

FOREST LAKE AREA MIDDLE SCHOOL STUDENT AND FAMILY HANDBOOK

Forest Lake Area Middle School
21395 Goodview Ave. N.
Forest Lake, MN 55025

Office Hours: 7:00-3:30
Classes in Session: 7:30-2:13

Engaged - Empowered - Empathetic

Important Numbers

- **Main Office:** 651-982-3100
- **Fax:** 651-982-3017
- **Principal:** Mr. Miller 651-982-3001
- **Assistant Principal (A-L):** Mrs. Stegmeir 651-982-3055
- **Assistant Principal (M-Z):** Mr. Van Hefty 651-982-3002
- **Attendance:** 651-982-3012
- **Nurse:** 651-982-3009
- **Activities:** 651-982-3003
- **Student Services:** 651-982-3004
- **Counselor for 6th Grade:** Mrs. Higgins 651-982-3007
- **Counselor for 7th Grade:** Mrs. Needham 651-982-3006
- **Counselor for 8th Grade:** Mrs. Fischer 651-982-3005
- **School Resource Officer:** 651-982-3130
- **Transportation Department:** 651-982-8190
- **Nutrition Services:** 651-982-8396



Table of Contents

General Information

About Forest Lake Schools
Handbook Purpose and Layout
Forest Lake School Board Contact Information
Forest Lake District Office Contact Information
School Board Policies
Non-Discrimination Policy*

Part 1: School Operations & Logistics

FLAMS Bell Schedule
Forest Lake Area Schools Family Calendar
Student Rights and Responsibilities
Arrival and Dismissal
 Drop Off and Pick Up
 Before-School and After-School Expectations
 Bikers and Walkers
Backpacks
Care and Use of School Property
Fees*
Nutrition Services
Passes
Pledge of Allegiance*
Search of Student Lockers, Desks, Personal Possessions, and Student's Person
We Are Rangers: PBIS

Part 2: Academics & Learning

Academic Dishonesty: Cheating and Plagiarism
Academic Support
Conferences and Showcase of Learning
Grades and Grading
Homework
Minnesota Academic Standards*
ParentVUE and StudentVUE
Planners
Schedules and Schedule Change Requests
Summer School and Student Retention
Testing**

Part 3: Student Expectations & Behavior

Attendance*
Bullying Prevention and Reporting
Buses (Conduct on School Buses and Consequences for Misbehavior)
Cell Phones and Other Personal Electronic Communication Devices
Discipline*
Dress and Appearance
Drug-Free School and Workplace*
Harassment and Violence Prohibition*
Hazing Prohibition*

Lunchroom Expectations
Insubordination
Items Not Allowed in School
Public Displays of Affection
Tardies
Truancy
Technology Acceptable Use and Safety
Religion Policy
Violations of the Law*
Weapons-Free Environment*
Forest Lake Area Middle School Bottom Lines

Part 4: Health, Safety, & Student Support

Asbestos Management Update*
Crisis Management and Safety Drills
Emergency Contact Information
Emergency School Closing Procedures**
Employment Background Checks*
Health Services
 Communicable Diseases
 Immunizations
 Medications at School during the School Day
Pesticide Application Notice*
Safety/Security Cameras
Student Records*
Student Surveys*
Surveys

Part 5: Athletics and Activities

Opportunities
Academic and Behavior Standards

[*] Notice required by statute

[**] Notice required by policy

About Forest Lake Area Middle School

For the students believing in their ability to think, innovate, accomplish and create, these are very exciting times, filled with immense opportunity. It is not unreasonable to imagine that when most of our incoming 6th graders will have retired, humans will have landed on Mars, discovered a way to cure cancer, and revolutionized the way we respond to our energy demands. It's not just that these things *could* happen, it's that Forest Lake Area Middle School is home to the kind of learner that will one day *make* them happen.

We believe at the middle school that we exist to create experiences that inspire learning. Every learner should graduate thinking bigger about what he or she can accomplish, believing deeply in his or her ability to create, innovate and collaborate. Our [mission](#) is to prepare and empower every student to thrive in and contribute to an ever-changing world. At FLAMS students learn to:



- *Respect and see value in oneself and others*
- *Collaborate effectively*
- *Ask questions and think critically*
- *Connect and apply their skills and passions to the real world*
- *Innovate solutions to complex problems*
- *See struggle as a stepping stone toward success*

Forest Lake Area Middle School is an amazing place filled with wonderful students supported by actively involved families, and a caring staff focused on the work of developing dynamic, creative, and culturally competent students. Middle school is an exciting and challenging time where young people begin to determine who they want to grow into as adults. I am truly honored and excited to serve as your principal and look forward to partnering with families during this exciting time of transition and discovery!

Jason Miller – Principal

Handbook Purpose and Layout

Forest Lake Area Middle School welcomes you! The following pages explain a few things that you will need to know to make this year successful. It is designed to address many of the commonly asked questions and clarify issues that occasionally arise. It also includes notices required by law and/or School Board Policy as noted by the asterisk(s). Any conflicts between the language in the Student Handbook and School District Policy will be resolved in favor of the Policy.

Please take time to go over these pages with your parent(s)/guardian(s). It is the responsibility of each student to read and follow this handbook and the Forest Lake Area Schools Secondary Student Code of Conduct. **Please note that the rules contained herein may be added to or amended at the discretion of the administration.** Failure to read these documents does not exclude you from disciplinary action.

This Handbook contains five parts:

1. School Operations & Student Information
2. Academics & Learning
3. Student Expectations & Behavior
4. Health, Safety, & Student Support
5. Activities & Athletics

Forest Lake School Board Contact Information

President	Curt Rebelein Jr.	crebelein@flaschools.org
Clerk	Tessa Antonsen	tantonsen@flaschools.org
Treasurer	Mark Kasel	mkasel@flaschools.org
Member	Jill Christenson	jchristenson@flaschools.org
Member	Julie Corcoran	jcorcoran@flaschools.org
Member	Gail Theisen	gtheisen@flaschools.org

Forest Lake District Office Contact Information

Superintendent	JP Jacobson	jjacobson@flaschools.org	651-982-8103
Director of Teaching and Learning	Katie Lorenz	klorenz@flaschools.org	651-982-8115
Director of Business Services	Chrissy Rehnberg-Eide	crehnberg@flaschools.org	651-982-8125
Director of Human Resources	Donna Friedmann	dfriedmann@flaschools.org	651-982-8123
Director of Special Education	Kelly Wilson	kwilson@flaschools.org	651-982-8129
Director of Communication	Renae Reedy	rreedy@flaschools.org	651-982-8118
Community Education Director	Cory McKinnon	cmckinnon@flaschools.org	651-982-8140
Nutrition Services Supervisor	Paige Albrecht	palbrecht@flaschools.org	651-982-8395
Transportation Supervisor	Bob Dwyer	bdwyer@flaschools.org	651-982-8190
Buildings and Grounds Supervisor	James Larter	jlarter@flaschools.org	651-982-8117

School Board Policies

Forest Lake's School Board Policies are in alignment with those of the Minnesota School Board Association. These policies are reviewed and revised as needed to maintain this alignment. [All policies](#) are available on the district website.

Non-Discrimination Policy*

Forest Lake Area School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation or disability in its programs and activities. The district has designated the following individuals to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments Act of 1972.

Section 504 Coordinator	Kelly Wilson	kwilson@flaschools.org	651-982-8129
Title IX Coordinator	Donna Friedmann	dfriedmann@flaschools.org	651-982-8123

Part 1: School Operations & Logistics

FLAMS Bell Schedule

	Class Period	Class Times		
	Advisory	7:30-8:00		
	2nd Period	8:05-8:56		
	3rd Period	9:01-9:52		
	4th Period	9:57-10:48		
	5th Period	See Below		
	6th Period			
	7th Period	1:23-2:13		
Lunch A: 10:48-11:18	5th Period: 11:23-12:18		6th Period: 12:23-1:18	
5th Period: 10:53-11:18	Lunch B: 11:18-11:48	5th Period: 11:50-12:18	6th Period: 12:23-1:18	
5th Period: 10:53-11:48		Lunch C: 11:48-12:18	6th Period: 12:23-1:18	
5th Period: 10:53-11:48		6th Period: 11:53-12:18	Lunch D: 12:18-12:48	6th Period: 12:50-1:18
5th Period: 10:53-11:48		6th Period: 11:53-12:48		Lunch E: 12:48-1:18

Forest Lake Area Schools Family Calendar



**Forest Lake
Area Schools**

Excellence for Every Student Every Day

2026-2027 School Year Calendar

Key

- First day of school - grades K-5, 6, 9 & STEP
- First day of school - grades 7, 8, 10, 11 & 12
- No school E-12, STEP
- No school E-5, school day for 6-12, STEP
- Last day of quarter
- Last day of school E-12, STEP
- 4 Underline indicates non school days when teachers report for work or staff development

Important Dates

August 31:

First day of school - grades K-5, 6, 9 & STEP

September 1:

First day of school - grades 7, 8, 10, 11 & 12

September 8: First day of preschool

October 30: End of Quarter 1

January 15: End of Quarter 2

April 1: End of Quarter 3

June 3: Last day of school E-12, STEP

No School Dates

September 4 & 7

October 14 (E-5 only), Elementary conferences

October 15-16

November 2

November 25-27

December 24-31

January 1

January 18-19

February 15

March 5 (E-5 only), Elementary conferences

March 8-12

March 26

April 2

May 3

May 31

**In addition to the
days listed, up to
five e-Learning Days
may be declared for
inclement weather.**

August/September

Sun	Mon	Tues	Wed	Thur	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Student Rights and Responsibilities

Rights	Responsibilities
LEARNING	
Students have the right to receive an appropriate education.	Students are responsible for daily attendance, for completing class assignments on time, and for bringing appropriate materials required for class.
Students have the right to attend school in a safe environment that is free from disruptive behavior by others.	Students are responsible to behave in such a manner that does not pose a potential or actual danger to themselves or others, and that is not disruptive to the learning process of themselves or others.
Students have the right to make up schoolwork missed during an excused absence.	Students are responsible to obtain and complete make-up work assigned for the period of absence, prior to absence if possible.
FAIR TREATMENT	
Students have the right to due process when involved in a violation of district rules. Included is the right to hear the nature of the violation and to give their account of the situation.	Students are responsible to treat all persons respectfully and to follow the rules and regulations that apply to them.
Students have the right to be informed of classroom expectations.	Students are responsible to be knowledgeable about and to follow the school policies, rules, and regulations that apply to them.
Students have the right to be treated respectfully by fellow students and staff.	Students are responsible to treat other students and staff in a respectful manner. Students are also expected to treat the property of others and the District responsibly.
FREE SPEECH	
Students have the right to free speech so long as such speech does not violate the rights of others, or disrupt or undermine the education processes of the school.	Students are responsible to follow school regulations regarding the time, place, and manner when expressing opinions. Students are responsible that such speech is not libelous, obscene, or discriminatory, does not interfere with the rights of others, or disrupt the atmosphere of learning in the school.
HARASSMENT	
Students have the right to be free from any form of harassment arising out of the physical or verbal conduct of other students, staff, or others.	Students are responsible for maintaining an environment free from harassment, intimidation, and abuse. Students are also responsible to report incidents of physical, sexual, and verbal harassment, intimidation, and/or abuse that they have experienced, or of which they are aware. Such reports should be made to a counselor or administrator.
NONDISCRIMINATION	
Students have the right to be free from discrimination based upon race, sex, gender, religion, national origin, or status with regard to public assistance or disability.	Students are responsible to treat other students and staff in a nondiscriminatory manner. Violations should be reported to an administrator.
PRIVACY	
Students have the opportunity to use school lockers and other designated areas for storing appropriate items of personal property subject to the understanding that such areas are within the exclusive control of the school district, and that such areas may be searched for any reason at any time, without permission, consent, or requirement of a search warrant.	Students are responsible for keeping their lockers free from any items that are illegal or that are prohibited under school rules and district policies.

Arrival and Dismissal

The school doors are open at 6:30 AM. Parents should drop off students after 7:00 AM. School doors are locked at 7:40 AM. All students and visitors arriving after this time will need to be buzzed in through Door 1 only. Students should not be in the building after 2:30 PM unless supervised by a staff member.

Drop Off and Pick Up

Student pick-up and drop-off for those not riding the bus is in the front of the building through the entrance on Goodview Ave. N. See the image below for a map detailing how cars snake through the parking lot and where to pull forward into the drop-off and pick-up zone. Please pull all the way forward to keep traffic moving. Note that the exit from our parking lot onto Goodview is a Right Turn ONLY.



If you have arranged for early dismissal for your student, they will be sent a pass and will meet you in the pick up area outside. You do not need to come sign them out. Students must wait for rides in the vestibule at Door 1 or out on the front lawn after they have been dismissed from class (or their after school activities).

Before-School and After-School Expectations

Due to safety concerns, students staying after school need to be in one of the following supervised settings:

- Activities program through FLAMS, Community Education, or community-based experiences
- Working with a teacher (with teacher preapproval)

Students are not permitted to loiter or "hang out" on the middle school or high school grounds before or after school hours for any reason. Students wanting to watch or attend an after-school/evening event need to go home first on their regular bus and then make arrangements to come back for the event.

Bikers and Walkers

Students are to park bikes in the designated area south of the main entrance. Students are responsible for their own bike locks. For student safety, students should walk their bike on the sidewalks at all times.

Students are to obey all traffic regulations when riding to and from school. Goodview Ave. and Highway 96 are very busy with vehicle traffic. Bike riders accept inherent risk if they choose to ride their bikes to and from school. FLAMS cannot accept any responsibility for bike safety and security. Due to state law and safety concerns, unless a student is 15 years old, students may not ride eBikes on FLAMS property at any time.

Students are not allowed to walk across Goodview Avenue to board their bus at the high school. If students are participating in an activity after school at the high school, they must wait to cross the street until after all buses have departed both campuses.

Backpacks

Students are to store their backpacks and personal items in their locker while at school unless given prior permission from a staff member.

Care and Use of School Property

Each year students use thousands of dollars of school equipment in the instructional process, including Chromebooks, computers, books, and supplies. It is expected that students will use the equipment and supplies responsibly with a minimum of wear occurring. Students are expected to respect the building and its furnishings and not deface or vandalize school property, e.g., “kicking open” or using items to open lockers, writing on walls or other surfaces, or creating messes in hallways and bathrooms. In the event a student abuses school property, they will be held responsible for damages or loss(es).

Fees *

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks or other personal items. Students may be required to pay certain other fees or deposits, including but not limited to:

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student, such as in elective courses.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district’s educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities.

Students will be charged for textbooks, library books, Chromebooks, and locks that are lost or damaged. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay.

Nutrition Services

Forest Lake Area Schools acknowledges that the better-nourished student will generally have better attendance, be more attentive, and have more energy to be successful at school. The goal of Nutrition Services is to provide attractive and nutritious meals. We have a computerized lunch accounting system in place at all schools where students are assigned a pin number and are given a bar code that they use to receive lunch in the cafeteria.

All students are provided with one free breakfast and lunch per day. Additional meals and access to ala carte items (snack line) come at an additional cost. Follow the directions below for adding funds to your student’s account:

Options for payments:

- Online nutrition services payments are made through paypams. Please visit the [Nutrition Services Website](#) for more information regarding online payments, including instructions on how to make a payment.
- Checks – Please make checks payable to Forest Lake Area Schools. In the memo line of the check please include your student’s first and last name along with their pin number. Students may bring the check to the cashier during their lunch period.

Passes

Students are encouraged to use the bathroom during passing time. Each student is responsible for receiving permission from their teacher, signing out before leaving the classroom, and carrying a pass with them in the hallway. Every student will need a pass anytime they are in the hallways outside of passing time.

Requests for passes to ride a bus, other than the one assigned to you, must be brought to the office by 8:00 a.m. or during the student’s assigned lunch period. In an emergency, parent initiated phone call arrangements are permitted. No student initiated calls for bus passes are allowed. There may be buses that are at capacity and cannot accommodate or accept additional riders. Therefore no passes will be issued for those routes. The list of affected buses is posted in the office and updated regularly.

Pledge of Allegiance*

Students will recite the Pledge of Allegiance on a weekly basis. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

Search of Student Lockers, Desks, Personal Possessions and Student's Person*

Each student is provided a locker with a combination lock. Students are not allowed to share lockers. Minn. Stat. 127.47 provides that as a policy of the State of Minnesota that lockers are the property of the school district and may be searched by school authorities at any time. Personal possessions of students within a locker or on a student's person may be searched if the school authorities have a reasonable suspicion the search will uncover evidence of violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

We are not responsible for articles stolen or borrowed from lockers.

We Are Rangers: PBIS

Forest Lake Area Middle School has implemented and operates Positive Behavior Interventions and Supports (PBIS) throughout the school environment.

- PBIS is a framework or approach for assisting staff in adopting and organizing evidence-based, prevention-oriented behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.
- PBIS is not a packaged curriculum, scripted intervention, or manualized strategy.
- PBIS supports the success of ALL students.
- Effective classroom management and preventive school discipline are essential for supporting teaching and learning.
- PBIS goes further by emphasizing that classroom management and preventive school discipline must be integrated and working together with effective academic instruction in a positive and safe school climate to maximize success for all students.

Part 2: Academics & Learning

Academic Dishonesty: Cheating and Plagiarism

As a guiding principle, academic dishonesty includes, but is not limited to, cheating on school assignments or assessments (formative or summative), plagiarism, or collusion. Students are responsible for being aware of both the violations and consequences. When in doubt, the student should always ask the teacher or an administrator for further clarification.

The following are example violations:

1. Copying homework or allowing someone to copy your homework
2. Looking on another's test/quiz or allowing another to copy a test/quiz
3. Plagiarism
4. Reporting to another student what is on a test or quiz, either verbally or electronically, and including specific questions and/or answers
5. Using generative AI to complete an assignment and submitting it as your own original work

Plagiarism is a form of academic dishonesty that occurs when you present another person's words, ideas, or work as your own without giving proper credit. This includes copying from books, websites, classmates, or submitting work created by artificial intelligence (AI) as your own without your teacher's permission or proper acknowledgment. Plagiarism is especially important to avoid when completing research projects and other written assignments. Students who plagiarize may receive a zero on the assignment and may face additional school consequences. If you are ever unsure about how to properly cite a source or use AI appropriately, ask your teacher before submitting your work.

- First Offense
 - Redo for up to full credit

- Parent/guardian contact
 - Possible referral to the office
 - One-on-one discussion with the teacher
- Additional Offenses
 - Redo for up to full credit
 - Additional offenses will be dealt with in a case by case manner that may result in varying consequences, including the possible deduction in or full loss of points in consultation with building administration
 - Meeting with parents/guardians, teacher, and counselor

Academic Support

What to do if your student is struggling academically:

1. Contact the student's teacher with your concern. Teachers are in the best position to work with your student and will work with you to come up with a plan to address your concerns.
2. Contact your student's School Counselor. School Counselors visit with students regularly to figure out why they are struggling in school, review their current grades, and help set goals and plans to improve the situation.
3. School administration and your School Counselor may institute additional interventions designed to support student learning, such as Guided Study Hall, Check and Connect, or Reading and/or Math Intervention.

Conferences and Showcase of Learning

Parent/guardian and teacher conferences are held twice each year, in the fall and spring. These conferences provide an opportunity to discuss a student's academic progress, social development, and overall success with their classroom teachers. The Showcase of Learning gives families the opportunity to experience and celebrate the learning and growth their student(s) have demonstrated throughout the school year. Additional communication, including dates, times, and event details, will be shared with families in advance of conferences and the Showcase of Learning.

Grades and Grading

Grades will be posted at the end of each quarter and semester, and will ONLY be available in ParentVUE/StudentVUE.

The letter grades of A, B, C, D, and F accompanied by pluses (+) or minuses (-) indicate student progress. An incomplete (I) must be made up within five weeks. A NG stands for No Grade and counts neither for nor against a student when determining the Honor Roll. In determining the A and B Honor Rolls each quarter, all subjects are weighed equally. A student who receives an F or an I in any subject will not qualify for the Honor Roll. To be on the A Honor Roll, a student must have a minimum of a 3.70 grade point average and to be on the B Honor Roll, a student must have a minimum of a 3.00 grade point average. The point value assigned to each letter grade is as follows:

	A= 4.0	A-= 3.7
B+= 3.3	B= 3.0	B-= 2.7
C+= 2.3	C= 2.0	C-= 1.7
D+= 1.3	D= 1.0	D-= 0.7
	F= 0	

Homework

Homework assignments are determined by individual teachers and may vary by content area. The purpose of homework is to reinforce classroom learning, provide opportunities to practice and demonstrate mastery of academic standards, and help teachers monitor student understanding. Students are expected to complete all assigned homework and submit it on time. If a student has questions or is unable to complete an assignment, they should communicate with their teacher as soon as possible.

Minnesota Academic Standards*

At Forest Lake Middle School, we offer rigorous courses that align with Minnesota Academic Standards. Some of our courses, especially 8th grade electives, are credit bearing and count toward graduation. All students must satisfactorily complete the following required Minnesota Graduation Requirements:

Content Area	Number of Credits to Graduate
English Language Arts	4
Mathematics	3
Science	3
Social Studies/Economics	3.5
Physical Education/Health	1.5
Fine Arts	1
Electives	9.5

For more information, please visit the Minnesota Department of Education website.

ParentVUE and StudentVUE

ParentVUE and StudentVue by Synergy is our Student Information System that supports student demographics, schedules, attendance, report cards, grades and more. Please be sure to have an active account.

Planners

It is strongly recommended that all students use a planner or some other type of organizational tool. Research shows greater school success with the use of an organizational system. Each student will be provided with their first planner.

Schedules and Schedule Change Requests

Schedules are posted on ParentVUE and StudentVUE. All schedule change requests must be completed before the beginning of each semester. No schedule changes will be granted after the start of each semester. The only changes that will be considered after the beginning of the semester are those that address the level of a class (e.g. grade level vs. advanced), or per administrative request. Requests for reasons of teacher preference or friends will not be addressed at any time. Schedule changes will be based on sound educational planning.

Summer School and Student Retention

In order to develop good study habits and ensure the learning of basic skills, middle school students will be held accountable for all classes and the work assigned to them. If a student fails a class or classes, decisions around summer school and student retention will be made in accordance with [District Policy #520](#).

Testing**

A complete list of all scheduled state and district-wide assessment windows is posted on the District's website. Communication about specific dates will come from FLAMS staff via our digital newsletter in the weeks leading up to these assessments.

Student Participation in Statewide Assessments

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in

state-required standardized assessments. The Parent/Guardian Guide to Statewide Testing document provides some basic information to help parents/guardians make informed decisions that benefit their student and their school and community. The form is available on the Minnesota Department of Education website.

Part 3: Student Expectations & Behavior

Attendance

Regular attendance and punctuality are essential to student success. Students who attend school consistently and arrive on time are better able to build positive relationships with teachers and peers, engage in learning, meet state and local graduation requirements, and achieve academic success.

Students are expected to attend school daily and arrive on time for school, every class period, lunch, and all scheduled school activities. If a student must be absent or tardy, a parent or guardian should report the absence through the ParentVUE app. Students arriving late to school must report to the school office before going to class to receive an excused or unexcused pass. Once students arrive on campus by bus, car, or on foot, they are expected to enter the building immediately and remain on school grounds.

Students are responsible for:

- Attending all assigned classes and instructional activities on time each day.
- Following school procedures when absent or tardy.
- Requesting any assignments missed due to an absence.
- Monitoring classroom learning platforms and communicating with teachers about missed work.
- Completing all missed assignments within the timelines established by their teachers.

Excused Absences:

1. Family authorized excused absences:
 - a. Personal illness
 - b. Family emergency or death in the family
 - c. Medical or dental treatment
 - d. Prearranged college visits
 - e. Religious instruction not to exceed three hours any week and major religious holidays
 - f. Legal matters including court appearances
 - g. Other activities as approved by the school
2. School authorized excused absences:
 - a. Approved field trips
 - b. Interscholastic athletic and fine arts competitions and events
 - c. Student recognition/awards ceremonies
 - d. Suspension from class or school
 - e. Other activities as approved by the school

Unexcused Absences:

1. Class “cuts” or “skips”.
2. Leaving school premises without authorization from the nurse, the attendance office or the principal's office.
3. Family trips/vacations for which no prior arrangement has been made with the school.
4. Other absences not authorized by the school or parent/guardian such as: car trouble, overslept or alarm didn't work, shopping, needed at home, babysitting, leaving school during the day without permission from school, missed bus, no call or note from parent/guardian verifying the absence, Personal (no reason given), truancy, and any other absence included in the attendance procedures of the school

Excused Pre-Arranged Absences

We ask that parents carefully study the school calendar and plan all family trips during scheduled vacation days. Students who still plan to be absent for family vacations or other unrelated school events/activities may have these absences excused if they bring a written note from their parent/guardian indicating the reason for the absence to the attendance administrative assistant. The administrative assistant will give a prearranged absence form to the student to take to their teachers. Teachers may wish to give students their regular class assignments to complete in advance of the absence, or assign activities for the student to do during the absence. When a teacher feels that the student should not miss class because of previous absences, poor work, or the nature of the makeup work, it will be so indicated on the form.

School officials, by law, must determine whether or not an absence is excused or unexcused. If an absence is determined to be unexcused, the student will be unable to receive credit for any of the work missed during this time or that was going to be turned in during the unexcused absence. Clarification should be made with school administration before an absence if you are concerned about an absence being excused. If phone confirmation is not made, a written excuse, clearly stating the reason and dates missed must be sent to school with the student. This excuse needs to be turned in within two weeks of the absence or the absence will be considered unexcused.

Excessive Absences

Excused absences exceeding 10 days (including for illness), without written documentation from a physician or pre-approval from school administration, will be marked as unexcused. Parents and guardians will be sent a letter explaining this in further detail if excused absences exceed 10 days. Unexcused absences will be addressed through the Truancy Intervention Process or TIP.

- 3 Days Unexcused - Attendance warning letter will be mailed home
- 5 Days Unexcused - Referral to the county of residence for Attendance Intervention Meeting
- 7 Days Unexcused - Referral to the county of residence for Diversion Intervention

Leaving School During the Day

If your student has an appointment during the school day, please utilize the ParentVUE app to plan for their absence. Your student will receive a pass or "Leave School Permit Slip" and will meet you in the pickup area and/or Door 1 vestibule. Please do not ask us to send your student from school unattended. This procedure is for the safety of your student. Students will only be released to a parent/guardian or other individual identified on the student's emergency contacts in the ParentVUE app.

Absences and Extra-Curricular Activities

No student will be allowed to participate in an after school activity if they miss more than two periods of a school day. Excused absences during the school day may include doctor appointment, dentist appointment, family emergency, or absence approved by administration. After school activities include, but are not limited to sports practice, sporting games, and clubs, dances, as well as awards events. Please see [School Board Policy #519](#) for more information.

Buses (Conduct on School Buses and Consequences for Misbehavior)

Families are responsible for opting in to busing for their student. [More information on how to do this can be found on the transportation website.](#) It is the student's responsibility to follow the rules of conduct and courtesies at all times while riding the bus. These rules of conduct are reviewed with students at the start of the school year and are available on the district website. Bus drivers are authorized to give students instructions, enforce rules and standards, and give appropriate consequences which will promote safety and security for all students. **RIDING THE BUS IS A PRIVILEGE.** If a student is unable to follow bus rules, there are consequences that apply. These consequences apply to all routes, including field trips, shuttles, and activity bus routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular or extracurricular activities will be in the sole discretion of the School District. The consequences for any type of bus misconduct are as follows:

- **1st offense** - warning and possible assigned seat.
- **2nd offense** - 3-5 day suspension from riding the bus.
- **3rd offense** - 10 day suspension from riding the bus.
- **4th offense** - 20 day suspension from riding the bus and meeting with parent/guardian.
- **5th offense** - suspended from riding the bus for the remainder of the school year.

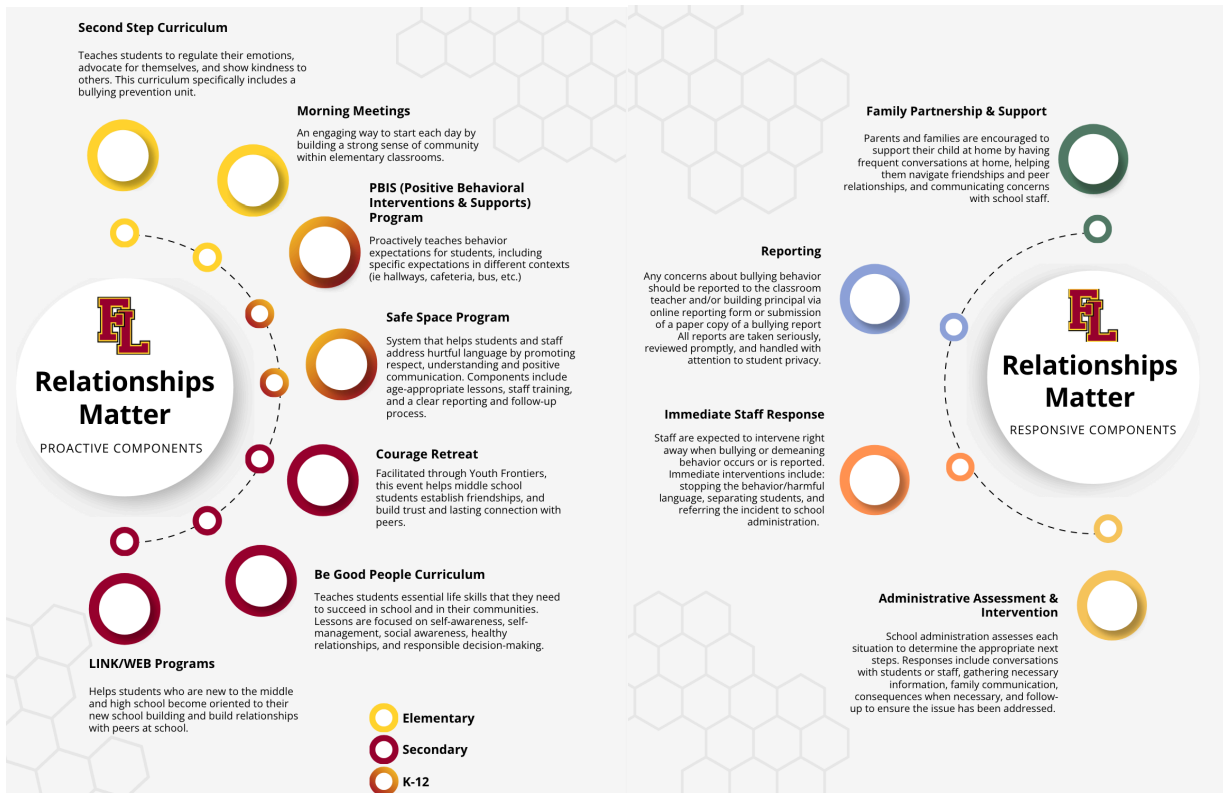
Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

Crossing the Highway/Goodview Avenue

To ensure student safety, students are expected to use ISD #831 transportation. Students traveling between the middle school and high school campuses must ride their assigned bus or their designated shuttle bus. Students may not walk between the middle school and high school until all buses have departed from both campuses. Please see [School Board Policy #515](#) and [School Board Policy # 531](#) for more information.

Bullying Prevention and Reporting

As a school district, we focus on building strong and positive relationships with students, staff and families. Through programs, student opportunities, curriculum and clear communication we work to foster relationships and prove that relationships both matter and are powerful. Prosocial skills are taught through district curriculum in all buildings. Additionally, all buildings implement PBIS (positive behavioral interventions and supports) strategies as a preventative measure. Please see [School Board Policy #541](#) for more details. The district bullying reporting form can be found [here](#) and on the district website.



Cell Phones and Other Personal Electronic Communication Devices

We strive to create an optimum learning environment with limited distractions and a focus on engagement and connection. As such, cell phones are **NOT** required for students at Forest Lake Area Middle School. However, we know that having a cell phone has become more common for our students each year. The following expectations are to be followed for those students who choose to bring a device to school:

1. Students are prohibited from having and/or using cell phones, earbuds/headphones, and other personal communication devices from the first bell to the last of the academic day. Cell phones, earbuds/headphones, and personal communication devices will remain stored (such as backpack, locker, etc.) during the academic day from 7:30 AM to 2:13 PM.
2. Students who need to be in contact with their family can ask permission from a staff member to use one of our school phones. Parents are welcome to contact our main office if there is a message that needs to be relayed to their student
3. Students assume the risk of damage, theft, or loss when choosing to bring a phone or other device to school.
4. Cell phone use of any kind is not permitted in locker rooms or bathrooms.
5. Using a cell phone to record or take photos of students and/or staff is not allowed without permission.
6. Using social media, apps, or any other function of a cell phone/device, such as recording or taking photos to spread rumors, bully, harass, make fun of, exclude, or create a disruption in school or outside of school is not permitted.
7. Sharing or asking classmates for inappropriate content is not permitted.

Consequence guidelines for students out of compliance:

- **1st Offense:** Device is brought to the office where the phone will remain for the rest of the school day. A record of infraction will be recorded.
- **2nd Offense:** Device is brought to the office where the phone will remain for the rest of the school day until picked up by parent/guardian. A record of infraction will be recorded. Parents are contacted by the office.
- **3rd Offense:** Device is brought to the office where the phone will remain for the rest of the school day until picked up by parent/guardian. Students are assigned an after school detention. A record of infraction will be recorded. Parents are contacted by the office.
- **Repeated or Severe Infraction:** Any violation of this expectation may also, at administration's discretion, result in additional disciplinary action. Such as:
 - After School Detention
 - Creation of a cell phone contract.
 - Student no longer allowed to have a personal electronic device at school for a determined period of time.

Discipline

Maintaining an orderly school environment for learning and participation in all school activities is essential. The District and Forest Lake Area Middle School student discipline policies reflect the rights and responsibilities of students, parents, and staff in achieving this goal. The policies will ensure:

1. The welfare and safety of students and staff.
2. The orderly conduct of the educational environment.
3. The fulfillment of the legal responsibilities and liabilities of the District.

Forest Lake Area Middle School utilizes a progressive discipline approach to the extent reasonable and appropriate based upon the specific facts and circumstances of the student misconduct. This approach may include restitution, lunch detention (assigned seat or location), removal from class, after-school detention (2:15-3:15 PM), in-school suspension, and out-of-school suspension.

At Forest Lake Area Middle School, our goal through appropriate discussion and questioning is to create the conditions and relationships needed for students to strengthen themselves and make the right decisions. Mistakes happen and one of the best ways to learn from them is to make restitution for them. Part of the restitution philosophy is that making up for a mistake is what strengthens people.

- Mistakes are viewed as opportunities to teach and to learn.
- There are natural consequences for choices.
- Fair is not always equal.
- Cooperation and agreement are better than enforcement and coercion.

Please see [School Board Policy #515](#) for more information.

Dress and Appearance

Forest Lake Area Middle School values:

- That all students should be able to dress comfortably for school.
- Students should not face unnecessary barriers to school attendance.
- Students should be able to wear clothing that expresses their self-identified gender and religious attire without fear of discipline or discrimination.
- Students will refrain from clothing with offensive images or language (i.e. profanity, hate speech, sexually explicit,...) and images or language depicting or advocating violence, or the use of alcohol, tobacco, or other drugs.
- All students will be treated equitably regardless of gender, gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

Basic Principles & Guidelines:

The manner of dress or personal grooming must permit the student to fully participate in learning without posing a clear danger to student health and safety, and cause or is reasonably likely to cause interference with learning. With fashion changing often, a general guideline to follow is to *wear clothing that would typically be*

worn in a casual, yet professional setting. Let's work together to ensure that what we wear to school promotes a safe learning environment for all students and maximizes student engagement in learning.

- Students must wear clothing including both a shirt with pants/shorts or skirt, or the equivalent (ex: dresses, leggings,...) and shoes.
- Clothing must be suitable for all scheduled classroom activities including those in physical education, science labs, industrial tech labs, FACS labs, and other activities where unique hazards exist (specialized courses may require specialized attire, such as athletic wear or safety gear). Robes, blankets, flags, pajamas, costumes, and capes are not permitted.
- Clothing that does not cover buttocks and underclothing is prohibited. District-approved uniforms for school sports may be an exception from this policy. Attire for swimming or aquatics-based classes or activities shall meet the requirements set out by school buildings.
- Students CANNOT wear clothing that displays or promotes:
 - hate speech, such as the confederate flag, swastikas, and KKK signs or symbols.
 - tobacco, alcohol, drug, or paraphernalia and offensive messages, pictures or symbols.
 - violence, violent language or images.
 - sexually explicit and/or pornographic language and/or images.

Please see [School Board Policy #515](#) for more information.

Drug-Free School and Workplace*

The Forest Lake School Board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. Therefore, the District has adopted a policy on smoke/tobacco free environment: smoking and use of tobacco products (including e-cigarettes, vapes, and associated paraphernalia) shall be prohibited on all District grounds. Any tobacco use by students shall be referred to administration and handled in accordance with the District Policy.

Chemicals or Other Mood Altering Drugs

Students are prohibited from the use, sale, or possession of tobacco, alcohol, and other mood altering chemicals. Students who violate the rules concerning the use of alcohol and drugs will be subject to the consequences outlined in [School Board Policy #427](#) and [School Board Policy #435](#).

Harassment and Violence Prohibition*

The policy of the District is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The School District prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Please see [School Board Policy #425](#) for more information.

Hazing Prohibition*

Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times. Please see [School Board Policy #431](#) for more details.

Lunchroom Expectations

Students are expected to arrive at lunch on time and follow all rules and expectations. Students are also required to clean up after themselves in the lunchroom: pick up items off the floor and table, put garbage in garbage cans, return their trays, and wipe up spills. If the spill is large enough that a mop is needed, students should ask a lunchroom supervisor for assistance. Minor consequences and interventions are assigned by the lunchroom staff to maintain a safe and respectful environment. Larger or continued behavioral issues at lunch are reported to building administration and are subject to greater consequences.

Insubordination

Insubordination is a failure to accept and carry out the reasonable instructions given by a staff member, such as moving to a new location, answering an appropriate question, placing materials in designated places, or continuing with conduct for which a change has been explicitly directed. Immediate action will be taken by the administration. Consequences outlined in [School Board Discipline Policy #515](#) will be implemented for these infractions.

Items Not Allowed in School

Students are expected to bring only items that support learning and are appropriate for the school environment. Items that may distract from learning, disrupt the educational setting, or pose a safety risk to students or staff are not permitted at school.

Any item brought to school which causes a disruption or a perceived disruption may be confiscated and parents will have to pick it up at school. These items include, but are not limited to, electronic devices, headphones, laser pointers, blankets, toys, fidgets, etc.

Public Displays of Affection

Inappropriate showing of affection such as kissing or any other intimate behavior is not acceptable. Consequences are assigned at administrative discretion.

Tardies

It is our expectation that students are in class or their expected location (lunch, advisory, FLEX, etc) on time, prepared to learn each day. Formal consequences or interventions will be assigned at the 3rd tardy in a given week. Students with chronic tardies will be referred to the school Problem Solving Team for additional interventions. Possible consequences assigned by teachers, teams, and administration include, but are not limited to, lunch detention, after school detention, or other loss of privileges.

Truancy

Students who are absent from classes during the day, without a valid excuse, are considered truant. The penalty for truancy will be an assignment of detention. A pupil is a continuing truant if absent from one or more class periods on three days without a valid excuse in a single year. When this occurs, a school official will send a letter to the parents explaining the school truancy policy. When a student has been absent without a valid excuse for at least four partial or full days a meeting is required with the parents, student, and a school official.

When a student has been absent without a valid excuse for at least seven partial or full days, by law, the school is required to file a county truancy petition. Parents and students are required to attend a meeting with the county truancy worker and a school official.

Technology Acceptable Use and Safety

A personal Chromebook or laptop is required for all students and should be brought to school each day. Students who do not have access to a personal device may check out a school-issued Chromebook by completing a device loan agreement with the school. Loaned devices remain the property of the school and must be returned in accordance with the terms of the agreement. Students are to utilize the technology systems for educational purposes. Misuse of technology, whether on a personal or school-owned device, 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. The full version of the Information Resources Security and Appropriate Use Guidelines is available in all building media centers.

Effective July 2024, all Kindergarten through Eighth-grade students (K-8) will only be able to communicate with limited allowed emails. All other senders and recipients will be blocked. A sender which is not allowed will receive a bounceback email stating the email could not be delivered. [Reference this document for additional information.](#)

The responsible use of technology is an important part of creating a safe, respectful, and productive learning environment. Students are expected to use district technology resources and personal devices appropriately while at school. By using technology on school property or while participating in school activities, students acknowledge and agree to the following expectations:

- Adherence to the terms of the District 831 Technology Acceptable Use Policy and district guidelines each time the device is used at school
- Using all communication and collaboration tools appropriately
- Using only a Forest Lake Area Schools district user account while school is in session
- Refraining from sharing their personal device with other students while at school
- Refraining from using these tools to bully, harass, or threaten other students or individuals
- Refraining from publishing personal information about others or themselves, including but not limited to home address, phone numbers, etc.
- Refraining from engaging in deliberate acts associated with interfering or disrupting networks or account services
- Refraining from participating in any form of unlawful activity
- Refraining from using the district network system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - Sexually explicit and/or pornographic language and/or images;
 - Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, violent, or disrespectful language and images;
 - Materials or information that promotes or displays tobacco, alcohol, drug, or paraphernalia;
 - Materials or information that includes language or images that are inappropriate in or disruptive to the educational setting or process; or
 - Materials or information that promotes hate speech or that may constitute harassment or discrimination.

Acceptable Use: 1. Use for school projects, including research, word processing, etc. 2. Use in support of extracurricular activities 3. Use for personal research and/or personal goals that fit within the appropriate use guidelines, provided the technology is not needed for one of the above activities	Unacceptable Use: 1. Attempt to bypass or alter computer security 2. Attempt, assist in, or gain unauthorized access (intentional or unintentional) 3. Modify computer configuration (wallpaper, sounds, etc.) without authorization 4. Request, access, transfer, copy, or store inappropriate messages or materials 5. Use or store unauthorized programs on school machines 6. Install or download software without authorization 7. Use technology resources for commercial, personal profit, or illegal enterprises 8. Any other act that hinders the use of technology by students and staff
---	--

- Any information stored or in use on district resources can and may be reviewed and/or removed by district personnel.
- Students are responsible for any damage/loss to any school issued device. The following list may be used as a guideline for the costs of typical Chromebook repair. Actual charges may vary:
 - Screen Replacement - \$55
 - Keyboard Replacement - \$75
 - Damaged/Lost Charger - \$30
 - Hinge/Cover/Bezel - \$15
 - Lost or Unreparable Chromebook - \$230
 - Cleaning Fee (if device is returned in need of cleaning) - \$30

Religion Policy*

The School District shall neither promote nor disparage any religious belief or nonbelief. Instead, the School District encourages all students and employees to have an appreciation for and tolerance of each other's views. The School District recognizes that religion has had and continues to have a significant role in the social, cultural, political, and historical development of civilization. The proper role of religion in the public schools is in its educational value and not in religious endorsement or celebration. Since a primary purpose of the public

schools is to teach about the world that has been and the world that is, the role that religion has played in the historical and social development of humanity is essential to the curriculum. The School District recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance. The School District supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.

Violations of the Law*

Acts or conduct that are in violation of the criminal code of this state or the United States or are in violation of municipal or county ordinance are prohibited.

Weapons-Free Environment*

All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized in advance by the school principal or designee. This prohibition applies to school-sponsored activities, such as field trips, wherever they occur.

Any student who is determined to have brought a weapon or facsimile to school or onto any school district grounds will be expelled for a period of one year. This policy may be modified by the Superintendent on a case-by-case basis. The School Board shall be notified of any policy modifications made by the Superintendent. For purposes of the Gun Free Schools Policy only, the term "weapon" has the meaning as defined in 18 U.S.C. 921, and includes: (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapons; (C) any firearm muffler or firearm silencer; or (D) any destructive device as defined in 18 U.S.C. 921.

Forest Lake Area Middle School Bottom Lines

There are some behaviors that are never acceptable. These behaviors are called "bottom line" behaviors and they will always result in a suspension. At Forest Lake Area Middle School, our bottom line behaviors are:

- Fighting
- Drug/alcohol use or possession
- Weapons
- Harassment (including any hate speech, harassing words, jokes, or acts, and any language or images that target a student's race, religion, ethnicity, gender, gender identity, or sexual orientation)
- Serious insubordination

Part 4: Health, Safety, & Student Support

Asbestos Management Update*

The school district has developed an asbestos management plan. Any questions related to asbestos management should be directed to the Director of Buildings and Grounds.

Crisis Management and Safety Drills

The School District's Crisis Management Policy has been created and is maintained in consultation with law enforcement agencies, fire departments, and emergency medical services providers serving the counties and communities located in the school district and other appropriate individuals and groups likely to be involved in assisting with a school emergency. School emergency plans must include five school lock-down drills, five school fire drills, and one tornado drill per school year. This Policy and the Crisis Management Plan will be maintained and updated as necessary and approved annually by the School Board.

Emergency Contact Information

Maintaining accurate emergency contact information is essential for your student's safety. Parents and guardians are responsible for ensuring that all phone numbers, email addresses, home addresses, and emergency contacts remain current throughout the school year. In the event of an illness, injury, emergency, or school closure, we rely on this information to communicate with families quickly and effectively.

Please review and update your contact information promptly whenever changes occur by logging into ParentVUE.

Emergency School Closing Procedures**

We want to make sure you have the information you need about weather emergency closings, delays, and early dismissals. Please know, decisions to close school are taken very seriously and we use closings, delays, and early dismissals only when absolutely necessary. If school is closed or released early due to weather-related circumstances, Community Education activities and High School athletics and activities are canceled unless otherwise noted in the emergency message.

When We Notify Families and Staff About Weather Emergency Closings, Delays, and Early Dismissals:

- The decision to cancel or delay school is made as soon as possible if the necessary information is available.
- The decision for an early dismissal will be made during the school day when weather and road conditions become unsafe for students to continue until the end of the school day.

How We Notify Families and Staff About Weather Emergency Closings, Delays, and Early Dismissals:

- Automated Voicemail
- SMS Text Message
- Email
- Social Media: We will make notifications on our accounts.
- Web pages: All of our District web pages will be updated with closing information on the front pages. Please do not call the school office. Please ensure that your children are instructed as to what to do if any of these situations occur.

Employment Background Checks*

The School District will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The School District also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The School District may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Health Services

The student health office is staffed by a health service professional (either a registered nurse or licensed practical nurse) who collaborates with students, families, staff, and community partners to promote student health for academic success. Students who become sick at school are to go to the health office for further assessment. The nurse will call parents/guardians to arrange for students who get sick at school to go home early if necessary.

Students who have medical needs that will excuse them from physical education or restrict their activities in this required class must have a written release from the doctor. This release should be given to health office personnel who will then notify the physical education department. If a student has special medical needs based upon religious or cultural preferences, or if you have specific hospital preferences, please contact our health office. Our health personnel are available from 7:30 a.m. to 2:30 p.m. to answer questions or discuss health related concerns. Please feel free to call the school nurse at (651)982-3009 to use this important school service.

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the middle school health office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district representative will call 911 or seek emergency medical treatment and then contact the parent/guardian.

The nurse's office in our building is equipped to handle minor injuries requiring first aid. There are automated external defibrillators (AEDs) available throughout the building. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent/guardian suspects that their student has a communicable or contagious disease, the parent/guardian should contact the school nurse so that other students who might have been exposed to the disease can be alerted. Some diseases must be reported to the Minnesota Department of Health immediately or within 24 hours of the school being notified. Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons, laboratory confirmation of adequate immunity exists, or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least 5 years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school health office or the Minnesota Department of Health, or visit <http://www.health.state.mn.us/immunize>.

Medications at School during the School Day

The School District acknowledges that some students may require prescribed medications during the school day. The School District follows the Minnesota Guidelines for Medication Administration in Schools. The administration of prescription medication or drugs at school requires a completed, signed request from the student's parent/guardian and medical order from a licensed authorized prescribing practitioner in Minnesota. This "Request to Administer Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist and must be administered in a manner consistent with the instructions in the medical order and on the pharmacy label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent/guardian or as specified in an Individual Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed.

Students are not allowed to keep medication of any kind in their lockers. Under no circumstances are we allowed to give out aspirins or other non-prescribed medication. Please see [School Board Policy #516](#) and [School Board Policy #525](#) for more information.

Pesticide Application Notice*

The District uses a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around district buildings.

Their program consists of:

- Inspection and monitoring to determine whether pests are present, and whether any treatment is needed.
- Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials.
- Utilization of non-chemical measures such as traps, caulking, and screening.
- Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, the District must work to prevent and control them. All pest control materials are chosen and applied according to label directions per Federal law. An estimated schedule of interior pest control inspections and possible treatments is available for review at the District Office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents/guardians of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

Safety/Security Cameras

Forest Lake Area Middle School utilizes security cameras throughout its building therefore individuals do not have a reasonable expectation of privacy in any area of the building other than restrooms and locker rooms. Video footage that is recorded or obtained by any of the school's security cameras may be used as evidence to establish the conduct of students, employees, visitors, and other individuals.

School buses are equipped with video and audio recording systems as well to help promote the safety and security of students and staff. Recordings may be reviewed and used as evidence when investigating incidents or establishing the conduct of students or employees while riding the bus.

Student Records*

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. Please see [School Board Policy #505](#) for more information.

Student Surveys*

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. Complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations can be found in the District's policy.

Visitors

Parents wishing to visit their student's classroom must make arrangements through an administrator. Classroom visits need to be arranged in such a way as to minimize the potential disruption to the classroom learning environment. We require all visitors to check in at the main office to ensure the safety of our students. Visitors must present a valid driver's license and be given a visitor badge. The school administration will have the final decision regarding all visitors to Forest Lake Area Middle School.

Students will not be allowed to have an outside visitor travel with them during the school day. Exceptions may be made for students thinking of attending Forest Lake Area Middle School.

Part 5: Athletics and Activities

Opportunities

We encourage all students to enhance their experience at our school by joining extracurricular activities. Athletics and activities are a great way to meet others and develop a greater sense of belonging. We offer a variety of activities in the form of clubs, service organizations, and athletics. These experiences teach many lifelong skills and are valuable to the students and to our school. Specific activities and timelines are on our [website](#). Once there, navigate to “Middle School” and the correct season (Fall, Winter or Spring) or call our Activities Office @ 651-982-3003.

Academic and Behavior Standards

Participation in extracurricular activities, teams, and events is a privilege. Students are expected to maintain good academic standing to remain eligible for this activity, team, and/or event. The GPA from the most recent marking period will be used in conjunction with the overall GPA to determine academic eligibility. A grade of “F” in any class will immediately activate academic probation. Student attendance and behavior are also factors that are reviewed when it comes to extracurricular participation.

Any student athlete receiving a failing grade may be placed on a two week probation for their activity. During probation, the student must raise their grade(s) to passing. No athlete is allowed to participate in a competition with a failing grade. If a student athlete has more than one failing grade, the student will not be allowed to participate at all until grades are passing.

General Information:

- It is the responsibility of the Activities Director to declare students academically ineligible to play. A coach may not change that decision. Questions regarding status must first be submitted to the coach and then the Activities Director. It is our intent to work with students and parents so those students showing improvement will be rewarded. Eligibility for participation will be reviewed on a weekly basis.
- A student with three unexcused absences from practices and or games will not be allowed to continue participating in that activity. It is the coach’s responsibility to notify the parents/guardians of athletes after the second unexcused absence. The principal will be notified of all student athlete suspensions.
- Students who are suspended from school are not allowed to participate in the athletic contests on the day(s) the detention was assigned.
- Athletes who lose equipment are required to pay the replacement cost.
- In all cases of medical emergency, an attempt will be made to contact parents.
- It is the responsibility of the parent/guardian and student to notify a coach before the season begins of any pre-existing medical condition which may require emergency response during practice or play (example: diabetes, epilepsy, asthma, bee sting, allergies, etc.).