervene to protect the safety of the student subjected to the incident and other students involved, as appropriate to the context.
2. Make reasonable efforts to address and resolve the incident, including reporting the incident to the Assistant Director, as deemed appropriate.
3. Cooperate fully in any investigation and resolution of the bullying incident.

**Independent Contractors/Volunteers:** Any independent contractor or volunteer who witnesses bullying or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred is strongly encouraged to report the bullying incident to the Assistant Director or any school employee and cooperate fully in any investigation and resolution of the bullying incident. Anonymous reports will be accepted, however, no disciplinary action will be determined solely on the basis of an anonymous report.

#### **INVESTIGATION**

##### **Information Pertaining to Bullying Incidents:**

The use of, access to, and disclosure of information pertaining to reports and investigations of prohibited

conduct are subject to state and federal data practices laws. TrekNorth will notify affected individuals, including students and parents, of their rights related to information provided to and obtained by the school, in accordance with the school's legal obligations. Information provided to TrekNorth is subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public on request.

**Procedure:**

Investigation of an alleged bullying incident shall be initiated as soon as possible, but in no instance after more than three school days of receipt of a report, and completed in a timely manner. Investigative records shall be maintained and regulated by the Assistant Director. The investigation should determine whether the reported incident constitutes a case of bullying. The determination should take into consideration the totality of the facts and circumstances surrounding the incident, including, but not limited to:

1. The developmental ages and maturity levels of the parties involved.
2. The level of harm, surrounding circumstances, and nature of the behavior.
3. Past incidences and/or previous or continuing patterns of behavior.
4. The relationship between the parties involved.
5. The context in which the alleged incidents occurred.

In all cases, the alleged actor will be entitled to raise a defense and any other recourse in the district discipline policy.

**REMEDIAL RESPONSE**

Administration shall design and implement remedial measures to correct and prevent further prohibited conduct, protect and provide support for the target of the bullying, and take corrective action for documented systemic problems related to bullying. When possible, TrekNorth will encourage and support a Restorative Justice approach to providing avenues to restore damaged relationships within the school community.

Many student conflicts can be resolved immediately and do not require reporting or creation of an incident report. TrekNorth will respond to bullying in a manner tailored to the individual incident, considering the nature of the behavior, the developmental age of the student, and the student's history of prohibited conduct and performance.

When a student engages in bullying, TrekNorth will respond in an individualized, consistent, reasonable, fair, age-appropriate manner ensuring consequences match the severity of the student's behavior and developmental age. When appropriate, TrekNorth shall provide the target, actor, and other affected individuals with information about available community resources to aid in the remedial process.

**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 School Administration. School Administration 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. The most common reasons for suspension are disruptive or disorderly conduct, fighting, assault, verbal abuse, threats/intimidation, harassment, and bullying. When a student is suspended, School Administration 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 and parents/students be given a copy of the Pupil Fair Dismissal Act.

<http://education.state.mn.us/MDE/StuSuc/StuRight/StuDisc/StuFairDisAct/index.html>

## CONSEQUENCES

Generally, a student receives discipline from the Executive Director or Assistant Director, 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 School Administration and a parent/guardian before being readmitted 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, Harassment/ Bullying, or any act in clear contradiction of TrekNorth

policies. Suspended students may be required to have a Re-Admission Meeting before they are allowed back on the TrekNorth campus. The meeting must be attended by the student, a parent or guardian, the Executive Director and/or the Assistant Director, any other relevant school staff, and, if appropriate, a Special Education teacher and/or the School Social Worker.

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. Expulsion means a school board action to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled or an action taken by the school board to prevent enrollment or reenrollment of a student for a period that shall not extend beyond the school year. Student rights are outlined in the Pupil Fair Dismissal Act.

<http://education.state.mn.us/MDE/StuSuc/StuRight/StuDisc/StuFairDisAct/index.html>

## **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.

## **HAZING**

**Hazing** activities of any type, including initiation into an athletic team, are inconsistent with the

educational goals of the school and are prohibited at all times. Hazing is about abuse of power and violation of human dignity. Hazing is a form of abuse and victimization. (see TrekNorth Hazing Policy)

**STUDENT DISABILITY NONDISCRIMINATION 504 POLICY**

Disabled students are protected from discrimination on the basis of a disability. It is the responsibility of TrekNorth to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

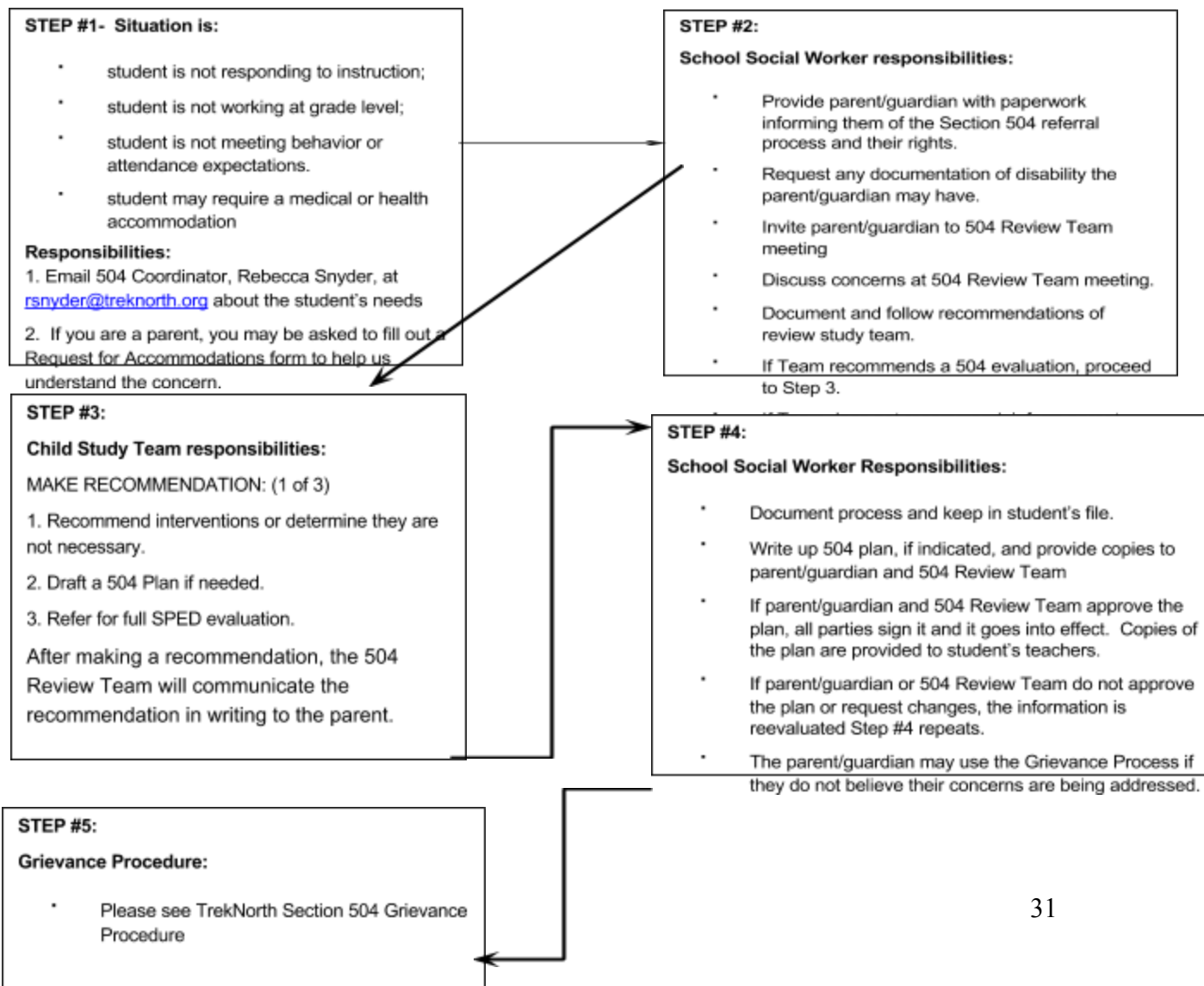
For this policy, a learner who is protected under Section 504 is one who:

1. Has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
2. Has a record of such impairment
3. Is regarded as having such impairment

Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

**504 STUDENT REFERRAL PROCESS**

When there is a possible student disability:



## NEUTRAL FACILITY

Any decision made regarding access to facilities for outside youth groups or community groups must be made on a non-discriminatory basis, using objective criteria consistent with the Minnesota Human Rights Act, in a consistent, equal and non-discriminatory manner. Any decisions regarding use of or access to a school's limited or designated public forums may not be made on the basis of the religious, political or philosophical views of the groups seeking access, and must be made regardless of the sexual orientation or gender identity of group members. Contact Operations Manager at 444-1888 for more information.

## OFFICIAL VENUE FOR INFORMATION

**Official Venue for Public Information:** Is the the TrekNorth Website [www.treknorth.org](http://www.treknorth.org)

**Official Newspaper:** The Bemidji Pioneer

**School Reach:** Parents can sign up to be part of our "School Reach" System and receive texts and or emails about important information. See Office Manager for more information or call 444-1888

## Evacuation and Re-Location Reunification Plan

In the event that TrekNorth School requires evacuation, administration will notify media of the relocation center. The media will notify parents that they can pick up their children at the designated relocation site. Parents enrolled in our parent notification system may receive a message via text and email as well.

**Primary Relocation site:** Bemidji High School Auditorium (Door #36)

**Alternate Relocation site:** Bemidji Middle School Gym (Door #6)

Students will only be allowed to leave the relocation site **with an Evacuation Escort.**  
(restrooms, health office, parent arrival)

### At the relocation site:

- Parents will enter the relocation site via **EVACUATION STATION #5- Main Entrance.**
- Parents will be identified at **EVACUATION STATION #1- Information**
- Personnel at **EVACUATION STATION #1** will fill out an **EVACUATION ESCORT PASS** and hand it to an *Evacuation Escort*. Parents will be directed to wait for their students at **EVACUATION STATION #4- Exit Doors.**
- *Evacuation Escorts* will bring the **EVACUATION ESCORT PASS** to the *Principal or designed to announce the student(s) names.*
- Students will then go with the *Evacuation Escort* to **EVACUATION STATION #4- Exit Doors.**
- Personnel at **EVACUATION STATION #4** will collect the **EVACUATION ESCORT PASS** and allow the parents and students to leave the building.



**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 Junior & Senior High School  
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 and Senior High School**

### **Digital Social Contract**

**Core statement:** As a student, I am responsible for the choices I make when I use technology. When my choices disrupt the ability of others to be successful, hurt others or myself, I have broken this contract and I acknowledge the consequences that can be a result of the choices I make. I understand that using technology effectively is a skill that will improve me as a student. I understand that it is my responsibility to use technology appropriately and in accordance with this contract whether the device I am using belongs to me, TrekNorth, or is the personal device of another person.

**I agree to the following:**

- I am responsible for keeping my personal computer and electronic devices secure when I bring them to school.
- I have the choice and opportunity to bring and use my mobile phone, tablet or laptop to school, if my parents and guardians permit it and my teachers choose to allow their use in my classes.
- I will keep my personal computing devices (mobile phone, tablet, iPad, eReader, laptop) secure to prevent loss or theft.
- I am responsible for keeping all of my digital accounts secure.
- I understand that my online identity is my own and that I must keep my usernames, passwords and online accounts secure and private.
- I am responsible for what I do on electronic devices when using technology at school.
- If I use a personal computing device at school, I know that I am bound by the TrekNorth Technology Policy, the ethics it incorporates, and the responsible use guidelines it establishes as standards, and this applies to every device I use, whether I'm using the TrekNorth network or a cellular network.
- I am responsible for not hurting the ability of others to learn.
- I will use technology in ways that do not disrupt or distract others, or myself, in school.
- I am solely responsible for what I say and do online.
- I understand that online privacy, safety and responsibility are important. I understand that what I write, say, show, do, and communicate online is public, it never goes away and has the ability to hurt myself and others.
- I am responsible for giving credit where credit is due and adhering to the intellectual property rights of others, and principles of academic honesty.
- I understand that when I create, work, share and collaborate with others online and on school assignments, my work and ideas should reflect my own thinking and effort. When I use or adapt the work of others, I will give them credit and provide appropriate citation.
- I am responsible for making good choices about when and where I use personal devices at school.
- I will respect the guidance and class expectations of my teachers and TrekNorth staff regarding when, where, and how I use personal computing devices at school.
- I understand that there are times when using devices will be an option and times that the devices will have to be stored away and not used.

If I violate the terms of this contract, I understand the following are potential consequences:

- 1) If I cause a disruption or have my device out at an inappropriate time and am asked to 'put it away' I am required to do so immediately. If I don't, a teacher or staff member may 'take it away' for the remainder of the school day. This means I will not have my device(s) for the remainder of the day, not just one period.
- 2) If I continue to refuse and/or repeatedly cause disruptions, demonstrate repeated improper use of electronic devices, or fail to honor the terms of this contract, I will be subject to other disciplinary actions as prescribed in the TrekNorth Student Handbook, including loss of access to technology and electronic devices, restorative work, and, in serious cases, suspension and expulsion.

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Student Signature

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Date

**TrekNorth Junior & Senior High School  
Parent & Student Handbook  
Agreement and Acceptance**

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)