

# *Student/Parent Handbook*



Mailing address: 13750 Lake Blvd, Lindstrom, MN 55045

Campus address: 10363 Liberty Lane, Chisago City

Main Phone: (651) 213-2095    Fax: (651) 257-0576

[www.triowolfcreek.com](http://www.triowolfcreek.com)

*I have read and understand all information in the packet. I have had an opportunity to have all of my questions about this information answered, and I know and understand my responsibilities at Wolf Creek.*

*Student Name (Print)* \_\_\_\_\_ *Date* \_\_\_\_\_

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

*Parent/Guardian Name (Print)* \_\_\_\_\_ *Date* \_\_\_\_\_

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

9/2009

## ***Welcome to Wolf Creek Online High School***

The staff and board of directors at Wolf Creek would like to welcome you. We are committed to providing every student with the best possible learning environment. Wolf Creek encourages:

- Personal responsibility for academic achievement, actions, attitude, and attendance
- Maintaining a clean, safe, and peaceful environment
- Developing honesty, integrity, and accountability
- Showing respect towards oneself, other students, and staff
- Showing self-worth in clothing, personal choices, and expressions of affection

Please carefully read this handbook and contact us with any questions. This handbook is designed to help parents/guardians and students become familiar with the school, as well as policies and procedures. It offers general information which will be useful throughout the school year. In addition to summaries listed in the handbook, legal required and recommended policies passed by the School Board are available at our website: [triowolfcreek.com](http://triowolfcreek.com).

Students are responsible for knowing and abiding by school policy. If there is disagreement with a policy parents and student are encouraged to contact the director or attend a school board meeting to voice those concerns. Wolf Creek school board meetings are held on the second Tuesday of the month at 4:00 pm in the Learning Suite at Wolf Creek.

Please contact a Learning Manager if you have questions or need clarification on any topics in this handbook. After you have had an opportunity to get your questions answered please sign and return the front page of this packet indicating that you understand and accept these statements/procedures.

**Best wishes for a challenging and rewarding year!**

Wolf Creek Staff and Board of Directors

## Wolf Creek Staff 2009-2010

- Mailing Address: 13750 Lake Blvd., Lindstrom, MN 55045
- Campus: 10363 Liberty Lane, Chisago City
- Main Phone: (651)213-2095 • Fax: (651)257-0576

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## **WHAT IS WOLF CREEK?**

Wolf Creek is a tuition-free hybrid online charter school sponsored by Chisago Lakes School 2144. Instruction is technology based and the majority of work can be completed off campus. It is recommended that students spend five hours per week in our lab setting. Some students may need more time on campus to be successful and others may opt for less time and still achieve success. Our school is based on a “small community” philosophy. Students are lead by one individual who helps them in academic, as well as, non-academic areas of their lives. This caring individual is called a Learning Manager and is the center of our school model. Our small school philosophy is shown in our student-to-teacher ratio of twenty five students per Learning Manager.

## **LEARNING MANAGER INFORMATION**

Each student will be assigned to a Learning Manager. Each Learning Manager is a MN licensed secondary teacher. The following services are available from Wolf Creek to help students meet their academic, personal, and social needs:

- individual counseling related to academic, personal, family and social concerns
- individual program planning
- advisement guidance activities
- registration activities
- scheduling of courses
- providing testing information (ACT, SAT, MCA, Basic Skills Tests, etc.)
- career and college planning
- student transfers and withdrawals

## **GETTING STARTED AS AN ONLINE LEARNER**

All full-time students will be enrolled in a .25 credit course each quarter called OTIS (*Online Technology and Internet Skills*). Passing all four quarters will earn students 1.0 elective credit during the core calendar year at Wolf Creek. Each quarter OTIS will have a unique focus. As students complete this class, they will learn study skills, gain a better understanding of other coursework for the year, and have a greater understanding of what is expected of them as online learners. We also encourage parents to go through OTIS with their students to gain the understandings of the expectations of Wolf Creek.

## **COURSEWORK LOCATION**

Wolf Creek coursework can be found in various locations. The most common are listed below. Please see the TWC user document on our website for more information.

1. TRIO Wolf Creek website: [www.triowolfcreek.com](http://www.triowolfcreek.com)
2. Moodle: <http://moodle.triowolfcreek.com>
3. Oddysey Ware: <http://triowolfcreek.owotw.com>
4. NovaNet – internet download or check out a disc in order to load this onto your computer

## **PROGRAMS TO DOWNLOAD**

You can download each of these free from the internet. Go to [www.google.com](http://www.google.com) and do a search for the website of each program. In Google, type in *[name of program] free download*. You will want the most up to date version of each of these programs: Adobe Reader, Adobe Flash, Adobe Shockwave, Java, and Quick-time.

## **MATERIALS NEEDED**

Below is a list of items students will need to assist them in being successful at Wolf Creek. Please contact any staff member if these items need to be checked out from Wolf Creek due to hardship.

**Computer access**-with reliable internet

**PC Headset with microphone**-bring them with you to campus

**Calculator**-basic; unless course requires a graphing calculator

**Notebooks**-many classes require notebooks that are to be turned in

**Planner**-a basic calendar to help schedule assignments

**Pencils, Colored Pencils, Pens, and Markers**-as needed

Wolf Creek will not ask you to participate in any fundraiser sales; but we are accepting donations and greatly appreciate any help that can be offered. Funds are needed for various activities including: student incentives, wellness and focus weeks, and the alumni association. Please contact the Director for specifics.

## **STUDENT EXPECTATIONS**

1. To work 25 or more hours per week on school work
2. To work 5 hours per week on campus or have a lab waiver.
3. To check email daily and email Learning Manager 2 or more times a week.
4. To complete weekly OTIS (Online Technology and Internet Skills) course assignments.
5. To complete lessons on time with satisfactory grades.
6. To notify Learning Manager of any computer problems, address changes or of upcoming vacations in order to get any work available.
7. To attend lab on assigned testing dates, in a timely manner.

## **WAYS TO TURN IN COURSE WORK**

Projects and work must be labeled with the student's name, course name, task name and Learning Manager name. Work can be turned in using any of the following methods:

- Work can be turned during lab hours.
- Work can be mailed to the following mailing address:  
Wolf Creek Online @ 13750 Lake Blvd., Lindstrom, MN 55045
- Work can be faxed to: (651)257-0576
- Work can be sent as an email attachment.
- Work can be dropped off in the drop box at Wolf Creek.

Students are required to retain a copy of all work turned.

## **CREDITS AND GRADING**

Students must be enrolled in/attempt a minimum of 1.25 credits each term to be considered full time students. The maximum number of credits per term a student can enroll in/attempt is 2.25. For summer session the maximum number of credits a student can enroll in/attempt is 1.0. This means that a student may enroll in/attempt a maximum of 10 credits total for the academic year.

If students wish to enroll in more credits, they must first show work completion and satisfactory grades. After that point, they must complete the Overage of Credits form in a timely manner and must have Director approval.

Online grade review is available 24-7 on Moodle for parents and students to check academic progress. Grades are updated on Friday afternoon each week. Please contact your Learning Manager with questions or concerns.

<b>Grading %</b>	B+ =88% and up	C+ = 78% and up	D+ =68% and up
A =95% and up	B =85% and up	C =75% and up	D = 65% and up
A- =90% and up	B- =80% and up	C- = 70% and up	F = less than 65%

### CONTRACT FOR GRADING

At Wolf Creek, we understand that students are active participants in their education. It is not a process of a teacher distributing information and a student receiving it but rather a collaboration between teacher and student. As students work on their education through high school and beyond, they have more options in what they choose to learn about and more responsibility in their role as student. In order to help students be more intentional about their schooling and recognize their independence and individuality, we are introducing a contract for grade system at Wolf Creek. When students start a class and have looked at the course outline and expectations, they will decide which grade they are aiming for in that class: A, B, or C. This will not only help students make a thoughtful decision about their academic goals in each class, but will also guarantee that students are meeting all of the REQUIRED course standards for graduation.

An example of a math contract is below:

#### Required Assignments to Pass the Class (C-contract)

- Algebra unit lessons (55%)
- Algebra unit quizzes (15%)
- Measurement project (10%)

#### B-Contract Assignments

- Algebra unit tests (5%)
- Algebra gizmo assignments (5%)

#### A-Contract Assignments

- Algebra final test (5%)
- Algebra discussions (5%)

\_\_\_ I understand the contract for grades above; if I do not, I will ask my Learning Manager.

\_\_\_ I understand that I need to complete all of the required assignments at a passing grade in order to pass this class.

\_\_\_ I can complete additional assignments to raise my grade. I can work on these throughout the term but they will only be applied to my grade if I have completed all of the required assignments.

My goal is to receive the following grade in Algebra \_\_\_\_\_

### ACADEMIC INTEGRITY STATEMENT

I, \_\_\_\_\_, understand being an online student, and working at a distance from school allows me flexibility and responsibility at the same time. I agree that by signing this statement of assurance of academic integrity that all work submitted by me is completed by me at all times. I know and understand that allowing another individual to complete work while signed in as me on electronic curriculum or to turn in work with my name that was completed by another person is a violation of school

policy. Taking another person's words without credit or plagiarizing work is also a violation of school policy. Students should be aware that cutting and pasting information off the Internet is plagiarizing. If Wolf Creek staff suspect that work has been completed by anyone other than myself I can and will be asked to submit to an oral or written final (with no notes of any kind) to guarantee that I have mastered the needed concepts and standards in the course. In addition, if a Wolf Creek staff member believes that work has not been completed by me in its entirety, I will not receive credit for the class in question. Finally, if confusion or doubt still exists surrounding my academic integrity I can be suspended or expelled from Wolf Creek as appropriate.

I also acknowledge that by having another person complete my school work that I am only cheating myself and that in the end I will not have mastered needed concepts and standards to progress to other course work at Wolf Creek.

**MIDTERM REPORTS/REPORT CARDS**

Mid-term progress reports will be mailed at the mid-point of each term. Final report cards for the term will be mailed at the end of each term. If at any time there are concerns regarding students' progress they should be addressed with the individual Learning Manager.

If you do not receive a report card, please notify Wolf Creek immediately. Any course not complete by the end of term will earn a grade of "F" on the student transcript. Please see the school calendar for term dates.

**HONOR ROLL**

The honor roll is compiled at the end of each grading period. Students with a grade average of B or higher will be on the honor roll. Students earning a grade point average of 2.66 or higher will be listed in the Honor Roll The following point system is used to average grades:

- A = 4.00                    B- = 2.66                    D+ = 1.33
- A- = 3.66                    C+ = 2.33                    D = 1.00
- B+ = 3.33                    C = 2.00                    F = 0
- B = 3.00                    C- = 1.66

**GRADUATION CREDIT REQUIREMENTS**

Diplomas will be granted when the student meets all graduation requirements and/or obligations. It is the school district policy #613; to receive a diploma, a student must:

1. Pass the MCAII in reading, mathematics, and written composition as per state requirements or higher guidelines.
2. Complete 26 course credit requirements in specified classes, as established by the school board.
3. Return all materials and pay all fines, charges, etc.

4.0 credits Social Studies	1.0 credit Phys Educ	.25 credit OTIS
4.0 credits English	1.0 credit Art	8.25 credits Electives
3.0 credits Mathematics	.5 credit Careers	
3.0 credits Science	1.0 credit Health (.5 for 2009,08,07)	

For students to be listed in the commencement documents they must have earned at least 21.0 credit by the end of term 3. For students to participate in commencement ceremony, students must complete at least 25 credits by the deadline.

Any questions about course requirements should be addressed with Learning Managers as students work on the Individual Graduation Plan (IGP) process.

## GRADE PROGRESSION

The MN Department of Education (MDE) has granted TRIO Wolf Creek School the status of Continuous Learning Year (CLY). This status allows TWC to provide a summer session to our students at not cost to them; in addition, this status allows students to accelerate their learning, to catch up on credits, and to graduate early if students choose to do so. Because of this status, MDE requires that students at TRIO Wolf Creek are assigned their grade level status based on the number of credits earned rather than on the number of years spent in school.

CLY programs can earn over 1.0 ADM for funding. Students taking advantage of the CLY option allow the school to earn up to 1.2 ADM for funding. Due to the school earning the additional funding over the years, students may exit/graduate early after obtaining the required credits needed to graduate. This may limit the students' ability to enroll in other alternative programs. In addition, students must be coded as a senior (based on their credit level) on the Skyward Reporting System in order to be eligible for graduation.

The grid below details how student's progress into the next grade based on credits earned. This procedure was passed by the School Board and is in effect for all students starting in the 2007-08 school year. Students will be coded upon entrance to the school and at the beginning of fall term each year. In addition, students may request a status change by filing the appropriate form with the Dean of Students. This form must be given to the Dean of Students by the end of 3<sup>rd</sup> quarter. Approved status changes will occur on May 1<sup>st</sup> of each year.

This credit-based determination of grade level applies to the MCA-II testing each year. Because of this, students must adhere to information received concerning their testing requirements each year. Students must attend all required testing even if students have taken a test in a prior year. For example, if students took the 10<sup>th</sup> grade reading test last year but have not progressed to 11<sup>th</sup> grade status, those students will be required to take the 10<sup>th</sup> grade reading test again this year.

Grade	Credits progress low	Credits progress high
9 <sup>th</sup>	0.0	5-8
10 <sup>th</sup>	5-8	10-13
11 <sup>th</sup>	10-13	17-19
12 <sup>th</sup>	17-19	26

## CONTINUOUS LEARNING YEAR NOTICE

Please note Wolf Creek Online High School's Continuous Learning Year (CLY) Program is a program that allows for acceleration of credits for students. The program is an incentive program for student who wish to graduate sooner from high school than they would have without participating in the CLY program.

Please be advised that, although early high school graduation is advantageous to some students, it may not be the right choice for all students. The following provisions should be considered when enrolling at Wolf Creek Online High School:

- Students will be a fully enrolled student with the assumption that enrollment will continue until a diploma is earned.
- Students participating in a CLY program may have limits placed on other additional credit options later in the school year, such as ALC credits.
- Some health insurance companies will not cover a student on a family health plan after the student has graduated from high school; please check this status with individual health providers.
- Early graduation means that students may no longer be eligible for PSEO options through the state of Minnesota. Students who have concerns should contact their PSEO representative.

- Enrolling for summer may mean students are transferring from another school entity. According to the MN State High School League this transfer would result in the student being ineligible to participate in MSHSL sports for one full year at the varsity level. Students should discuss their individual situations with the MSHSL at <http://www.mshsl.org/mshsl/index.asp>.

Please be sure that this is the right option for your student before proceeding with enrollment.

### **COURSE WITHDRAWAL**

Any student who registers and is enrolled in a course for 15 school days will be considered enrolled in that course for the term. If a student withdraws from a course after the 15 day cut off, a grade of F/Failure will be given. If course withdrawal is made prior to 15 day cut off, the course will not appear on the student's transcript.

*For summer session only:*

Any student who does not turn in work for "5" consecutive days in summer session will be dropped from summer session and may jeopardize their enrollment at Wolf Creek in the fall. Students may be required to attend lab on those days that we are open. If the 5 day drop due to no work occurs after the student has been enrolled for 15 days, an "F" will go on the transcript.

### **SCHOOL WITHDRAWALS AND TRANSFERS**

All changes need to go through the students individual Learning Manager and Dean of Students.

### **E-MAIL ADDRESS RELEASE**

Student email addresses may be forwarded to other students for instructional purposes. We strongly recommend students create a Wolf Creek email account using the format delivered in the OTIS course. Signing this handbook authorizes Wolf Creek to release your email address for educational use.

### **USE OF TECHNOLOGY/INTERNET**

Students are personally responsible for appropriate behavior using the internet, technology and the network. Access to network services is given to students who act in a considerate and responsible manner, and that access is a privilege, not a right. Our network and storage systems may be reviewed by staff to maintain system integrity and ensure responsible system use. Please review policy #524 for full details.

#### **Students may not:**

- Visit inappropriate websites.
- Send, display or print offensive language.
- Damage computers, systems, networks or other technology tools.
- Violate copyright laws including loading or copying copyrighted software.
- Plagiarize someone's work or use others words without giving proper credit.
- Use or attempt to acquire another's password.
- Trespass in another's folders, disks, work, or files.
- Intentionally waste limited resources (i.e. disk space, paper, etc).
- Load unauthorized software on school computers (such as games, viruses, etc).
- Use the network or computer for commercial or illegal purposes.
- Sign in to another student's course work.

*Violations may result in the loss of access as well as other disciplinary and/or legal action.*

## **ATTENDANCE PROCEDURE**

***Because work completion is the determining factor of attendance, students must turn in assignments every week to be in attendance.*** Regular attendance via work completion, logging in online to educational programs, and lab requirements are the foundation of a successful school experience and essential to the educational program. Regular communication, 1-2 times per week, with your Learning Manager is expected each week.

Any student who does not turn in work for "5" consecutive days will be considered truant and a process that includes school and county interventions will begin. Paperwork will also be filed with the student's resident county as necessary. If a student is not completing work in a satisfactory manner, a series of letters stating this will be mailed home. Students can also expect to receive emails and phone calls from your individual Learning Manager.

School work must be turned in on a weekly basis. Online curriculum must be submitted for the Learning Manager to receive it. Any projects or offline work must be turned in weekly; please see the course outlines for suggested due dates. Keeping up with suggested due dates will assist students in on-time course completion.

Please note the following items:

- Attendance is defined as work completion; therefore, work completion is required for enrollment.
- By law, students will be dropped from enrollment in Wolf Creek when they have not attended (as defined in Policy 503) for 15 consecutive days.
- Attendance applies to all students; truancy applies only to student under 18 years old.

## **CAMPUS HOURS**

Campus is open to students on Tuesdays and Thursdays from 7:30 a.m. to 2:00 p.m. Wolf Creek campus is located at 10363 Liberty Lane in Chisago City, Minnesota. A weekly face-to-face lab component is expected; for a five day school week, five hours of lab attendance are expected.

Students will need to be dropped off and picked up accordingly. Students are welcome to meet for a ride home at a public place determined by the parent/guardians such as the public library, but students are not able to stay at Wolf Creek past hours. Please watch the monthly lab calendar and email reminders for possible closures.

Reminder: Wolf Creek is an online learning school; therefore, off campus school work hours beyond these lab times are required of all students. Since you are choosing an independent learning model, we encourage an adult at home to supervise students as needed.

Wolf Creek campus will also be open one night each month for evening lab hours. We encourage students who are behind on course work to utilize these dates. Please see the school calendar available at our website under student information for dates. Students must be meeting all expectations and granted a lab waiver to be excused from weekly labs.

## **CAMPUS CHECK IN**

When attending campus, each student must sign in at the front desk. It is also imperative that students check with their Learning Manager both when signing in and signing out of campus. This allows open communication for updates, to have an opportunity to check on any course work questions, or to get needed materials from your Learning Manager. Please be reminded that visitors, including friends and parents, need to stay in the front lobby.

While on campus name tags are required for safety. It is expected that students will be working on school work while on campus. Instant messaging, web browsing, and inappropriate use of technology will be considered violations and dealt with appropriately.

It is not a requirement of Wolf Creek for students to be in lab to earn credit, unless the student is enrolled in a course that requires attendance. If a student has a reason for requesting a lab waiver, it may be honored. If students are disrupting other students while in lab, they may be asked to leave lab for the day or a longer period of time based on the fact that lab is not a requirement for credit at Wolf Creek. If a student is asked to leave lab transportation plans for the student may need to be altered.

## **LAB EXPECTATIONS**

- All students are to sign in when they are at campus.
- All noise levels (talking, music, etc.) are to be kept to a minimum at all times while in the computer lab areas.
- Language, gestures, and dress code in lab will be appropriate for school use. If there is a problem in any of these areas, students will be sent home for the day by the Director.
- Socialization will be kept to a minimum and will not be used to disrupt other students at any time. Students are encouraged to take breaks in the Great Room when needed.
- Breaks should last 10 minutes for each hour that the student is in lab.
- Respect for other students and staff will be maintained at all times. Respect for staff time means being on time for any testing or speakers. If you are late, you may not be allowed to participate in these events which could result in failure to earn credit.
- Students must be on time for testing and speakers.
- Students will respect all school property and grounds.
- This program is designed for independent mature young adults. If you do not wish to continue in this program, Learning Managers will help you find a program better suited to your individual needs.
- The flexibility that currently exists is a privilege. If behavior is a problem, flexibility can and will be eliminated.
- Limited cell phone use/ text messaging is only allowed in the Great Room.
- The Wolf Creek facility, grounds, and parking lot are tobacco free. If staff members see tobacco products, they will confiscate the products and call the local police. Any student consuming tobacco products underage and near school property will be reported to the local police.
- Students can sign out of campus only one time each day; there is not an open door policy. Once students leave they are not allowed to return unless granted lunch privileges. Students who think they have open lunch privileges should contact their Learning Manager to confirm this prior to leaving the building.
- Wolf Creek is not responsible for students who have left the building.

## **H1N1 NOTES /ATTENDANCE LINE**

This year the Minnesota Department of Health is expecting H1N1 to be widespread throughout the state. If you get the flu please notify your Learning Manager as soon as possible. You should also call 651-213-2032 to report your illness. It is important that you do this any school day that you are sick – whether it is a campus day or you are working at home. Please be advised that the Wolf Creek protocol is that students must be fever free for 24 hours before coming to campus for any reason

## **OPEN LUNCH POLICY**

For students to be issued lunch privileges and be allowed to leave campus; they may not be on academic probation and a parent must sign and return the Open Lunch Privileges form. These students may sign out for lunch for a period of 30 minutes between 11:00 and 1:00. If at any time, students are not making satisfactory academic progress their lunch privileges will be revoked.

Students wishing to leave campus for lunch must first check with their LM to ensure that they are not on academic probation. Academic probation can occur if and when a student does not complete course work in a timely manner. From time to time, it may become necessary for a student's progress status to be changed during a term.

Parent/guardians should understand that by signing the open lunch privileges form, they are allowing their students to leave campus and not be supervised under the authority of school personnel. If students leave for lunch and do not return, they are considered signed out for the day. We strongly suggest that you discuss your expectations with your students before issuing them open lunch privileges. . Any student that signs out for lunch without lunch privileges will not be allowed to return to campus that day.

## **ORDERING LUNCHES**

School lunches must be ordered by 10AM. Students who wish to order school lunch are expected to sign up at the front desk for lunches and payment. If you wish to create a Wolf Creek lunch account or use your lunch account created at Chisago Lakes Schools, money may be deposited accordingly with the front desk at Wolf Creek. If you know that you will be arriving after 10AM but will need a school lunch for a specific day, you can arrange this with the front desk in advance.

Snacks and frozen food are also available for purchase in the Wolf Creek café, as well as, vending machine access during all school hours.

## **SCHOOL BUS TRANSPORTATION**

Hunt's Transportation/Chisago Lakes School provides bus transportation. Only students who live within the Chisago Lakes School District border are eligible to ride the bus. Students will be expected to follow all bus rules, show appropriate respect for the drivers, treat school buses with care, and contribute to a safe and orderly environment while using the bus service. Students riding the bus must act appropriately on the bus; the ability to ride the bus is a privilege, not a right.

Specifics on times and bus numbers depends on your home address. If you need more information on your neighborhood bus please contact the Director, Tracy Quarnstrom, at 651-213-2017 with at least 24 hours notice to get these specifics.

*Wolf Creek students will ride their neighborhood bus to Chisago Lakes High School in the morning. Students will change busses at the high school and join the Pathway to Change (PTC) students. After dropping students at PTC the bus will continue to the Wolf Creek location. In the afternoon Wolf Creek students will shuttle over to the Middle School to catch neighborhood buses home.*

## **EXPERIENTIAL LEARNING-OFF CAMPUS**

Throughout the year students and staff will make arrangements for school events. Students who have successfully completed academic credits each term will receive an incentive based on course completion. Previous events have included trips to museums, theatrical events, athletic events (bowling, skiing, rock climbing), and on campus events including focus month, free lunch, and the spring BBQ. Based on course completion students will be invited to these activities free of charge or at a reduced rate. Other students will be invited to pay their own way.

## **ACADEMIC PROBATION**

This term used to indicate that a student is not making adequate progress toward completing credits and earning a diploma. Once a student is placed on academic probation, the expectations for emails, school work, and lab hours may increase. A student on academic probation who does not meet the new requirements will be subject to truancy procedures and school policies as appropriate. Students on academic probation are not eligible for open lunch privileges, lab waivers, or participation in specific classes.

## **SPORTS PARTICAPATION PROCEDURE**

Wolf Creek requires that a student interested in participating in a sport/activity through the cooperative agreement with Chisago Lakes must notify the Director of their intent at least one month before the first practice for the sport/activity.

In addition, the Wolf Creek student must pay \$50.00 to TWC for the paperwork involved in registering with the MSHSL. If the student participates in the sport/activity for at least one month they will be refunded \$25 from TWC. All other Chisago Lakes fees pertaining to sports/activities will apply to the student as well.

## **EIGHTEEN YEAR OLD PROCEDURES**

All students regardless of age must adhere to the same rules and regulations. If a student age eighteen or older is no longer being claimed as a dependent on a parental income tax form or is an emancipated minor they should contact their LM to complete additional forms in this regard.

## **STUDENT FINES/OBLIGATIONS**

In order to encourage students to take care of books, materials, equipment, etc., it is necessary to charge fines and/or payment for lost or damaged articles. If a student owes fines or other obligations, the following consequences may be imposed: grade of incomplete, delayed registration, withheld report card, suspension, and other consequences.

The school will charge an appropriate replacement fee for textbooks, CD's, library books and other supplies lost or destroyed by students.

## **CAREER PLANNING AND POST-SECONDARY EDUCATION**

Scholarship information, college catalogs, resource manuals, and programs are available on our website and in the resource area on campus. College and military representatives may be scheduled at campus. Senior college visits may be arranged also. Please contact Cassie Gaede with questions at 651-213-2055 or [cgaede@chisagolakes.k12.mn.us](mailto:cgaede@chisagolakes.k12.mn.us).

## **CREDIT FOR LEARNING**

A student may request credit under the procedure of "*credit by assessment*". This means that you can do a project or activity outside of school and show that what you learned and performed is equal to the rigor of the standard had you taken it in a school course. You and your parent must submit an

application and provide enough evidence to show that you met the standard. Application for first and second term courses must be made by April 15<sup>th</sup> of the preceding year. Application for third and fourth term courses must be made by November 1<sup>st</sup> of the school year. See the Director for all forms and information.

Testing out of some course work is also an option in objective based course work. For more information about this option please see the Director.

### **PSEO (Post Secondary Enrollment Option)**

Students must complete college placement exam, if required. Students need to see the Dean of Students to complete the PSEO contract. Students are responsible for bringing their college schedule to the Dean of Students. Please consult the Student Information link at [triowolfcreek.com](http://triowolfcreek.com) for details.

Due to the small class sizes at Wolf creek; we will reference the local school districts, Chisago Lakes Schools, GPA guidelines. Our district guidelines for to participate in PSEO recommend that for student success in PSEO that students also meet the Chisago Lakes requirements (this GPA requirement will be at least 3.0) In addition, the 10th grade PLAN test results will be used for PSEO placement. Based on the fact students must be in attendance for the PLAN test.

### **SOCIAL NETWORKING DISCLAIMER**

Please note that all staff members of Wolf Creek are mandatory reporters by law. This means that if any staff member views a social networking page of a student with inappropriate or harmful information on it they have no choice but to report the information. It is important to understand that information that you are sharing with the world on social networking sites will be viewed by many people. Please think carefully about what image you are portraying on any websites you choose to create.

### **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. Announcements will be made on WCCO-AM Radio (830), Channel 4 TV - WCCO, Channel 5 TV - KSTP, or Channel 11 TV - KARE. Often the school name is abbreviated due to space; please look until the T's for TRIO Wolf Creek Charter closings. Due to our bus services contract with Chisago Lakes, Wolf Creek will close if Chisago Lakes closes. In some instances Wolf Creek may close even if Chisago Lakes decides not to close so please watch for the notifications. Notices will also be posted in the school website and emailed to families. Please also note that on days that students are not required to be in lab that we will not run school closing notices as students in an online learning school can work at home during any inclement weather conditions.

### **EMERGENCY DRILLS**

Classrooms have posted procedures for fire, tornado, and lock down emergencies. Several emergency drills will be conducted during the school year as required by law to ensure each student knows what to do in each situation.

### **EMERGENCY INFORMATION**

Emergency health forms are sent home each fall for parents/guardians to review and report their student's important, current health information. Parents/guardians are not legally required to supply health emergency data, however, school staff will not be able to respond thoroughly and safely without current health information on file. All private information will be handled in accordance to School District policy as well as State and Federal laws. Parents/guardians also will be asked to supply home and work phone numbers for themselves and for local emergency contacts. Please inform these individuals you are listing them as contacts.

## **IMMUNIZATIONS**

State law requires that every student who is admitted to public school must have evidence on file at school of the following completed vaccinations: diphtheria, tetanus, whooping cough, (pertussis) given as DTaP or DTP; polio; measles, mumps rubella given as MMR; and 3-dose hepatitis B series. All private information will be handled in accordance to School District policy as well as State and Federal laws.

## **EDUCATIONAL BENEFITS**

The administration at Wolf Creek is requesting that each student complete this form for demographic purposes. Even if you do not feel your student would qualify for the lunch benefits, it is very important for Wolf Creek, as a charter school entity, to have this data for federal title funding. Please contact us for an application or download the form from our website.

## **EDUCATIONAL TAX CREDIT REMINDER**

All families should investigate the educational credit tax deductions that may be available to you. We encourage you to discuss these items with your tax specialist to see if you qualify. The following is general information on what is allowable under the tax credit. Each individual will need to consult with your own tax specialist to see if you qualify for the educational credit.

- Computer hardware and educational software, maximum \$200 for subtraction and \$200 for a credit (if income qualifies)
- Software purchased to access the internet but not monthly service providers  
(Cited from <http://nvo.com/verbout/mneducationdeductions/>)

## **INSURANCE**

Medical and dental insurance coverage for a child is the responsibility of the parents/ guardians; Wolf creek does not carry such coverage on students. Parents are now able to purchase student medical coverage for their students through Wolf Creek by using Special Markets. More information is available on our website under "Student Information" or visit [www.k12specialmarkets.com](http://www.k12specialmarkets.com) , input TRIO Wolf Creek for school and MN for state.

## **PARENTAL OR GUARDIAN ACCESS TO STUDENTS**

The school must receive evidence that a parent or other adult is prohibited from normal or parental rights of access to a child through a legal document as in the case of divorce, separation, or custody. Such information should be presented to and discussed with the Director.

## **LOST OR STOLEN ITEMS/LOST AND FOUND**

Wolf Creek is not responsible for lost or stolen items. The school will make every effort to help find student property that appears lost or stolen. We ask students not to bring valuable property to campus. A lost and found area is kept in the Directors office. Should a student lose property on campus, he/she is encouraged to report this to their Learning Manager. They will file a theft report, which is often valuable in filing claims with the homeowner's insurance.

## **BOARD POLICY**

In addition to summaries included all school board policies are available on our website [triowolfcreek.com](http://triowolfcreek.com) or upon request from our director's office. If you have questions or concerns about any of these published policies please contact the Director.

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (commonly referred to as FERPA) will dictate that the Wolf Creek Charter School will make no policies that that deny parents the right to: inspect and review

education records, seek to amend education records, and consent to the disclosure of personally identifiable information from education records except as specified by law. For more information on FERPA and other data privacy matters please consult our school website under legal and required policies.

**DIRECTORY INFORMATION/TENNESSEN WARNING**

Directory information is public unless a request has been received from a parent/guardian or student that such information items are not to be disclosed without their prior approval. Directory information includes student names, addresses, telephone number date and place of birth, participation in officially recognized activities and sports, height and weight of member of athletics teams, dates of attendance, degrees and awards received. If a parent objects to any of the information being released, please send written notice.

**INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

There are occasions in which persons other than School District officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the School District. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school days. The primary purpose of schools is to educate students. Because a safe and secure environment fosters the learning process, the schools will cooperate with appropriate outside agencies. These agencies must follow certain procedures. The school will not interfere with this exercise. The agencies must, however, communicate with the building director’s office regarding their activities prior to the action. The director’s first concern will be the educational process and will ask that the educational interference be minimized

**OBSERVATION OF RELIGIOUS HOLIDAYS**

Public schools cannot be used for religious purposes, but rather must be neutral with respect to religion. If religious holidays are observed by students or school staff, certain guidelines must be followed. Please contact the Director before engaging in activities which may be in violation of school policy.

**ASBESTOS HAZARD EMERGENCY RESPONNS ACT**

The federal Asbestos Hazard Emergency Response Act (commonly referred to as AHERA) requires that public schools document any asbestos materials contained within their school buildings. At this time the Wolf Creek Charter school building does not contain any asbestos materials to our knowledge.

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## New Break/lunch schedule notations

**Please note that we know that the flexibility that once existed at Wolf Creek is diminishing but the level of compliance with break times from students is also diminishing and so this action is necessary for student supervision and safety.**

**Violation of any of these policies will result in students leaving lab for the day or an extended period of time.**

Beginning on November 10<sup>th</sup> the following procedures will be instituted for all students who wish to take breaks outside of the lab areas while at school on Tuesdays and Thursdays.

- Breaks are limited to 10 minutes of break time for each hour of work completed in the lab area.
  - This means that you cannot come into school and immediately take a break as you have not completed work for one hour.
  - Lab monitors in lab may ask to see the work completed in that hour since listening to music and texting while in lab does not constitute working and does not result in earning a 10 minute break time. *Evidence of work completed would be Moodle lessons submitted, NovaNET lessons submitted, or essays and research paper progress to show the lab monitor when asked for it.*
  - If lab monitors need to talk to student during that previous hour about lab behaviors (beyond one warning) the privilege of taking a break will be forfeited.
  - Student wishing to take breaks together will need to ensure that each student in the group who wishes to take breaks together has been working and has earned a break.
- In order to take a break while in lab students must earn the break through work completion as depicted above.
- Once a break is earned the student must sign out of lab through the lab monitor and receive a plastic break pass which will include the time that the student checked out in lab. Only a limited number of break passes are available at any given time as only a limited number of staff will be available to supervise the Great Room at any given time. Students in the Great Room must clearly display their break pass so that staff know they are on break and when they need to return to lab. The break pass must be displayed on your person (it will include a wrist mechanism).
  - Any student who does not have a break pass will be asked to leave the Great Room if entering the Great Room for any reason.
  - If a student does not have a break pass and leaves the lab to talk to a LM or use the restroom this should be the only action taken by the student. IE the student should not become distracted and start talking to friends in the Great Room when they do not have a break pass or they will forfeit breaks for that day.
  - When students return on time from breaks they will sign back in with the lab monitor and give the break pass back. If students are late back from break on more than one occasion (first warning) they will forfeit breaks for the day.
  - When students need a longer lunch break (and are staying in the building for the entire lunch break) the time returning can and will be adjusted by the lab monitor present in the labs. If you are staying in the building for lunch the maximum amount of time allowed is 30 minutes. If you plan to leave for the building for a portion of your lunch break please see the notations below for procedures.

### Working in the Great Room Notations

- If students choose to work in the Great Room this will be evident by them sitting at assigned work tables and them working.
- Students working in the Great Room will not talking to students on break at any time.
- Students working in the Great Room who need a break will be able to obtain a break pass from the lab monitor in the labs or the Front Desk.

### Lunch Privilege Notations

- Open Lunch is a privilege that is earned by being awarded privileges by your LM for work completion and also by turning in a required lunch privilege form from your parent or guardian.
  - When signing out for lunch the student must have lunch privileges and be listed on the lunch privileges sign out sheet.
  - If a student pretends to have lunch privileges and takes the sign out but does not find their name and leaves for lunch anyways they are not welcome back in the building. In addition they can and will forfeit lunch privileges for the remainder of the quarter or the year depending on the situation.
  - Students must accurately mark the time they are leaving for lunch on the sheet each and every time or forfeit lunch privileges.
  - Students may not leave for lunch until 11am and loitering from 10:50 until 11 is no longer acceptable ( see break notations above)
  - Students are not allowed to sign out for the day on the regular lab sign in sheet and come back to catch a ride home or talk to friends, once you are signed out for the day you must leave campus immediately and are not allowed to return that day.
  - Open lunch is 45 minutes in length at the maximum and if student both leave for lunch and order a school lunch it must be done within that 45 minute period or lunch privileges will be forfeited. In order to monitor this process when returning from open lunch and still wishing to eat the student must receive a written post it break pass from the front desk that states how long the student can be out in the Great Room to eat. Without the lunch pass you will not be allowed in the Great Room area.

**Finally and maybe most importantly Students are not allowed to be signed out and still in the building at Wolf Creek for any reason!** This includes waiting for a ride to pick you up--Waiting for the school bus--Watching tv and being done working for the day. When students are in lab they are signed into lab for safety reasons.

## II. RULES OF CONDUCT

### 1. Violations against school

#### Administrative Procedures

#### Minimum Disciplinary Action

**(NOTICE: CRIMES WILL BE IMMEDIATELY REPORTED TO THE JUVENILE  
AUTHORITIES AND/OR POLICE)**

- |  |   |
|--|---|
| A. Truancy/absenteeism   | A. Referral, detention, suspension, parent/guardian conference and/or notification, court reference, loss of school privileges. |
| B. Tardiness, excessive  | B. Detention, parent/guardian notification,   |
| C. Willful disobedience - refusal to follow published school rules and regulations   | C. Detention, parent/guardian and notification, loss of school privileges, and suspension.                                      |
| D. Continued willful disobedience - repeated refusal to follow school rules and regulations after conference resulting from first violation. | D. Suspension, parent/ guardian conference, possible expulsion.   |
| E. Defiance of authority – willful refusal to follow legal direction/order given by a staff member.  | E. Dismissal, parent/guardian conference upon return, detention, suspension.  |
| F. Disruptive behavior - actions which interfere with effective operations of the school.  | F. Student conference, detention, suspension, loss of school privileges.  |
| G. Cheating - the act of willfully obtaining, giving, or using of information on a test or assignment that distorts the true evaluation      | G. Students found to be cheating will be subject to but not limited to reduction in grades, removal from                        |

of what a student knows or has achieved. class, suspension, exclusion and expulsion. An "F" grade will be assigned for the test or work in question.

H. Driving and parking lot violations - failure to follow the rules and regulations of the Driving and Parking Lot Contract. H. Loss of privileges, detention, suspension, parent notification.

### **Violations Against Property**

#### **Administrative Procedures**

#### **Minimum Disciplinary Action**

A. Willful damage of school property  
Any student who willfully cuts, defaces, or otherwise injures in any way any property, real or personal belongings to the school district is liable to suspension or expulsion and the parent or guardian shall be liable for all damages so caused by their child.

A. Detention, suspension, loss of school privileges, restitution.

B. Willful damage to property of staff members and others

B. Parent/guardian notification, detention, suspension, restitution.

C. Theft

C. Detention, suspension, and parent/guardian notification. The guilty student is responsible for the cost of repair or replacement of the damaged or missing property.

D. Robbery/Extortion-

D. Mandatory, immediate notification  
The obtaining of property from another where his/her consent was induced by use of force or a threat of force.  
suspension, possible expulsion.

E. Trespassing/Unauthorized use of school property- the unauthorized/illegal use of school property for non-school sponsored events.

E. Parent/guardian conference.

## 2. Violations against person

<u>Administrative Procedures</u>	<u>Minimum Disciplinary Action</u>
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A. Assault (verbal/physical)- Assault is doing an act with intent to cause fear in another or immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another.

A. Notification of parent/guardian notification; suspension; detention; expulsion.

B. Bringing/Storing dangerous school property- Students may not bring, possess, or store a gun or any other dangerous weapon or facsimile in school, in a school vehicle, or on school property including vehicles parked in the school parking lot. Dangerous weapons also include knives as well as other devices that could cause bodily harm or injury. Pocketknives should not be carried to school.

B. In most case, federal and state laws mandate expulsion for this conduct. Weapons on

C. Aggravated assault-aggravated assault- is committing an assault upon the person of another with a dangerous weapon or an assault which inflicts great bodily harm upon the person of another.

C. Mandatory, suspension and possible expulsion.

D. Fighting - mutual combat in which both parties have contributed to the situation by verbal

D. Suspension, possible expulsion.

and/or physical action.

E. Aggressive behavior - any physical behavior (pushing, shoving, kicking, etc.) that disturbs the educational order.

E. Detention, suspension, parent conference, possible expulsion.

F. Harassment- participating in, or conspiring for others to engage in harassing acts that injure, degrade, or disgrace other individuals.

F. Refer to district harassment policy.

G. Hazing- Committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

G. Refer to district harassment policy.

H. Interference/Obstruction - any action taken to attempt to prevent a staff member from exercising his/her lawfully assigned duties.

H. Dismissal, suspension

I. Verbal abuse/gestures - Threatening Language, vulgar/profane language, Inappropriate gesturing/remarks.

I. Parent/guardian notification, immediate dismissal, suspension and detention.

J. Disrespectful language/conduct- comments and/or conduct directed toward any school employee which demonstrates a lack of respect.

J. Dismissal, detention, suspension, parent/guardian notification.

### **3. Chemical Use; Dangerous, Harmful, and Nuisance Substances**

#### **Administrative Procedures**

#### **Minimum Disciplinary Action**

A. Alcohol- possession, use or being

A. Mandatory confiscation,

under the influence of any alcoholic product while on school grounds/time or at school sponsored activities.

parent/guardian notification; suspension; referral for chemical evaluation and/or treatment;

B. Tobacco- possession or use of any tobacco product by a student while on school grounds/time or at school sponsored activities.

B. Confiscation; parent/guardian notification; suspension; notification of law enforcement, infractions are accumulative

C. Dangerous, harmful and nuisance - possession, sale, distribution or use on or off school premises/time of any controlled substances or drug paraphernalia as defined in Minnesota Statute 152.02.

C. Mandatory confiscation, immediate notification of parent/guardian: suspension; referral for chemical evaluation and/or treatment; infractions are accumulative.

## 5. Bus Misbehavior

### Administrative Procedures

### Minimum Disciplinary Action

A. Inappropriate behavior on School Bus (see School Bus Rules) – Bus drivers are responsible for the orderly conduct of students while they are on the school bus.

A. Parent/guardian conference, written report sent to parent/guardian; suspension; revocation of bus riding privileges; infractions are accumulative.

B. Repeated inappropriate behavior on the school bus.

B. Denial of transportation on the school bus.

## 6. Other Violations

### Administrative Procedures

### Minimum Disciplinary Action

A. Gambling- the playing of a game of chance of paraphernalia, detention,

B. Disorderly Conduct- engaging in offensive, or abusive language or in boisterous and noisy conduct intending to arouse alarm, anger or resentment in others, or is disruptive to the school climate.

C. Forgery/Signature falsification  
falsifying signatures or dates;  
proper identification or giving false identification when requested to do so by a staff member.

D. Unauthorized distribution- distribution or possession of literature on or near school property or inflammatory, libelous, slanderous, or otherwise unauthorized material.

E. Fires and false fire alarms -  
Arson- the intentional destruction or damage to any school building or property by means of fire or explosives.

F. Internet violations-failure to use the internet in an appropriate, educational manner. Please Refer to the TRIO Wolf Creek Internet Technology Policy found in this handbook.

G. Lighter/matches: Possession/or use of is strictly prohibited on school grounds.

A .Student conference, confiscation of for stakes.

possible expulsion.

B. Detention, suspension, referral obscene, law enforcement.

C. In-school suspension, detention.  
refusal to give loss of school privileges.

D. Detention, parent/guardian conference. suspension.

E. Suspension, recommendation for expulsion.

F. Detention, suspension, expulsion, loss of credit, reduction of grade, Parent notification. Loss of access.

G. Confiscation, detention and suspension.