

TREKNORTH JUNIOR & SENIOR HIGH SCHOOL  
PARENT-STUDENT HANDBOOK  
2007-08 School Year

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

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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.

The goal of TrekNorth Junior & Senior High School is that all parents, students, and staff should read the entire Handbook. Questions can be referred to Kirby Ganske at 444-1888, or e-mail [kganske@TrekNorth.org](mailto:kganske@TrekNorth.org)

The TrekNorth Contract and the Parent & Student Agreement page (pages 28-35) must be signed by a parent and the student. Many new students did this as part of their Home Visit with the Executive Director during the summer months. If you haven't already done so as a part of a Home Visit Contract Meeting, please remove the TrekNorth Contract as well as the Parent & Student Agreement Page, sign in the appropriate places, and return the forms to the Executive Director. **If you would like to request a home visit prior to signing, please contact the Executive Director at 444-1888, ext. 7.**

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

**MISSION STATEMENT:**

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

**MISSION OF TREKNORTH**

TrekNorth's mission is to maximize student academic success by challenging and supporting individual students on an academic path that includes participation in a spectrum of vertically aligned college-readiness courses, including AP courses. TrekNorth will develop leadership skills in all students through required participation in wilderness experiences and outdoor skill development. 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. Walking what we talk is critical to the success of TrekNorth.

## **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. This is not “ratting out” your friends or being a “snitch, tattle-tale, ‘narc’, etc.” --it is responsible citizenship that could save lives, including your own.

TrekNorth believes that “the school environment should be positive, physically safe, and intellectually stimulating.” The rules at TrekNorth are designed to protect your rights as well as the rights of others. They are set up to promote a positive environment. When someone acts in a manner that disrupts the learning environment or causes harm to others or to the school, consequences will be handled as much as possible using Restorative Practices. Always doing the “Right Thing,” at the “Right Time,” for the “Right Reason” will help protect your rights and will help you be a successful student and citizen at TrekNorth.

## **STAFF:**

Dan McKeon: Executive Director  
Kari Munson: Business Manager  
Kirby Ganske: Operations Manager, Front Desk  
Alison Drietz: Student Support Services, Testing Coordinator  
Jennifer Laitala: Technology Coordinator  
Andy Wiggins: Discipline Coordinator  
Mike Munson: Social Studies, AP Curriculum and Instruction  
Michelle Neal: Social Studies  
Maria Bernabe-Bjorklund: Spanish  
Erica Harmsen: English Language Arts  
Chance Adams: English Language Arts  
Talia DeBenedet: Performing Arts  
Kristin Gustafson: Visual Arts  
Ronda Wookey: Special Education Teacher  
Russell Persson: Special Education Paraprofessional  
Lydia O’Beirne: Special Education Paraprofessional  
Thaddeus Variance: Special Education Paraprofessional  
Diana Eason: Special Education Paraprofessional  
Kathryn Enright: Special Education Paraprofessional  
Jennifer Roy: Science  
Greg Moen: Science  
Deborah Carlson-Doom: Math/Special Education  
Jeffrey Jones: Math/Computer Science  
Jessica Eng: Quiet Study Supervisor

## **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 2007-08 school calendar is located on the last page of this document, posted on the school web site, ([treknorth.org](http://treknorth.org)), and included in pre-school mailings.

We understand that some students may arrive at school before 8:00 AM due to transportation arrangements. When students arrive early, please be aware that 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. At times, students will stay after school at the end of day to work on course work or meet with staff or participate in other after school activities. As with the mornings, teachers won’t always be available to work with students after school due to meetings or other obligations. It is always recommended that you make an appointment via phone or e-mail when seeking to meet or work with a teacher during the morning or after school hours. Teachers and staff are at TrekNorth from 7:45 a.m. until 3:45 p.m.

### **DAILY CLASS SCHEDULE:**

TrekNorth operates a five period day. Each course (seminar) is 60-65 minutes long with a College Preparatory Seminar/Reading Groups between 1<sup>st</sup> and 2<sup>nd</sup> Seminars. High School students are required to register for a minimum of four seminars and one period of Quiet Study each semester. Junior High students will start each day with Advisory and they will have an activity time each afternoon.

### **2007-08 TrekNorth Daily Schedule**

TrekNorth utilizes two different daily schedules depending upon the need of the students. The **Daily Schedule** will be used the majority of school days, and includes five 60-65 minute seminars, while the **Assembly Schedule** will be used to facilitate whole school assemblies.

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

8:30 – 9:35	Seminar 1
9:40 – 10:10	College Prep
10:15 – 11:20	Seminar 2
11:25 – 12:30	Seminar 3
12:30 – 1:00	Lunch
1:00 – 2:05	Seminar 4
2:10 – 3:10	Seminar 5

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

8:30 – 9:25	Seminar 1
9:30 – 10:00	Advisory
10:05 – 11:00	Seminar 2
11:05 – 11:20	Activity Time
11:25 – 12:30	Seminar 3
12:30 – 12:50	Lunch
12:50 – 1:50	Seminar 4
1:50 – 2:10	Reading Group
2:10 – 3:10	Seminar 5

#### **High School Assembly Schedule**

8:30 – 9:35	Seminar 1
9:40 – 10:10	College Prep
10:15 – 11:20	Seminar 2
11:25 – 12:30	Seminar 3
12:30 – 1:00	Lunch
1:00 – 1:50	Seminar 4
1:55 – 2:45	Seminar 5
2:45 – 3:10	Assembly

#### **Junior High Assembly Schedule**

8:30 – 8:55	Advisory
9:00 – 10:00	Seminar 1
10:05 – 10:20	Reading Groups
10:25 – 11:25	Seminar 2
11:30 – 12:30	Seminar 3
12:30 – 12:50	Lunch
12:50 – 1:50	Seminar 4
1:55 – 2:45	Seminar 5
2:45 – 3:10	Assembly

### **COLLEGE PREPARATORY SEMINAR:**

Each high school student is assigned a College Prep teacher. Students will meet daily with this teacher to learn and enhance study skills, habits of mind, and develop content mastery. Students receive a Pass/Fail option for this seminar, and it is required for every TrekNorth High School student.

### **JUNIOR HIGH ADVISORY:**

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

### **OPEN CAMPUS**

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

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

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

1. Student must be in 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade
2. 80% Minimum Grade: if a student has a cumulative grade lower than 80% in any class at any time during the current semester they will lose Open Campus option
3. Discipline Referrals: if a student is the subject of a 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. The Parent Permission Form only makes students eligible for Open Campus, and they must meet the other three criteria as well.

Lunch will be served daily from 12:30 – 1:00 (12:50 for JH students). 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 for other reasons:**

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 and parents should try to miss school as little as possible. Try to schedule appointments outside of school hours, but if circumstances arise that necessitate absence, please allow our staff to work with you to keep students from falling behind. If a student arrives at school after the start time, the student should sign in with the Operations Manager and proceed to class. Students who must leave school during the day due to illness or an appointment must check out through the office. The office should be informed through a note or telephone call from a parent.

#### **PARKING**

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

#### **CHILD CUSTODY**

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

#### **VISITORS**

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

#### **DRESS POLICY**

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

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

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

#### **GANG ATTIRE & PROMOTION**

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

activity at the school will be suspended, and students who routinely violate this policy will be recommended for expulsion.

### **STUDENT VALUABLES**

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

### **LOST AND FOUND**

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

### **ILLNESS/MEDICATION**

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

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

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

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

Messages and deliveries from parents are to be left in the office in order to respect the learning program of TrekNorth. Students will not be called to the telephone except in emergencies. Cell phones can also cause significant disruptions to the learning environment. Therefore, all student cell phones must be turned off and kept in a place where they are not visible or available for use (backpack, locker, car, etc). Students cannot use cell phones or check voice or text messages on cell phones on school grounds between the hours of 8:30 and 3:10. Students using cell phones during school hours will have their cell phones confiscated until the end of the day. Students who repeatedly violate this policy will have their cell phones confiscated until a parent meeting can be held.

### **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.

### **ACADEMIC RIGHTS AND RESPONSIBILITIES**

TrekNorth exists to provide a quality education with a focus on college-readiness and wilderness 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.

**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.

**Parent Responsibilities:**

Provide an appropriate place and atmosphere for homework.  
Set aside homework/reading time nightly.  
Contact teachers with questions regarding homework.

**STUDENT GRADUATION PLANS AND THE COLLEGE BOUND! PROGRAM**

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

**ADVANCED PLACEMENT EXAM PARTICIPATION**

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

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

**ADVANCED PLACEMENT EXAM PARTICIPANT OUTING**

Each spring, following the Advanced Placement Exams, TrekNorth will offer a field trip and/or Outdoor Adventure Program opportunity specifically for students who took an exam(s). Students are encouraged to participate in these outings as a celebration of their academic achievement. TrekNorth AP staff and the Outdoor Program Director will plan the experience and inform parents and students of the destination, activity and itinerary well before the departure date.

**TUTORING**

Faculty members at TrekNorth are selected with great care. Each is academically qualified to teach in her/his assigned teaching area. Teachers are committed to helping students succeed, and as an institution, TrekNorth will strive to provide additional help or tutoring when requested by students or parents. Please check with individual teachers for possible availability of individual help. Please make prior arrangement with the teachers.

**COMPUTERS AND TEXTBOOKS**

Instructional materials (Computers, Textbooks, etc.,) are the property of TrekNorth, and students are responsible for the care of their computers and books. Damaged or lost computers and/or books are the responsibility of the student to whom they were issued. When textbooks are issued both the student and the

teacher will inspect the books and note any damages. Appropriate Technology Use Policy: All students and staff are required to read, understand and adhere to the TrekNorth Acceptable Technology Use Policy.

## **CURRICULUM AND GRADUATION REQUIREMENTS**

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

To graduate from TrekNorth each student must successfully complete a minimum number of credits as outlined below. In addition to the required credits students must fulfill the breadth and depth requirements for coursework as detailed below. Additional information is contained in the TrekNorth website at [www.treknorth.org](http://www.treknorth.org)

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 Student Services Coordinator, Executive Director, or other staff assigned to the duty of credit assessment.

English-Language Arts: 5 Credits

Social Studies-History: 5 Credits

Math: 4 Credits

Science: 4 Credits

World Language: 2 Credits

Visual and/or Performing Arts: 2 Credits

Electives: 6 credits (includes previous Advisory/PBL credits)

OAP: 6 credits (maximum of 2 from service trips)

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

TrekNorth Graduation Requirement: 36 Credits

## **POST-SECONDARY ENROLLMENT OPTION**

Under the Minnesota Postsecondary Enrollment Options any 11th or 12th grade student who is under the age of 21 and who is approved by the Administration to take course work at a higher academic level may be eligible to enroll at a state institution of higher education. For more information on PSEO enrollment, please contact your advisor or the Student Services Coordinator.

## **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 setting. Parents/Guardians can also expect to be contacted by the teachers of their student regarding academic success or difficulties. Parents/Guardians should participate in the exchange of information by returning phone calls, responding to emails, and following through with the plans for student success created by the frequent communication between the school and the home.

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

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

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

One of TrekNorth's goals is to prepare students to be academically successful in their post-high school life; regular attendance supports that goal, therefore the TrekNorth Board of Directors has developed a rigid and strict Attendance Policy, in which students who are habitually unexcused or tardy will be pulled from classes and, ultimately, asked to leave TrekNorth Junior & Senior High School. Parent support is essential for us to accomplish our mission and academic goals, and a quality education can only be provided to families who make attendance a high priority. Parents are encouraged to plan family activities during scheduled school vacations and thereby receive the highest quality education TrekNorth can offer. Whenever students are absent, the quality of their education as well as their classmates' education is potentially compromised. The administration recognizes, however, that at times there may be a need for a student to be absent. Please read the TrekNorth Attendance Policy attached to the end of this Student/Parent Handbook so as to be familiar with the expectations of TrekNorth.

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

Individual disciplines (i.e., math, English, etc.) or grade levels may develop their own coordinated late or missing assignment policies. Specific written policies will be provided to students during their first week of classes with each teacher. Teachers may change policies at any time should current policies be ineffective or unworkable for the teacher(s). Late work is not accepted in the Advanced Placement (AP) courses at TrekNorth, unless an arrangement is made with the teacher prior to the due date of the assignment.

#### **SNOW DAYS**

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

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

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

#### **CO-CURRICULAR ACTIVITIES**

The Co-Curricular activities are a vital part of TrekNorth. They exist to enhance the student's experience at TrekNorth by contributing to the development of the "whole" person.

#### **CLUBS**

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

#### **OUTDOOR ADVENTURE 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. Outdoor Adventure Program (OAP) 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 during all travel and trip experiences.

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

In some cases Charter buses may be used for transportation.

#### **ACADEMIC COMPETITIONS**

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

#### **STUDENT SERVICES**

One role of TrekNorth is to facilitate our students' preparation for their future by providing resources and opportunities to become familiar with multiple post-high school opportunities and career choices. The

school will serve students' needs in these primary areas: letters of recommendation; EXPLORE, PLAN, PSAT, and ACT testing and results review; college and career reference materials; general scholarship information; community service requirements; graduation requirement counseling; and class schedule requirements or adjustments.

### **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 contacts with Mental Health Professionals in the community to provide a variety of mental health services. Again, students/parents should contact the office for more information.

### **SCHOOL ETIQUETTE - GENERAL CONDUCT**

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

### **RIGHTS**

#### **Right to Seek Change**

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

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

TrekNorth policies provide that you will not be discriminated against, or denied the benefits of educational programs or activities based on your race, gender, religion, ethnicity, sexual preference, national origin, age, or disability in any TrekNorth program or activity. If you believe that you have been discriminated against notify the Executive Director, or, if you feel the Executive Director is the source of the discrimination, please notify the Board of Directors. If the issue has to do with a disability, also notify a member of the Special Education Department.

#### **Right to Free Expression**

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

#### **Right to Free Association**

You are generally free to associate with, join, and participate in groups of your own choosing. However, any group, whether school-sponsored or not, that engages in activities which interfere with the rights of others, or which disrupt the educational environment or the educational process, may be subject to disciplinary actions by the school officials or appropriate law enforcement agencies. A significant exception to the right to freely associate is gang related activity. Policy prohibits gangs at school or at school-sponsored events. A "gang" is defined as any group of three or more individuals who share a common interest, bond or activity that is characterized by criminal, delinquent, or otherwise disruptive

conduct. This conduct may be individual or collective. Student dress and appearance that is related to gang activity is also prohibited. Likewise, gestures, signals or graffiti related to gang activity, including initiations and hazing, will not be tolerated. Individuals violating the provisions of this policy are subject to suspension and expulsion. In addition the appropriate law enforcement agency may become involved.

#### Right to Peaceful Assembly

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

#### Right to Individual Dignity

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

#### Right to be Free from Sexual Harassment

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

#### Right Not to Be Bullied

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

#### Rights Relating to Search and Seizure

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

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

#### Right to Privacy in Your Student Records

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

### **CONDUCT/BEHAVIOR EXPECTATIONS**

TrekNorth behavior expectations and policies are 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. In addition to the terms outlined in the TrekNorth Contract, the following also apply:

1. Students are expected to show consideration for their teachers and their classmates at all times. Students are expected to cooperate using traditional standards of behavior and conversation. Respectful communication should occur if students have any questions regarding teachers' instructions.
2. In general, the use of CD players, headphones, etc., is discouraged, particularly during seminar time or at times when staff is giving instruction. Staff may set individual classroom expectations prohibiting the use of CD players, headphones, etc. Students are expected to abide by individual staff expectations.
3. Public displays of affection are not permitted at school or school activities. Any physical contact between students at school should be friendly in nature, and not romantic or sexual.
4. Students should eat or drink in designated areas only.

## **RESPONSIBILITIES**

### **Your Responsibility to Carry Identification**

For the protection of all, it is your responsibility to identify yourself when so requested by school authorities or any adult. Such identification should be given voluntarily in the school building, on school grounds, on the bus, at the bus stops or at school activities--even though such events may be located off campus.

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

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

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

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

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

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

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

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

In order to promote the general health, welfare and well-being of students and staff, board policy—and state law--forbids smoking, chewing or other use of any tobacco product on school property or at school

activities at any time. The state law also forbids possession of tobacco by students on campus and by minors anywhere.

### **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.

### **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.

### **DISCIPLINE PHILOSOPHY / POLICY**

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 to whole after an incident or harm has been committed. For this reason, the “discipline” policy 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. TrekNorth staff desire to be fair, concerned, and caring about the well-fare of all of our students.

The kind and amount of discipline will be determined by the community, and, in some cases, the administration. Common sense being the rule, teachers are expected to uphold the spirit of TrekNorth's discipline policy. The discipline will be administered in consideration of the individual student's problem and attitude. All discipline will be based on traditional principles, i.e. restitution, apologies (public and private), etc. The vast majority of discipline problems are to be dealt with at the classroom level. In order to maintain consistency, teachers regularly meet to discuss standards and school policy concerning discipline. It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. As in all other areas of education at TrekNorth, caring and forgiveness will be an integral part of the discipline of a student. Any student who consistently possesses and shares with others a negative attitude toward TrekNorth, faculty, or fellow students may be called on to meet in a disciplinary council with parents and administration.

As outlined in the TrekNorth Contract, the TrekNorth staff has also detailed “Non-Negotiable” behaviors that are absolutely not tolerated by the TrekNorth community. Students who engage in these behaviors will be suspended, and a re-admission meeting must occur prior to the student coming back to TrekNorth. The re-admission meeting will include the Executive Director, the Discipline Coordinator, 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 will be expected to de-enroll from TrekNorth Junior & Senior High School, or they may be subject to expulsion proceedings.

### **PHYSICAL INTERVENTION**

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

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

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

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

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

1. Community Service (Restitution):

Students who have committed some type of harm against the community, may be assigned some sort of supervised “work crew”/service project as a way to “pay-back” the community for their behavior.

2. Removal from Class

Student behavior that interferes with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities may result in removal from the classroom. If a teacher decides that removal is necessary, he/she will document the behavior leading up to the removal and send the student to the Discipline Room or, depending upon the behavior, to the office of the Executive Director. The Discipline Coordinator/Executive Director will review the circumstances and determine appropriate consequences up to and including expulsion.

3. Referrals

Generally, only major, serious, or repeat offenses are referred. All referrals require the staff to contact the parents by phone or mail.

### **CONSEQUENCES**

Generally, a student receives discipline from the Discipline Coordinator, who adheres to the following guidelines. 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 will likely be referred to the restorative learning process to resolve the problem.

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

### **SERIOUS MISCONDUCT & SUSPENSIONS**

Suspension from school 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, we will make every attempt to contact parents to apprise them of the incident. If a student commits a severe act of misconduct, the referral process may be bypassed and suspension or expulsion proceedings imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence, vandalism to school facilities/property, violations of law, or any act in clear contradiction of TrekNorth policies. In all instances of re-admission following a suspension, a parent contact with the school prior to the student being allowed to return to classes must occur.

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

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

### **EXPULSION**

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

### **CONFLICT RESOLUTION**

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

### **CHILD ABUSE**

We are obligated by federal, state, and local laws to inform all parents-guardians of the following statutes concerning alleged child abuse and/or neglect:

- 1) By Law, the State has the prerogative to make an unscheduled visit to TrekNorth and require that a student who is the subject of a child abuse/neglect report be interviewed during school hours without any obligation to notify the parents/guardians of the student or seek permission from the parents/guardians to conduct the interview;
- 2) Legally, we also need to inform parents that any TrekNorth employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect is legally **REQUIRED** to report or cause a report to be made of such fact to a member of 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.

## **CODE OF CONDUCT**

Although the information in this section has been previously covered, it is District policy that each year students will receive a copy of the TrekNorth Junior & Senior High School Code of Conduct. The seriousness of the activities merits your close attention a second time.

### **CODE OF CONDUCT DISTRICT 4106 POLICY**

- \* 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 are unlawful and prohibited and never cause or allow their presence on campus.
- \* Abiding by the TrekNorth Contract in regards to violence, vandalism, intimidating behavior (bullying), smoking, drug/alcohol possession, use or sale, stealing, and bus behavior
- \* 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
- \* Abiding by the technology security procedures developed by TrekNorth.
- \* Reporting all observed or suspected technology security problems immediately to a staff person

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

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

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

### **I. PREFACE**

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

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

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

1. To attend all assigned classes and study halls every day that school is in session.
2. To be in class on time, prepared for academic work by having completed all assignments and having all necessary academic materials.
3. To know and follow correct procedures regarding attendance.
4. To obtain an Admit to Class Following Absence form from the office and to use that form to obtain missed assignments and due dates for making-up missed work from the teacher of each missed class. The Admit to Class form must be obtained immediately upon return to school. Receiving missed work and due dates must not disrupt class activities. It is appropriate for teachers to require students to use time before or after school, or teacher preparation time for the assignment of missed work.
5. **Written Verification of Absences.** Absences will become trancies within two (2) school days after the student's return, unless the student presents the administration with a valid written excuse from the student's parent or guardian.

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

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

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

1. To take accurate daily attendance and to maintain accurate attendance records for each assigned class.
2. To communicate attendance and makeup procedures clearly to students and to apply those procedures uniformly.

3. To provide makeup assignments and reasonable deadlines.
4. To report any attendance problems that may arise to the **TrekNorth Administration** and to work constructively with administration, parent/guardian, and the student to solve such problems.
5. To utilize instructional methodology which stimulates and motivates students to attend and achieve.

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

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

### **III. ATTENDANCE PROCEDURES**

#### **A. Absences:**

1. Definition: A student will be considered absent when he/she is not in school or class
2. Reporting Absences: Absences shall be reported and records of absences kept in accordance with regulations adopted to implement this policy.
3. Special Absences: Special absences are not counted in the maximum absence rule. Students are granted special absences for the following reasons.
  - (a.) Religious instruction not to exceed three (3) hours per week conducted in accordance with Minnesota Statutes 120A.22, Subd. 12 (3).
  - (b.) Students who are assigned to ISS (In-School Suspension) for disciplinary purposes.
  - (c.) Students placed on OSS (Out-of-School Suspension) for disciplinary purposes in accordance with Minnesota Statutes 121A.41, Subd. 10 and 121A.46.
  - (d.) School sponsored activities.

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

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

(h.) Important events requiring student participation. Requires pre-approval form.

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

5. Consequences of Excused Absences

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

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

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

(a.) Temporary absence from school upon written request of the parent/guardian that does **not** meet the criteria for excused absence established above in III.4.

(b.) Form for pre-approved absence was not completed and returned to the **Director’s** office at least one day prior to the requested absence.

(c.) All absences for which timely and proper notification is not provided are considered unexcused.

7. Consequences of Unexcused Absences.

(a.) Students whose absences are unexcused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher within three school days of the student’s return to school.

(b.) Any work not completed within this period shall result in “no credit” for the missed assignment. Neither the director nor the classroom teacher are obligated to extend the time allowed for completion of makeup work for unexcused absences.

8. Tardiness:

(1.) Tardiness is the failure of a student to be in class at the assigned time, without a valid excuse.

(2.) Valid excuses for tardiness must be in writing and signed or otherwise communicated by **an administrator or faculty member**.

(3.) There is no penalty for excused tardies.

9. Truancy:

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

## **IV. GENERAL PROCEDURES REGARDING ABSENTEEISM**

### **A. Notifying the School**

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

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

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

#### **Unexcused Absences**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Tardiness**

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

*Defining a student as tardy will be left to the teacher's discretion.*

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

Teachers use discretion in deciding consequences

3<sup>rd</sup> Tardy:

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

1. TrekNorth staff will make a call home to notify parent/guardian of their student's tardiness
2. Student will be assigned to the After School Academic Program (ASAP) the first day following the third tardy and will continue to attend ASAP until all missing work is complete or the ASAP Coordinator decides to release student from this obligation

## **Truancy**

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

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

1. Student will be assigned to the After School Academic Program (ASAP) the first day following a truancy and will continue to attend ASAP until all missing work is complete or the ASAP Coordinator decides to release student from this obligation

## **D. Medical Verification**

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

## **E. Social Service Referral**

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

## **F. Parental Notice:**

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

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

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

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

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

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

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

Adopted November 2006 by the TrekNorth School Board.

TrekNorth Junior & Senior High School  
Pre-Approved Absence Form

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

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

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

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

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

TrekNorth Junior & Senior High School

Date Absent: \_\_\_\_\_

Admit to Class Following Absence

Student Name \_\_\_\_\_ Return Date: \_\_\_\_\_

Absence: Excused \_\_\_\_\_ Unexcused \_\_\_\_\_ Truant \_\_\_\_\_

	Assignment/Make-up Work From Absence	Due Date For Make-up Work	Teacher Initial
Seminar I			
Seminar 2			
Seminar 3			
Seminar 4			
Seminar 5			

## TrekNorth Contract

**Student Name:** \_\_\_\_\_

**Parent/Guardian Name(s):** \_\_\_\_\_

**TrekNorth Staff Name:** \_\_\_\_\_

The mission of TrekNorth is to graduate students who are dedicated to making a positive difference in their local and global communities. TrekNorth will achieve this mission by guaranteeing every enrolled student the privilege of engaging in a challenging academic program as well as a leadership-building wilderness program. Students of TrekNorth, as well as the families of those students, choose TrekNorth because they believe college is important, and because they have high standards for education and citizenship. Signing this contract and joining TrekNorth is an important first step towards college success and positive citizenship, and it is also an expression of a student's and family's commitment to all aspects of the TrekNorth program, including the academic and wilderness goals and the TrekNorth School Standards of Conduct set forth by the TrekNorth Board of Directors and the TrekNorth staff.

This contract contains the following:

1. Academic Goals for TrekNorth
2. TrekNorth Standards of Conduct & Non-Negotiables
3. Parent/Guardian Expectations and Agreement
4. Student Expectations and Agreement
5. Staff Expectations and Agreement
6. Acknowledgement & Acceptance Signature Page

This contract applies to all TrekNorth students, parents or guardians, and staff. Completion of this contract is required and the contract will be kept on file in school records. This agreement outlines consequences for students who fail to meet the expectations outlined in the TrekNorth Contract, and these consequences may include suspension or expulsion. Individuals with questions or concerns about the terms of the contract should speak with the Director of the school.

**Please take time to read and discuss this contract. By signing, you signify your acceptance of the mission, goals and rules of TrekNorth. All members of TrekNorth will be held accountable to the terms of this contract, and a violation of the terms will result in disciplinary action.**

## **TrekNorth Academic Goals**

TrekNorth is a college-preparatory school, and its curriculum is designed for academically motivated students who intend on going to a college or university upon graduation from high school. Accordingly, the Board of Directors and Staff of the school has set academic goals that will result in our students being accepted into a wide variety of universities.

**These goals are important! If you do not agree with them, or if you aren't interested in meeting them, TrekNorth is not the right school for you.** Please read these goals and ask questions about what they mean for you as a student, a parent/guardian, or a teacher. By signing the final pages of this document, you are agreeing to do the work required to meet these goals, and you will be held accountable!

## **TREKNORTH ACADEMIC GOALS: 2007-08 SCHOOL YEAR**

### Basic Skills Test (BST)

100% of TrekNorth students will pass the Basic Skills Test

### NWEA Test (MAP)

90% of TrekNorth students will perform at or above grade level in the area of reading as measured by NWEA Tests

80% of TrekNorth students will perform at or above grade level in the area of math as measured by NWEA Tests

80% of TrekNorth students will perform at or above grade level in the area of language usage as measured by NWEA Tests

### Advanced Placement Exam (AP)

3.1 average score on 2008 AP exams

## TrekNorth Standards of Conduct

TrekNorth is a unique school with unique goals, and every staff member, student, and family who joins TrekNorth agrees to follow the academic and behavioral expectations of the school so our goals can be met. Following is a list of the Standards of Conduct or Target Behaviors that students and staff are expected to follow:

1. Tolerant: to recognize and respect rights, opinions, or practices
2. Open: setting aside judgment, willing to discuss, approachable, accessible
3. Appropriate: suitable, fitting
4. Direct: straightforward, frank, candid
5. Respectful: courteous, civil, caring
6. Accepting: to receive as satisfactory or adequate
7. Positive: friendly, welcoming
8. Prepared: understand, ready to go

Students or staff who violate these standards will be subject to disciplinary action at the discretion of the Executive Director and the Restorative Justice Coordinator. Individuals who continually violate these expectations will be expected to leave TrekNorth permanently.

### Non-Negotiable Offenses

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**

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 notified. Depending upon the severity of the situation, the student may be expected to permanently leave TrekNorth.

#### **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, or in the case of repeat offenses, the student may be expected to permanently leave TrekNorth.

#### **3. Stealing**

Students who steal school property or the property of another student will be suspended and the police will be notified. Students who repeat this offense will be expected to permanently leave TrekNorth.

#### **4. Vandalism**

Students who vandalize school property or the property of other students or staff will be suspended and the police will be notified. Depending upon the severity of the situation, or in the case of repeat offenses, the student may be expected to permanently leave TrekNorth.

#### **5. Smoking**

Students who smoke tobacco on campus, regardless of age, will be suspended and the police will 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 Simonson property, and any property that belongs to a neighboring business (Market Place, Anytime Fitness, etc) or is a private neighboring residence (trailer court).

**6. Verbal or Physical Threats or Abusive Language**

TrekNorth is a safe community that does not tolerate threatening behavior of any kind. 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, 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 expected to permanently leave TrekNorth.

**7. 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, will be suspended. Furthermore, TrekNorth will follow the guidelines set forth in the Independent School District #31 student handbook regarding bus behavior and consequences.

Suspended students will be required to have a Re-Admission Meeting before they are allowed back on the TrekNorth campus, including the parking lot. The meeting must be attended by the student, a parent or guardian, the Executive Director, the Discipline Coordinator, one teacher, and, if appropriate, a Special Education teacher or Title Program Coordinator.

## **Parent & Guardian Expectations and Agreement**

TrekNorth encourages parents to participate in school life and be actively involved in the educational experience of our students. The four following statements are the basic essentials TrekNorth expects from all parents and guardians of TrekNorth students:

**Parent/Guardian Agreement:** I want my child to succeed in school; therefore, I agree to:

\_\_\_\_\_ see that my child is punctual and attends school regularly (95% attendance);

\_\_\_\_\_ help my child understand the unique TrekNorth community built on academic excellence, wilderness experience, and community participation;

\_\_\_\_\_ establish and provide a quiet time and place for homework and to monitor my child's progress, and communicate with my child the expectation that all assignments are done in a timely manner;

\_\_\_\_\_ support the school's discipline program designed to help students recognize the impact of their behavior on others and to hold them accountable for their behavior - which sometimes includes fixing problems that were caused. I also understand that more severe behaviors may result in more serious consequences including suspension or exclusion.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Student Expectations and Agreement

TrekNorth wants every student to succeed academically and socially, and TrekNorth also wants every student to have expanded opportunities, including college, upon graduation from TrekNorth High School. The five following statements are the basic essentials TrekNorth expects from all TrekNorth students:

**Student Agreement:** I want to succeed in school, therefore, I agree to:

\_\_\_\_\_ be on time to school and class. I will attend school regularly (minimum 95% attendance);

\_\_\_\_\_ come to school and seminars prepared with pens, pencils, paper, and other necessary tools for learning, including books and computers;

\_\_\_\_\_ meet the expectations regarding assignments for each of my seminars, including meeting deadlines for homework and maintaining academic integrity by not committing plagiarism;

\_\_\_\_\_ contribute positively to the unique TrekNorth community built on academic excellence, wilderness experience, and community participation;

\_\_\_\_\_ to participate in the school's discipline program designed to help me recognize the impact of my behavior on others, and to hold myself accountable for my behavior - which sometimes includes fixing problems that I may have caused. I also understand that more severe behaviors may result in more serious consequences including suspension or exclusion.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Staff Expectations and Agreement

TrekNorth has high expectations for every staff member, and the most important of those expectations is that all staff will work hard to both challenge students and meet the needs of individual students. The six following statements are the basic essentials TrekNorth expects from all TrekNorth staff:

**Staff Agreement:** I want students to succeed, therefore I agree to:

\_\_\_\_\_ provide a stimulating and challenging learning environment;

\_\_\_\_\_ provide clear and meaningful academic assignments for students and encourage meaningful, in-depth discussion;

\_\_\_\_\_ provide necessary assistance to parents/guardians so they can be part of their child's academic life, including contacting parents/guardians as necessary to keep them informed about their child's academic work;

\_\_\_\_\_ encourage students by providing timely information about their progress and I will answer questions and provide assistance when students need it;

\_\_\_\_\_ to participate in the unique TrekNorth community built on academic excellence, wilderness experience, and community participation;

\_\_\_\_\_ to implement the school's discipline program designed to help students recognize the impact of their behavior on others, and to hold them accountable for their behavior - which sometimes includes fixing problems that they may have caused. I also understand that more severe behaviors may result in more serious consequences including suspension or exclusion.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

**TrekNorth Junior & Senior High School  
Community Member Contract**

Agreement and Acceptance Page

I/We agree with the contract specifications, and have read 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 Teacher Name)

\_\_\_\_\_  
(Teacher Signature)

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

# TrekNorth High School

2518 Hannah Ave NW  
Bemidji, MN 56601

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

Phone: (218)-444-1888

Fax: (218)-444-1893

## Medication Form

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

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

### **Prescription Medication:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

