

2018-2019

Area Learning Center School Staff & Telephone Extensions

Principal Kelly Tschudy-Lafean	651-982-3171	Agriculture/Business Ann Tauszell	651-982-3177
Dean of Students Eric Stang	651-982-3188	Art Laura Anton	651-982-3189
Office Staff Nicolle Wollan	651-982-3175	Business Jamie Bullock	651-982-8585
Attendance	651-982-3150	English Lindsay Bednar	651-982-3191
FAX	651-982-3172	Amy France	651-982-3176
Health Office Angie Taylor	651-982-3150	Math Joe Davis	651-982-3177
Police Liaison Officer Matt Karnes	651-982-8348	Teri Gieschen	651-982-3180
Cafeteria Penney Omodt	651-982-8340	Phy. Ed./Health Mike Meier	651-982-3193
Custodian Mike Loescher	651-982-8380	Science Karin Baxter	651-982-3192
Transportation	651-982-8190	Seth Webster	651-982-3179
Superintendent Steve Massey	651-982-8103	Social Studies Glen Berg	651-982-3181
Teaching & Learning Diane Giorgi, Director	651-982-8115	Sara McCormick	651-982-3185
Special Education Kelly Lessman, Director	651-982-8129	Special Education Lisa Landherr	651-982-3196
Chad Erichsrud, Coordinator	651-982-8651	Tammy Lehner, Para	651-982-3194
Weather/Emergency Hotline	651-982-8143	Jenny Wilson, Para	651-982-3194
ALC Conference Room	651-982-8356	CORE Erin Canopy-Science	651-982-3084
Computer Lab	651-982-3187	Kyle Oberg-Math	651-982-3146
		Britt Schachtele-English	651-982-3108
		Technology Billee-jo Martin	651-982-8371

ALC Class Schedule

<i>Breakfast</i>	7:45-7:55
Period 1	7:55-8:43
Period 2	8:46-9:33
Period 3	9:36-10:24
<i>Lunch</i>	10:27-10:57
Ranger Hour	10:57-11:27
Wed-Advisory	10:57-11:27
Period 4	11:30-12:52
Period 5	12:55-2:15

ALC/HS Shuttle Schedule

8:33 ALC to HS	8:43 HS to ALC
9:23 ALC to HS	9:33 HS to ALC
10:14 ALC to HS	10:24 HS to ALC
12:42 ALC to HS	12:52 HS to ALC
2:15 ALC to HS	

Student Conduct-School Discipline Policy-The school board believes that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise responsibility within the school setting. The School Discipline Policy is intended to communicate expectations regarding acceptable conduct in school in order to provide a positive learning environment for all students. The School Board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with State Law, State Board of Education Regulations and School District Policies.

Student conduct and behavior is outlined in the Secondary School Student Code of Conduct. Consequences for violations of the Secondary School Student Code of Conduct will be enforced in accordance with district policies as outlined in the secondary school code of conduct.

Attendance-The Board of Education, Administration and Faculty of FLHS believe that regular school attendance is vital to academic achievement and future life success. Minnesota State Law and Department of Education regulations require daily attendance. Students of Forest Lake Area Schools will be expected to be diligent and punctual in attendance and will be held accountable for absences and tardiness. We ask parents/guardians to follow the procedures listed below and do everything they can to see that their son/daughter attends school regularly. Parents/guardians are encouraged to contact the Dean of Students to discuss attendance concerns.

To Excuse an Absence-The parent/guardian is encouraged to call the Health Office (651) 982-3150 prior to, or the day of the absence. A message may be left on the voice mail system, and should include the name of the parent/guardian, the name and grade of the student, the date of the absence, and the reason for the absence.

Absences not cleared by a parent or guardian, the absences will be considered an unexcused absence or truancy.

Unexcused Absences-Forest Lake Area Schools, in cooperation with the three counties served by the district, utilizes the attendance guidelines of the county juvenile justice systems. Examples of unexcused absences include, but are not limited to:

- alarm malfunctions/ overslept/missed bus
- driver's training
- needed at home/babysitting
- senior skip day
- personal (no reason given)
- senior pictures
- shopping/personal grooming
- visiting
- work
- leaving school without checking out with the Student Services or Health Office

Unexcused absences are considered to be truanies by county officials. If your student has excessive unexcused absences with excessive truanies, he/she may be petitioned to the county under Minnesota Statute 120A.34. Leaving school without permission is considered to be truancy.

If absences are Unexcused or Truant

- Students that have an unexcused or truant absence will receive no credit from their teachers for the activities performed on the day of the absence.
- Students with unexcused absences or truanies will be given appropriate consequences by their Dean or Assistant Principal. Consequences will be progressive with succeeding unexcused absences and truanies.

Excused Absences-Situations arise in which a student will have to be excused from school. Examples of excused absences include, but are not limited to:

- Illness (see note below)
- pre-arranged military visit
- suspensions
- family vacations (see note below)
- family emergencies
- school directed activities
- one-day college visits
- extreme weather (that create unsafe conditions)
- bus transportation problems
- religious holidays (approved by the school board)
- counseling appointments
- doctor/dentist appointments
- court appearance

Note:

- The school reserves the right to require medical verification in cases where student absences are excessive.
- The amount of classroom instruction and work missed can be overwhelming and is critical for future success. While the school recognizes the value of family time and trips, we encourage parents & families to schedule trips to coincide with scheduled school vacations (see pre-arrange absences).
- Families are encouraged to notify the school in the event of a pending absence. It is the student's responsibility to inform their teachers of the absence and make arrangements to make up their work in a timely manner.

Unique situations may occur that must be cleared by the Principal and/or Designee prior to the absence. Whether an absence is excused, unexcused, or truant shall be determined by the Principal and/or Principal Designee.

Returning to School After an Absence

1. If a parent/guardian has phoned the office or attendance office, the student should report directly to class.
2. If a parent/guardian has written a note, the student should report to the office to turn in the note and obtain a pass to class.
3. If a parent/guardian has note phoned the office or sent a note, the student should report to class. The absence will be reports as unexcused.

Pending Absences-An absence will be classified as PENDING for 3 days if a parent/guardian has not communicated an excuse. A pending status will convert to truant if the parent and/or student do not clear the absence.

State Tournament Policy and Procedure-If a Forest Lake team is competing in the state tournament, students will be allowed to attend the game if they have filled out a pre-arranged absence form. Dismissal times will be such that students are allowed ample time to watch the game in which Forest Lake is participating. If Forest Lake is not competing in a state tournament, students may attend if a pre-arrange absence form is completed and turned in to the office prior to leaving.

Field Trips/School Sponsored Events-School field trip & related activities will be cleared by the teacher, coach or advisor of the group.

Students Arriving Late to School-Parents/guardians are asked to call the office prior to the student's late arrival at school or send a note with the student. A student arriving late should report to the office for a pass.

Leaving School Building or Grounds-Students who need to leave the school during the regular school day must obtain a pass from the office. The pass will be issued with prior parental consent (note or phone call) or special permission of a Dean or Principal. Students are to check back into the office when they return.

Any student who is outside the building at any time during the school day without a pass will be considered truant and will be subject to disciplinary action.

Minimum Action: Student conference and parent/guardian contact. Maximum Action: Expulsion

Tardiness-Students are expected to be in the classroom by the time the bell rings to signal the start of class. Teachers will issue consequences for tardiness. Students will receive no credit or partial credit for the class activities performed before their arrival. Students who are frequently tardy will be referred to the Dean or Principal.

Student Behavior-Behavior Guidelines

Disciplinary action may be taken as a result of any behavior which is disruptive of good order or which violates the rights of others. The following acts are examples of unacceptable behavior and subject to disciplinary action in the school district:

1. **Fighting:** Mutual combat in which both parties have contributed to the situation by verbal and/or physical action.
2. **Harassment:** Participating in, or conspiring for others to engage in harassing acts that injure, degrade, or disgrace other individuals.
3. **Sexual, Racial and Religious Harassment and Violence:** Sexual, racial and religious harassment and violence as defined in School Board Policy 425.
4. **Bullying:** "Bullying" means repeated behavior by an individual or group that is intended to cause the victim, or would cause a reasonable person of the same age as the victim, to feel frightened, or physically abused. (Further clarification can be found in School Board Policy 541)
5. **Abusive Language:** Disrespectful and/or threatening language to others.
6. **Assault:** "Assault" is doing an act with intent to cause fear in another of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another.
7. **Hazing:** "Hazing" means 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 or affiliated with a student organization, or for any other purpose. (Further clarification can be found in School Board Policy 431).
8. **Willful Damage of School Property**
9. **Theft:** The unauthorized taking or possession of the property of another.
10. **Willful Disobedience:** Refusal to follow school rules and regulations.
11. **Gambling:** The playing of a game of chance for stakes. **Disorderly Conduct:** Engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct.

Behavior Support-Our primary function is to provide an education to our students and to help them prepare for their education and career following high school. Our role as it relates to disciplining a student who engages in behavior that violates our Student Code of Conduct is to help students process the issue and to help guide him or her to make better choices in the future. When consequences for behavior are necessary we will utilize out of school suspensions and community resources. We also strongly encourage parents to provide consequences at home. We do not use after school detention or in-school restriction programs as a consequence. We believe that the best consequences are provided by parents and/or community agencies as they are better equipped to provide corrective interventions and/or counseling services.

Insubordination and Willful Disobedience-Students are expected to comply with reasonable requests made by staff members. School staff have the responsibility of ensuring a safe, productive educational environment and will address students that interfere with this environment. Students who do not comply are considered insubordinate, which is a serious violation of school rules.

False Identification or Failure to Identify-Students are expected to give their correct name or I.D. card to any staff member, including parking lot security, who requests that information. Failure to comply with the request for identification is considered insubordination, a serious violation of school rules.

Consequences for Violation of Code of Conduct-It is important to the faculty, administration, School Board and community that our school develop and maintain an atmosphere of respect for others and be a place where learning and growing can occur. Students and parents should be aware that we expect responsible behavior from our students. Students choosing to behave irresponsibly will receive consequences as indicated below. The determination of consequences will involve a number of variables including: intent, remorse, disciplinary history, compliance, cooperation and other personal circumstances.

1. **Student Conference:** Conferences will be conducted with the students regarding disciplinary matters to insure due process. Each student facing the imposition of disciplinary action under the Code of Conduct will be informed orally or in writing of the facts and nature of the conduct which has been challenged, and then given the opportunity to explain his or her version of the facts or conduct which has been challenged prior to the imposition of discipline.
2. **Parent Contact:** Depending on the violation and the seriousness of the action, a student's parent/guardian(s) may be contacted by phone or mail in addition to the student conference. The intent of the contact is to inform the parent of the violation and the student's attitude during the conference, and to elicit parent support for promoting acceptable behavior in the future.

3. **Parent Conference:** The Principal, Dean, or Teacher may request a parent conference, with or without the student present. The purpose of the conference is to enable parents and school staff to share important information in order to work effectively together to assist students in overcoming academic or behavioral challenges.
4. **Removal from Class by Teacher:** Every teacher has the authority to remove a student from the class for up to three (3) consecutive class periods.
5. **Out-of-School Suspension:** "Suspension" means an action taken by the school administration, which prohibits a student from attending school for a period of not more than ten (10) consecutive school days. The suspension period may be extended an additional five (5) days when it is determined that the student will create an immediate and substantial danger to persons or property around him or her. The purpose of suspension is to remove the student from the school environment, to provide time for the professional staff, parent/guardian and student to discuss the issue(s), which led to the suspension, and to develop an agreement, which defines future behavior on the part of the student. Suspended students may not trespass on school property during the term of the suspension. Suspensions are not subject to appeal.
6. **Referral to Law Enforcement:** Some violations of the Code of Conduct may be referred to the Police Liaison Officer. If deemed necessary, it will be forwarded to an appropriate law enforcement agency for further action.
7. **Expulsion or Exclusion:** "Expulsion" means an action taken by the School Board to prohibit an enrolled student from further attendance for a period that shall not exceed one calendar year (M.S. 127.27 Subd. 4). "Exclusion" means an action taken by the School Board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year.
8. **Loss of Privileges:** Students may also lose privileges in response to violations of school rules or regulations.
9. **Restitution:** Students may be required to restore or repair damages incurred to the victim of their actions.

Academic Dishonesty-It is expected that Forest Lake ALC students pursue their academic studies in an honest manner and with integrity. Work that is turned in for credit needs to result from the student's own efforts. Academic dishonesty includes, but is not limited to, two major areas: cheating and plagiarism. Cheating is a deceptive act in which a student attempts to show knowledge which is not his or hers. Plagiarism is presenting information from someone else, as though the ideas, words or facts are the student's own.

Examples of academic dishonesty include, but are not limited to:

- Copying a passage exactly without using quotation marks or giving the author/source.
- Copying a passage and changing a word or two and not giving the author/source.
- Using some key phrases without quotation marks or giving the author/source.
- Putting someone else's ideas into your own words, but not giving the author credit.
- Using another author's idea without giving credit to the source.
- Turning in another student's work as one's own.
- Splicing together multiple papers from outside authors and presenting it as an original essay.
- Cheating on an examination or portion of an examination.
- Having someone else write a paper or complete a project and presenting it as one's own.
- Giving a speech written by another person.
- Not following documentation instructions and presenting research as one's own findings (includes a portion of someone else's ideas) without appropriately documenting the thinker.
- Using an electronic translator for world languages school work.
- Turning in work from the Internet as one's own/
- Participating in unauthorized collaboration with others on individual tasks.
- Sharing inappropriate information with others about content of anticipated assessments (tests).
- Bringing unauthorized items or materials to a testing situation.

Consequences for Academic Dishonesty-Students who are found committing an act of academic dishonesty will receive a great of zero or "F" on that assignment. No opportunity will be given to make up the assignment in question. In some cases, the assignment receiving a zero or "F" grade may lead to failure of the course. Student(s) involved will also be referred to the dean. Additional consequences may be applied, up to and including expulsion.

Alcohol and Other Illegal Drugs-Use, possession, distribution, or sale of illegal drugs, alcohol, narcotics, drug paraphernalia, or simulated drugs is a violation of School District Policy. To maintain a safe and healthful educational environment, random searches of school lockers and vehicles involving law enforcement canine units may be conducted throughout the year.

Any Forest Lake student found to be in possession of or under the influence of alcohol or any other illegal substance, or involved in a sale or attempt to sell in school, on school property, school bus, or at any school sponsored event, will be subject to the following action:

1. Parent/Guardian notified;
2. Administration and chemical health counselor informed;
3. Suspension from school based on the following district guidelines:
 - Under the influence of illegal drugs or alcohol on school property or at a school event: Consequence – up to a ten (10) day suspension. More than one offense will lead to more severe consequences, which may include expulsion.
 - Possession and/or use of illegal drugs, alcohol, or simulated drugs with others on school property or at a school event: Consequence – up to a ten (10) day suspension and consideration for expulsion based on type and quantity of drug.
 - Selling or intent to sell illegal drugs, alcohol, or simulated drugs on school property or at a school event: Consequence – up to a ten (10) day suspension and consideration for expulsion based on type and quantity of drug.
4. The police liaison officer will be involved. Substances collected will be turned over to the liaison officer. Referral to law enforcement for further action will also be made by the liaison officer for all incidents.

Hall Passes-Students traveling around the building other than during passing time must have a hall pass. All passes must include one student's name, date, time, destination and the teacher's signature. A leave school pass is required if students need to leave the building during school hours and must be obtained from the office.

Lighters, Matches, or Other Ignition Devices-Students are prohibited from possessing or using ignition devices in the high school. The 1999 Minnesota Legislature has dictated that, effective August 1999, any student who uses an ignition device, including a lighter or matches, inside a school, where there is a risk of a fire are guilty of a petty misdemeanor.

Locker Inspections/Searches-MN State statute requires that all students and parents be notified of the following state mandated policy regarding school lockers:

"School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials". (See Section 6 – Public Policies for the full policy on searches).

Lost and Found-Students who have had articles lost or stolen should file a report in the office immediately. Any articles found should be turned in to the office, where they will be kept until claimed by the owner. Students are reminded that care must be taken not to leave valuables unattended or unlocked. Parents and students should be aware that items which have been stolen or lost cannot be replaced by the school or the school's insurance company.

Public Displays of Affection-Outward public displays of affection (embracing, kissing, etc.) are not suitable behaviors in the school setting. Students who disregard this policy will be requested to have a conference with the dean and parent/guardian, and may be assigned other consequences.

Search of Students-Any student, his/her personal effects or vehicle on school property may be searched at any time by a school official when the school official has reasonable suspicion that the student may be in possession of illegal substances or items.

School Dress-Students and their parents are responsible to choose suitable school wear. The school district allows students considerable freedom of choice in selection of school attire, but will not allow dress that:

- Interferes with the learning process within the school. (Examples of prohibited attire include clothing with inappropriate or offensive words or pictures, tobacco, alcohol products, illegal drugs, or are sexually explicit or suggestive).
- Creates a health or safety hazard or a perception of hazard to any person including the wearer; and/or prevents the student from doing his/her best due to blocked vision or restricted movement.
- **Inappropriate Symbols**-The wearing or display (including decals, stickers, drawings, etc.) of confederate flags, swastikas, and KKK signs or other offensive symbols are not permitted on school property or at school sponsored events. This also includes anything representing "colors" gang affiliation or other symbols that may interfere with a safe educational environment. School property is defined as the school building and grounds, including the parking lot and the school buses.
- **Coats, Jackets and Blankets**-Coats, jackets and blankets are not to be worn or carried to class during the school day. Students are to keep them in their lockers.
- **Hats and Headwear**-Hats, bandanas and other headwear are not to be worn by students during the school day. All headwear is to be removed upon entering the building and only worn after exiting the building. Students should keep hats and headwear in their backpacks or lockers.

***Clothing must cover back, shoulders, midriff, and completely cover chest, buttocks and underclothing.**

Violation of the dress code will result in a directive to change, parent contact and/or dismissal for the day. Repeated offenses will lead to more severe consequences.

Skateboards/Inline Skates-Skateboards, inline skates, roller-skates, or bicycles are not allowed to be used in or around the building especially when buses are loading or unloading.

Textbooks and Library Books-Textbooks will be furnished free to all students. The school may charge fees for textbooks, workbooks and library books that are lost or destroyed.

Tobacco (All ISD 831 Buildings & Grounds are Tobacco Free Areas-At Forest Lake ALC, violating the smoking policy includes the following:

1. Possession of tobacco products
2. Cigarette in hand (lit or unlit)
3. Smoke being blown from nose or mouth
4. Use of chewing tobacco
5. Possession or use of electronic cigarettes.

In 1994, Minnesota law was expanded to make it a petty misdemeanor for anyone under the age of 18 to possess any tobacco product. Consequently, violation of the tobacco policy on school property or during school activities may result in a referral to the police in addition to the other school consequences.

Weapons-Bringing a dangerous weapon on school property is a violation of Minnesota law, and is a felony offense. No person may possess a dangerous weapon on school property at any time. A dangerous weapon is defined as "any device or instrument designed as a weapon or capable, through its use, of producing great bodily harm or death". This includes but is not limited to guns (loaded or unloaded), switchblades and other knives, brass knuckles, heavy chains, pointed or sharp accessories, certain liquids, ammunition or explosive material, pellet guns or look-alike guns. School property included school buses, any district facility and/or any property owned or leased by a school, whether public or private. If a weapon is a firearm (as defined in US Code, Title 18, Section 921), the "school safe zone" is extended 1000 feet, or one city block beyond school property, whichever is greater. Violation of the terms of the Minnesota law and/or school district policy regarding dangerous weapons will result in severe penalties that may include expulsion from school, significant fines, and imprisonment. (See Section 6 of Public Policies for full school weapons policy.)

Technology-Electronic Devices

Personal electronic devices such as computers, iPods, iPads, mp3 players with headphones, tablets, calculators, or cellular phones are allowed in school only if they serve a valuable family or educational purpose. If such devices create a disturbance or are inappropriately used, they will be confiscated. Laser pointers are not allowed.

Cell Phone use in School-The use of cell phones in school is generally prohibited because of the disruption that can occur. However, in some very restricted instances, cell phone use by students is permitted.

1. Cell phones must be turned off in classrooms and stored in a purse, briefcase, backpack, pocket, etc.
2. Cell phones must be turned off in locker rooms and bathrooms and stored in a purse, briefcase, backpack, pocket, etc.
3. Cell phones may be used in the hallways and cafeteria.
4. Cell phones that are stored in lockers must be turned off.
5. Failure to follow these directives may result in the loss of all cell phone privileges at school and may result in other disciplinary actions.
6. These rules are intended to outline minimal expectations regarding cell phone use in school. Other stricter rules may also be enforced.

Camera Use in School-The use of cameras in school by students is generally prohibited because of the disruption that can occur.

However, in some very restricted instances, camera use by students is permitted.

Cameras cannot be used in locker rooms and bathrooms.

Failure to follow this directive may result in the loss of all camera privileges at school and may result in other disciplinary actions including suspension and/or expulsion.

These rules are intended to outline minimal expectations regarding camera use in school. Stricter rules may be enforced.

Computers-Students are to utilize the available technology for educational purposes. Misuse of technology may result in restrictions and/or other consequences up to and including expulsion as well as civil or criminal penalties that may be imposed by law. See Section 6 – Public Policies for the Internet Acceptable Use and Safety Policy.

Student Responsibilities-Follow all school rules and district policies; log in only as authorized (don't log in as someone else); log out before leaving the computer; respect the privacy of others; don't share passwords or write them down; use creative passwords and change them regularly if applicable; follow copyright and license laws; reference materials you use (cite your sources); choose key search words carefully when searching the Internet; never give out personal information, such as full name, phone number or address; limit printing as much as possible, model appropriate use for others; maintain a backup of important files when appropriate; and report concerns or inappropriate or illegal activity to a teacher or administrator.

Acceptable Use-School projects, including research, word processing, etc.; support of extra-curricular activities; and/or personal research or personal goals that fit within the appropriate use guidelines, provided the technology is not needed for one of the above activities.

Unacceptable Use-To attempt to bypass or alter computer security; attempt, assist in or gain unauthorized access (intentional or unintentional); modify computer configuration (wallpaper, sounds, etc.) without authorization*; request, access, transfer, copy or store inappropriate messages or materials; use or store unauthorized* programs on school machines; install or download software without authorization*; use technology resources for commercial/personal profit or illegal enterprises; or any other act that hinders the use of technology by students and staff.

ANY INFORMATION STORED IN OR IN USE ON DISTRICT RESOURCES CAN AND MAY BE REVIEWED AND/OR REMOVED BY DISTRICT PERSONNEL.

Transportation-Bus Transportation Policy

Riding the bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school events. All school rules are in effect while a student is riding the bus or at the bus stop. Consequences for school bus or bus stop misconduct will be imposed by either the dean or principal. In addition, all school bus or bus stop misconduct will be reported to the District Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

Bus and Bus Stop Rules:

1. Get to the bus stop 5 minutes before the scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language and volume.
5. Stay away from the street, road, or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. Fighting, harassment, intimidation and horseplay are unacceptable.
9. Eating, drinking, or use of tobacco or drugs are prohibited.
10. Do not bring weapons or dangerous objects onto the school bus.
11. Do not damage the school bus.
12. Follow the directions of the bus driver.

If these rules are broken, the school district's discipline procedures are to follow.

Consequences are progressive and may include suspension of bus privileges.

Pedestrian Safety

Forest Lake students are not to congregate before or after school across from the Central Learning Center. It is requested that students who are brought to school in the morning or picked up in the afternoon use the parking area to the west of the school. Students who drive to school should park in the student parking lot on the west side of the CLC, next to Schumacher Field. Students are expected to enter the building upon arrival on school property. Students are not to congregate in the parking lot area, or to park in lots other than those designated specifically for student parking.

Student Driving

Parking permits for the Area Learning Center are independent of the permits issued at Forest Lake High School. All motor vehicles (as defined by MN State Statute 169.01, Subd. 3) must be legally parked with an appropriate, visible permit. Violators are subject to fines, towing at the owner's expense, and loss of permit. Students may pick up an application for a parking permit in the office. Students are expected to present a valid driver's license when picking up their permit, and students are expected to park in the student parking lot, located on the west side of the building. The ALC Student Parking lot is the lot located nearest to Schumacher Field. Students with attendance, tardy or other discipline issues run the risk of losing their parking permit as a result. Students who forfeit their permit due to rule infractions will not have the permit fee refunded, and students with repeated parking offenses may not be able to purchase parking permits in the future. Because bus transportation is available to each student in the district, it is important to remember that driving to school is considered a privilege, and rules will be strictly enforced. It is the student's responsibility to be aware of all regulations and abide by them.

Parking/Driving Regulations:

- Permits must be present and displayed on the front window.
- Students must park in the student parking lot, and obey traffic signs and signals.
- Students should not be in the parking lot during school hours without a valid pass from the office.
- Follow school behavior rules and expectations.
- Students are not allowed to transfer parking passes to other students.

Disclaimer:

ISD #831 is not responsible for vandalism, theft, or injury of items in the school parking lots. Drivers should lock vehicles when leaving them parked in the school lot. Valuables should not be left in cars.

Any vehicle on campus is subject to search by school personnel in instances where the school official determines there is reasonable suspicion that a school regulation, a city law, or a state law has been violated. This includes, but is not limited to illegal drugs, alcohol, stolen property, weapons, or other contraband that might be present in the vehicle.

Parking Restrictions

At no time are students allowed to park in the front staff or visitor lot, or the west staff or visitor lot. Extreme caution must be used when entering the staff lot through the busy traffic areas near the building.

Loss of Permit and Parking Privileges

The parking permit can be revoked either temporarily or permanently for violation of provisions of this application of the "Secondary Student Code of Conduct" even if such violation is not related to the operation or parking of a motor vehicle. Examples of these violations are truancies, tardiness, or being in the lot without permission. Students improperly or illegally parked may have their vehicles locked with a wheel lock or towed at the owner's expense. A \$20 fine must be paid before the wheel lock will be removed. Continued violations could result in revocation of the parking permit without reimbursement until the end of the semester, and/or result in the loss of opportunity to purchase permits in the future.

Violation Consequences

Violation consequences will be progressive. Each violation will result in additional penalties ranging in severity, from warnings to temporary loss of permits, to application of wheel locks and/or towing at the owner's expense, to permanent revocation of permit without refund.

Visitors-All visitors to ALC must be issued a visitors pass from the office. No student visitors will be allowed at the Forest Lake ALC during school hours. Please see Section 6 of the Public Policies for the full school visitor's policy.

Academic Information

Academic Honors and Scholar Program

- Academic Scholar: student has completed 3 AP/CIS classes
- High Academic Scholar: student has completed 4 AP/CIS Classes in 2 or more areas
- Highest Academic Scholar: student has completed 5 or more AP/CIS Classes in 3 or more areas

Honor Roll

Full time students of Forest Lake Area Schools may earn the distinction of being placed on the Honor Roll with the following grade point averages, during a single term, in regular education courses:

"A" Honor Roll – 3.7 – 4.0

"B" Honor Roll – 3.0 – 3.69

Graduation

Students are expected to monitor their own progress toward fulfilling the graduation requirements. Students will receive assistance from their advisory teacher and dean in tracking their progress. Students must meet the graduation requirements set forth by the School Board. Students and parents are encouraged to contact the dean for assistance. Please see the registration guide for more detailed information.

Graduation Ceremony

Students attending Forest Lake Area Learning Center exclusively, and who meet graduation requirements, are encouraged to participate in the Forest Lake Area Schools Graduation Ceremony. Participating in commencement is a privilege, not a right. Students who do not meet the graduation requirements set forth by ISD # 831 School Board will not be allowed to participate in the graduation ceremony. Any student who violates ISD #831 Secondary School Student Code of Conduct may have the graduation ceremony privilege revoked.

ParentVUE Program

Parents or guardians may gain access to ParentVUE to monitor their student's school information, such as attendance, grades, and credits. Parents may contact Nicolle Wollan at nwollan@flschools.org or (651) 982-3175 to obtain ParentVUE login information. Once registered, parents and students may view the student's information at any time.

Schedule Changes

Students will be given their schedule prior to the start of the new term. Schedule changes should be made as soon as possible, and may be facilitated by making an appointment with the dean. Not all requests for schedule changes will be made. Acceptable reasons for requesting a schedule change include:

1. Student is missing a prerequisite for a class on his or her schedule.
2. Student is lacking a class required for graduation, college admission, or completion of a graduation standard.
3. Student is academically misplaced.

After fifteen school days into a term, a student who drops a course will receive a final grade of "F" for that course. Student requests for schedule changes must be approved by both parents and the dean. If a student or parent does not accept the decision concerning a schedule change, they may appeal the decision to the principal. The principal's decision is final.

Student Transfers or Withdrawals

When a student withdraws from school or transfers to another school during the school year, a Withdrawal Form should be obtained from the office. Having this form signed by all teachers is the student's assurance that records can be forwarded to other schools or to prospective employers. Final clearance is made in the office. It is important that a student who is thinking of withdrawing from school talk to the dean to discuss consequences and alternatives to withdrawal.

Curriculum Content and Alternative Instruction

A parent, guardian or an adult student 18 years old or older may review the content of the instructional materials to be provided to a minor child or an adult student, and, if the parent, guardian, or adult student objects to the content, may make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the School Board does not meet the concerns of the parent, guardian, or adult student. The School Board is not required to pay for the costs of alternative instruction provided by a parent, guardian or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction. School personnel may evaluate and assess the quality of a student's work.

Alternative Education

Alternatives to the traditional high school setting of Forest Lake Area Learning Center exist. Examples include Forest Lake Area High School, Credit Recovery, Post-Secondary Enrollment Options (PSEO), and home school. Students and parents may inquire about these options in the office.

Post-Secondary Enrollment Options (PSEO)

The PSEO program is open to eligible sophomores, juniors and seniors who wish to earn dual high school and college credit. Students may participate on either a full time or part time basis. It is the responsibility of the student to meet college admission requirements, registration deadlines, and also monitor and coordinate high school graduation requirements. Interested students should schedule an appointment with the dean.

Report Cards

Report cards are accessed through ParentVUE. Parents/Guardians or students may request a paper copy from the ALC Office if needed.

Resources

Office Staff

Kelly Tschudy-Lafean, Principal – (651) 982-3171
Eric Stang, Dean of Students – (651) 982-3188
Nicolle Wollan, Administrative Assistant – (651) 982-3175
Angie Taylor, Health Office/Attendance- (651) 982-3150

The Forest Lake Area Learning Center provides a variety of services for students. The office fills both administrative and guidance functions for students, parents, alumni and staff. Information and assistance relating to discipline, guidance, counseling, grading, and other areas are provided by our office staff.

The staff of the Area Learning Center practices a personalized approach to serving the school population. Goals for the office staff include:

- Utilizing a holistic approach with students in all areas: academics, behavioral, social, personal, and career;
- Maintaining a high level of communication between staff, students, parents, and other appropriate out-of-school personnel;
- Providing fair and consistent responses and assistance in a timely manner.

Career Resource Center

The purpose of the Career Resource Center is to provide additional educational and occupational guidance to students. Information is provided to students to help them make mature and responsible decisions concerning their occupational goals. Arrangements are made through the CRC for representatives of various colleges, universities, technical schools, and the military to meet with interested students.

Food Services (651) 982-8340

- All students must report to the cafeteria during their designated lunch period, and should be in the cafeteria before the bell rings. Students will be permitted to leave the cafeteria with permission from school staff.
- Students are required to eat lunch in the school cafeteria, whether they purchase a school lunch or bring a bag lunch from home.
- Breakfast items, including milk and juice, are sold during the scheduled breakfast period.
- Every student will be given a Personal Identification Number (PIN) to be used during the school year. Students wishing to purchase lunch or other food items need to deposit money into their PIN accounts online through PayPams, or checks may be given to a cafeteria staff member for deposit into their account. Students should keep their PIN confidential.
- All inquiries regarding lunch accounts, reduced or free lunches, or other food service options should be directed to cafeteria staff at (651) 982-8340.

Police Liaison Officer –

Matt Karnes (651) 982-8348

In cooperation with the Forest Lake Police Department, a police liaison officer is assigned to the Area Learning Center and Southwest Junior High School. In addition to working closely with administrators and faculty, the police liaison officer is involved in classroom presentations about various aspects of law enforcement, and is available to conduct investigations.

Identification Cards

Identification cards will be issued to all students shortly after the beginning of the school year. ID cards should be carried at all times during school and school activities. Students will need to produce their ID card:

- when asked by a staff member to see it;
- when checking out Media Center materials;
- when applying for a parking permit;
- when seeking admittance to school events;
- when leaving the building or grounds during the school day.

Students are responsible for maintaining their student ID card throughout the school year.

School Closing and Delayed Starts

When school will be closed or delayed because of inclement weather, parents will receive a phone call home through our Connect Ed system. Additionally, an announcement will be made on WCCO-830 AM radio, KSTP Channel 5 local news, or you may call the district weather/emergency hotline at (651) 982-8143.

Special Education

Forest Lake Area Schools is committed to fulfilling the obligations of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. The fundamental principles behind these federal laws are that students with disabilities are provided a free and appropriate public education in the least restrictive environment. This means that the district has systems in place to identify, evaluate, and provide educational services to students with disabilities in a manner that is as similar to their non-disabled peers as deemed appropriate.

Parents and students have a right to request an evaluation if they suspect their student has a disability that affects their educational progress. The district employs licensed special education teachers, therapists, and psychologists to conduct the evaluations. Parents and students have a right to be part of the educational team that determines the methods of evaluation, the interpretation of the evaluation results, and the development of the Individual Education Program (IEP) or 504 Plan, should one be required. Parents and students who have questions regarding the process can contact the Educational Services Administrator at (651) 982-3011 or the Director of Special Education at (651) 982-8129.

Report-It Hotline

Communication is the key to a safe school environment. Students are the eyes and ears of their school and know more about what is going on than anyone else. Direct communication with school personnel is the best method of informing the school of potential problems. Report-It.com (a 1-800 and web-based reporting system) is an early warning intervention and prevention service that parents and students may use to report serious safety concerns. It provides an anonymous method of reporting acts or potential acts of violence, weapon use or presence, drug activity, depression, and bullying to school officials under the strictest of confidence via report-it.com. This 24-hour hotline system has been utilized in Forest Lake Area Schools since the 2007-2008 school year to improve the safety and security of our students. The web site is <http://report-it.com>, or phone 1-800-448-3000.

Activities

Forest Lake Area Schools has a well-balanced co-curricular program for its students. The district is a member of the Minnesota State High School League and the Suburban East Conference, which includes Forest Lake, Cretin-Durham Hall, East Ridge, Hastings, Mounds View, Park, Roseville, Stillwater, White Bear Lake and Woodbury. For information regarding sports and activities please go to the Forest Lake Activities Website- <http://rangers.flaschools.org>

The MSHSL rules governing Category I activities and any additional amendment approved by the School Board shall apply to all co-curricular activities not under the control of the MSHSL but these rules shall only apply when the students are under the supervision of the school district. Complete MSHSL rules are outlines in the Activity Eligibility Information Bulletin that is available in the Activities Directors Office or online at www.mshsl.org

Prom-Current junior or senior students attending Forest Lake Area Learning Center or Forest Lake High School may purchase prom tickets. Guests attending the Forest Lake Prom must be at least a sophomore in high school, and no older than 20 years of age. Guests attending the Forest Lake Prom who are students from another high school must complete a guest form sheet and have it signed by one of their high school administrators. If the guest is no longer attending high school, the guest must complete a non-student guest slip and attach a copy of their driver's license. These forms must be completed prior to the purchasing of prom tickets.

Spectator Code of Conduct-Sportsmanship is about respect – respect for players, coaches, officials, and other spectators. Encourage and support fair play through appropriate behavior.

Respect means:

1. No profanity, abusive language or negative personal remarks.
2. Let officials do their job. Constant criticism is unnecessary and detracts from the game.
3. Let the coaches do their job. They need and appreciate your support more than your criticism.
4. Obey the rules of the game: no smoking, no alcoholic beverages, and no drugs.
5. Stay within the designated area for fans. Coming on the field or court is disruptive to the game and disrespectful to the participants.
6. Physical confrontations or throwing objects onto the court or field is absolutely forbidden. These kinds of actions cause unsafe conditions and are subject to penalties.
7. Treat the game as what it is – a game.
8. If you are remembered as a role model, let it be as a positive role model.
9. Protect the rights of young athletes, including the right to a safe environment, right to be treated with dignity, and the right to have fun through sport.

Health Services

CLC Health Office-Angie Taylor – (651) 982-3150

The Health Service Office is a first aid station for students who become ill or are injured during school hours. If a student is too ill to attend classes, or if he or she has sustained a serious injury, parents/guardians will be notified and requested to arrange for the student to be taken home. Only basic first aid procedures are administered at school. The school does not transport ill or injured students. An ambulance will be called only in extreme situations. Students are required to have a pass from their teacher to be in the health office and students are required to have the office personnel speak to a parent to be excused from school before leaving the building.

For more information about Health Services, please visit our website- <http://www.flaschools.org> and click on the Health Services tab under "For Parents".

Public Policies

Public Policies are available on the District Website- <https://www.flaschools.org>

Click on the About Our District Tab, then got to School Board-Links to policies will be listed on the left side of the screen.