

# Parent/Student Handbook

Summer Session 2009

**TRIO Wolf Creek**

**Distance Learning Charter School #4095**



**TRIO WOLF CREEK**

DISTANCE LEARNING CHARTER

Mailing address: 13750 Lake Blvd, Lindstrom, MN 55045

Campus address: 10363 Liberty Lane, Chisago City

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 TRIO Wolf Creek.*

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

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

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

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

**Return this page to TRIO Wolf Creek by Thursday, June 25, 2009.**

## Parent/Student Handbook – Summer 2009

The staff and board of directors at TRIO Wolf Creek Distance Learning Charter School 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

The Parent/Student Handbook is designed to help parents/guardians and students become familiar with the school, as well as policies and procedures. The handbook offers general information which will be useful throughout the school year. In addition to summaries listed in the handbook, legal required and recommended policies are passed by our School Board and are accessible at our website: [www.triowolfcreek.com](http://www.triowolfcreek.com).

**Best Wishes for a challenging and rewarding summer!**

TRIO Wolf Creek Staff and Board of Directors

### Summer Staff Contact Information

**Director/Social Studies Specialist**

• **Tracy Quarnstrom**

Phone: 651-213-2017

[tquarnstrom@chisagolakes.k12.mn.us](mailto:tquarnstrom@chisagolakes.k12.mn.us)

**Dean of Students /Science Specialist**

• **Brenda Swanson**

Phone: 651-213-2037

[bswanson@chisagolakes.k12.mn.us](mailto:bswanson@chisagolakes.k12.mn.us)

**Learning Manager; Summer Coordinator  
English Specialist**

• **Stacy Bender**

Phone: 651-213-2053

[sbender@chisagolakes.k12.mn.us](mailto:sbender@chisagolakes.k12.mn.us)

**Learning Manager;  
Special Education**

• **Kelly Legg**

Phone: 651-213-2054

[klegg@chisagolakes.k12.mn.us](mailto:klegg@chisagolakes.k12.mn.us)

**Learning Manager  
Math Specialist**

• **Sandy Flint**

Phone: 651-213-2067

[sflint@chisagolakes.k12.mn.us](mailto:sflint@chisagolakes.k12.mn.us)

**Learning Manager  
Social Studies Specialist**

• **Cassie Gaede**

Phone: 651-213-2055

[cgaede@chisagolakes.k12.mn.us](mailto:cgaede@chisagolakes.k12.mn.us)

**Learning Manager  
Science Specialist**

• **Lindsay Jarombek**

Phone: 651-213-2052

[ljarombek@chisagolakes.k12.mn.us](mailto:ljarombek@chisagolakes.k12.mn.us)

**Learning Manager  
Art Specialist**

• **Emily Stull**

Phone: 651-213-2046

[estull@chisagolakes.k12.mn.us](mailto:estull@chisagolakes.k12.mn.us)

**Learning Manager  
Phy Ed/Health Specialist**

• **Taran Warren**

Phone: 651-213-2035

[twarren@chisagolakes.k12.mn.us](mailto:twarren@chisagolakes.k12.mn.us)

## **BOARD POLICY**

All school board policies are available upon request from our director's office in written form; they are also available on our website [www.triowolfcreek.com](http://www.triowolfcreek.com). If you have questions or concerns about any of these published policies please contact the charter school Director.

## **DRESS AND APPEARANCE**

A student's dress and appearance must be in the best interest of the school with respect to the health, welfare, and safety of the individual and the student body. Proper student dress is the responsibility of the student and parent. However, dress and appearance styles that create a disruption of the learning process will not be allowed.

## **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.

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.

## **GRADING**

A	95% and up
A-	90% and up
B+	88% and up
B	85% and up
B-	80% and up
C+	78% and up
C	75% and up
C-	70% and up
D+	68% and up
D	65% and up

Any work completed below a 65% completion and satisfactory rate will be graded as F.

## END OF TERM DATES

For summer session, all work must be turned in by noon on August 3, 2009. ***Any course not complete by the end of term will earn a grade of "F" on the student transcript.***

## 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 logging in online and lab requirements is the foundation of a successful school experience and essential to the educational program at Wolf Creek. Regular **communication** (1-2 emails or phone calls) **with your Learning Manager** is expected each week.

Any student who does not turn in work or communicate with the LM for "5" consecutive days in summer session ***will be dropped from summer session and may jeopardize their enrollment in the fall.*** Students may be required to attend lab on those days that we are open.

It is easy to turn in work on a weekly basis. Any work on NovaNET or Moodle is already "turned in" via the computer. 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.

Projects or offline work must be labeled with the student's name, course name, task number 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:  
TRIO Wolf Creek @ 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 to at our physical location: 10363 Liberty Lane, Chisago City. *(If it will fit...the box is small so please plan accordingly).*

Students should ***retain a copy of all work turned in*** using any of the above methods in case the work is misplaced. Never turn in an entire packet of work without retaining a copy of all work.