

Forest Lake Area Community School

Student Handbook: 2026-2027 Academic Year

Excellence for Every Student Every Day



Mission Statement: Our mission is to prepare and empower every student to thrive in and contribute to an ever-changing world

Contact Information

943 9th Ave Forest Lake, MN 55025

Main Office: 651-982-3175

Attendance Hotline: 651-982-3150

Health Office: 651-982-3150

School Resource Officer: 651-982-8421

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About Us

FLAS Mission

Prepare and empower every student to thrive in and contribute to an ever-changing world.

FLAS Vision

Excellence for every student every day

Beliefs

We believe that in Forest Lake Area Schools:

- Educational equity is the foundation of everything we do
- All students deserve highly qualified, high-performing educators
- Each student can learn and excel in an environment developed to meet their individual needs
- Each individual has value for their diverse talents, background and cultures
- Collaboration between school, home and community has a positive impact on all stakeholders
- Transparency and open communication are the hallmarks of an educational community that builds trust and strong partnerships
- The best interest of each student guides all decisions.

FLACS Core Values

- **Learning:** Pursuing knowledge and personal growth through a curriculum of excellence, employability skills, and civic engagement.
- **Compassion:** Recognizing restorative commitments to guide our actions while inspiring positive change for all.
- **Respect:** Being mindful of one's own journey and acting with consideration toward the journeys of others.
- **Equity:** Practicing fairness and justice through accessible resources and culturally responsive classrooms.
- **Community:** Fostering mutual respect and support to achieve shared goals, driving positive change through advocacy, and engaging proactively with our community.
- **Flexibility:** Embracing new ideas, meeting challenges with resilience, and navigation uncertainty with a growth mindset.

Student Services & Administrative Office

Overview & Location

The Administrative Office at Forest Lake Area Community School (FLACS) serves as a centralized hub designed to support the academic, behavioral, social, and personal development of all students. Located inside Door 1 on the south side of the building, the office acts as a vital resource for our community by managing integrated administrative and guidance functions for students, parents, and staff.

Core Goals & Philosophy

The Administrative Office practices a deeply personalized, holistic approach to serving our school population. We prioritize holistic support by engaging with students across every facet of high school life, from academic progress and behavior to social-emotional health and career planning. Our team maintains proactive, transparent communication between students, staff, families, and external support personnel to ensure all stakeholders are informed. Through our continuity of care model, each student is matched with a dedicated administrative team that provides consistent support for their entire high school career. Finally, we are committed to equity and efficiency, providing fair, timely, and consistent responses and interventions for everyone we serve.

Roles and Responsibilities

To ensure clear guidance and accountability, leadership responsibilities within the office are tiered by function and assigned.

1. School Counselor ("First Line of Defense")

The School Counselor at FLACS serve as the primary contact for students and families, handling guidance, counseling, and daily administrative functions. They provide academic advising, including course selection and graduation tracking; offer personal and social-emotional support for student well-being; assist with career and college planning; and provide daily discipline and behavior support by clarifying handbook rules and promoting positive choices.

2. Principal (Executive Leadership & Systemic Direction)

The Principal provides high-level vision, executive oversight, and administrative leadership for the entire school community. Operating primarily at the strategic level, the Principal oversees whole-school operations, school culture, staff leadership, and district-level alignment. The Principal steps into direct student, family, or operational matters on an as-needed basis, specifically for critical policy decisions, major school-wide initiatives, or severe crisis situations that exceed assistant principal oversight.

Contact Directories & Student Assignments

Students and families remain with the same administrative team for their entire high school experience based on the student's last name.

Principal		
Kelly Tschudy-Lafean	651-982-3171	ktschudy@flaschools.org

School Counselor (Primary Contact)

School Counselor		
Emily Wood	651-982-3188	ewood@flaschools.org

Accessing Supports

To access support services, students are encouraged to visit the office during passing times or before and after school, unless an emergency situation arises; students needing to meet with their Dean during instructional time must request a pass in advance. For parents and guardians, please contact your student's Dean or Assistant Principal by phone or email to schedule an appointment, ensuring dedicated time for your discussion.

Language Access Plan

[Forest Lake Area Schools](#) is committed to providing meaningful, accessible communication for all families to ensure equal opportunity and active participation in their child's education. We offer language access services, including translation and interpretation, to assist non-English speaking parents and guardians with school-related information and decisions. For complete details and resources, please review our full [Language Access Plan](#).

Lunch and Cafeteria

Lunch is an opportunity for students to enjoy delicious food, nourish the body and take a break from class. Lunch is the ideal time to socialize with friends. All students are expected to be in the Cafeteria during their assigned lunch period for supervision purposes. Flex spaces, classrooms, the Resource Room, Media Center, teacher classrooms, Conference Rooms, the Commons Area, Hallways, and Student Services are not places to eat lunch or gather when it is a student's assigned lunch time.

Students and teachers have a right to eat and socialize in a clean and non-threatening environment. Students are expected to

- enter and exit the cafeteria at the appropriate time and place.
- go through the lunch lines efficiently and in an orderly manner.
- use appropriate language and respect personal space.
- clean their space before leaving - tables and floor are free of food, garbage, etc.
- separate food waste, recycling, and trash in the appropriate bins.
- ask permission from a lunchroom supervisor any time you need to leave the cafeteria.
- WALK at all times.

To view menus or deposit money for ala carte items, visit <https://www.flaschools.org/student-services/nutrition>.

Closed Lunch District

Forest Lake Area Community School is a closed campus, which means that once a student boards the yellow bus for school in the morning (or enters through the school doors), you are considered to be the responsibility of the school district. You are expected to remain in designated areas on school grounds during the entire school day, unless leaving the building prior to dismissal time has been authorized by a parent/guardian and the attendance office has been notified. If you leave school grounds during the school day without PRIOR permission and being signed out, you will be considered unexcused and will not be allowed back into the building. *Leaving for lunch is not an excused absence.* See additional information in the Arrival/Departures and Attendance/Tuancy sections. Food deliveries to FLACS during the school day are **not permitted**, including but not limited to Grub Hub, Uber Eats, Doordash or any similar service. Any food and/or drink deliveries during the school day will be kept in the main office until the end of the day. Opening side and back doors are a security risk and students are expected to adhere to school safety guidelines. Having items dropped off by family or friends is also discouraged. The items will be held in the main office if causing a disruption to the school environment. Students may not leave class to come get food/beverage deliveries.

Pledge of Allegiance

In compliance with [Policy 542, The Pledge of Allegiance](#) and Minnesota Statute [Section 121A.11](#), students may recite the Pledge of Allegiance to the flag of the United States of America with the building principal's approval once per week. 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.

School Closing Procedures

School may be cancelled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. When school is cancelled, the District will notify parents/guardians by no later than 5:30 AM on the day of the late start or cancellation (possibly the evening before) using the following tools:

- Text, voicemail and e-mail messages
- Facebook pages
- District and school website posting
- The District will also notify local media outlets, but cannot guarantee if, when or how the media will report the information provided.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches any time students are present. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. “Contraband” means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with school district [Policy 510, Student Discipline](#), which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker

Under [Minnesota Statute 121A](#), school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students’ convenience. In compliance with [Policy 510, Student Discipline](#), school officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students’ personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student’s personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by Ramsey County or school officials.

Personal Possessions and Student’s Person

The personal possessions of a student and/or a student’s person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Vehicles on Campus

School officials may conduct routine patrols of student parking lots and other school district locations, and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

The interior of a student's motor vehicle, including the glove and trunk compartments, on school district property, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

Video and Audio Recording

Buildings and Grounds

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance inside of locker rooms or bathrooms is not currently in place and would only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent. Students are never permitted to photograph or record anything or anyone (including themselves) within the locker rooms or bathrooms at school or at school functions.

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Academic Integrity

Academic Dishonesty

Definition: Any act that misrepresents a student's schoolwork or that abridges the rights of other students to fair competition. Academic dishonesty includes, but is not limited to: cheating on assignments or exams, plagiarizing (misrepresenting another's work as one's own original creation), submitting the same (or substantially the same) paper in more than one course without prior consent of all instructors concerned, depriving others of necessary academic courses, sabotaging another student's work and using, without attribution, a computer concept or program, or unauthorized use of artificial intelligence (AI) to produce academic work.

Academic dishonesty will be considered a behavioral infraction. The following guidelines will be utilized when a violation of academic honesty occurs:

- consequences will commensurate with the severity of the incident
- consequences cannot prevent growth and development or an accurate measurement of student achievement
- measures will be sought to determine why the academic dishonesty occurred
- students will be required to provide an explanation of their decision to engage in this behavior
- students in violation of this policy will not escape the performance indicator; student knowledge will still be measured within an agreed timeframe set by teacher, dean, and student
- re-examination of content; repeat of project, paper, or activity

Procedures for Academic Dishonesty

1. Meet with the student's dean or admin — case manager and student support team informed.
2. Phone call to parent/guardian from teacher.
3. Student to complete the assignment or a replacement assignment.
4. Replacement assignment may disallow the use of tech or require observation during completion
5. Multiple violations could lead to a parent/guardian meeting with the student and staff and further disciplinary consequences.
6. Possible loss of eligibility for National Honor Society and/or other character-based opportunities.

Artificial Intelligence

At Forest Lake Area Community School, we are committed to guiding responsible, safe, and ethical use of Artificial Intelligence (AI) through the development of clear AI guidelines that support both teachers and students to engage with, innovate, and make informed decisions while using AI in FLACS. We understand the potential benefits of AI and we prioritize student learning and original student work.

Academic Integrity Parameters: AI Assistance

- Assessments: AI tools may be used as a tutor or studying assistant to prepare for assessments, such as exams or quizzes, but not in the context of completing exams or quizzes unless explicitly stated.
- Assignments: Teachers will explicitly state if AI is allowed and clarify appropriate use of any suggested tools when AI is being allowed to support completion of part or of an entire project.
 - If not directly stated as allowed, students are expected to create their own original work.
 - This practice is in place to ensure that the student is doing the learning from the assigned work.

- Bias & Critical Thinking: AI-generated content should be critically evaluated for potential biases or inaccuracies. Students selecting to use AI must understand the limitations of AI and the importance of cross-referencing with trusted sources.
- Citations: Any AI-generated content used in assignments must be appropriately cited; its use must be disclosed and explained.
- Plagiarism: AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or passing off AI-generated content as one's own is considered plagiarism. Non-original work will not be accepted.
- Use of AI Detection Tools: Staff may use AI detection tools as part of their grading process. The tool will not be the only indicator of plagiarism. Teachers may also consider if the work is consistent with similar examples of prior student work or performance on in-class formative assessments of performance.

AI as a Contributor to Cyberbullying

Deepfakes and Misinformation: AI technologies, like deepfakes, can create convincing but false content, which can be used to spread misinformation or maliciously impersonate someone, leading to conflict, harassment and/or reputational damage. Student use of AI for the purposes of impersonating someone, spreading misinformation about them, that harms the health and well-being of another student or staff member will not be tolerated.

Class Schedule Changes

A student who would like to make a schedule change needs to communicate with their dean within the identified time windows. Note that schedule changes will **only** be considered if it fits the following criteria:

1. A senior requires a change to meet graduation requirements
2. A student is in a PSEO or work program
3. A student does not have seven (7) classes or contains a true error (ie. two of the same class in one semester)
4. A student wishes now to enroll in an AP, concurrent or CIS course (dependent on capacity of class)
5. If a student in any grade level requests a move to a different elective course, that request will be honored so long as that course is not at capacity.

Earning College Credit

Postsecondary Enrollment Options

In consultation with the school counselor and with parent/guardian approval, tenth, eleventh, and twelfth grade students may [apply to enroll](#) in Postsecondary Enrollment Options (PSEO). Students electing this option are beginning their postsecondary journey. Up-to-date information about the PSEO program will be published on the [district's website](#).

District approved courses, with qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement, will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to their dean by October 30 or May 30 to indicate the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30. The application form must be signed by the student and his/her parent/guardian. Families should be aware

that progress and success in PSEO courses are not monitored by school staff. It is up to the student to meet their course expectations. Scores in these courses will be reflected on BOTH the Forest Lake Area Community School and the college transcripts.

Other Early College Options (click the link for more information):

- [College Credit by Pathway](#)
- [Advanced Placement \(AP\)](#)
- [College in the Schools \(CIS\)](#)

Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board ([Policy 613](#)), in order to graduate from Forest Lake Area Community School.

Early Graduation

Students may be considered for early graduation after meeting the conditions provided in school district policy.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal(s).

Course Credits Required

To earn a diploma, students must successfully complete at least 26 credits and comply with the following high school level course requirements:

26 High School Level Course Credits Required for Graduation as follows:		
Subject Area	Credits	Courses
Language Arts	4	English 9 A&B (1.0 credits) English 10 A&B <u>or</u> AP Seminar A&B(1.0 credits) English 11 A&B <u>or</u> AP English Language and Composition A&B (1.0 credits) Communication Course (0.5 credits) English Elective (0.5 credits)
Mathematics	3	Algebra 9 A&B (1.0 credits) Geometry A&B (1.0 credits) Algebra II A&B (1.0 credits)
Science	3	Earth & Space Science A&B (1.0 credits) or AP Environmental Science A/B/C (1.5 credits) Physics A&B (1.0 credits) or Chemistry A&B (1.0 credits) or AP Physics A/B/C (1.5 credits) or AP Chemistry A/B/C (1.5 credits) Biology A&B (1.0 credits) or AP Biology A/B/C (1.5 credits)

Social Studies	3	Geography (0.5 credits) or AP Human Geography A&B (1.0 credits) or Geography in Spanish (0.5 credits) World History A&B (1.0 credits) or AP World History A&B (1.0 credits) U.S. History A&B (1.0 credits) or AP U.S. History A&B (1.0 credits) Citizenship & Government (0.5 credits) or Citizen Government in Spanish (0.5 credits)
Arts	1	Any Art or Music courses (not including Music Theory)
Phy Ed & Health	1.5	Physical Education 9 (0.5 credits) Physical Education 10 (0.5 credits) Health (0.5 credits)
Econ & Personal Finance	1.0	Economics (0.5 credits) or Agricultural Economics (0.5 credits) or AP Microeconomics A&B (1.0 credits) Personal Finance (0.5 credits) or AP Business & Personal Finance (0.5 credits)
Elective Courses	9.5	

State and District Testing

Forest Lake Area Schools use standardized and formative assessments to measure student learning, track growth, and continuously improve instruction.

- Primary Assessments: Most students participate in the annual Minnesota Comprehensive Assessments (MCA-III) for statewide standards accountability and FastBridge assessments (for select students) to evaluate individual growth in academic skills.
- Parental Choice: While participation ensures schools have accurate learning data, statewide and district assessment participation is a parent/guardian choice. An opt-out form is available for parents who choose to decline testing.

For full testing schedules, test descriptions, and district results, please visit our [Testing Information & Results](#) page.

Individual Education Plans (IEP)

Students with an IEP may graduate from their individual education plan or credits. For additional information, connect with your student's case manager or dean.

Credit Recovery

Students may be referred to attend after school or summer credit recovery by their dean. Credit recovery may only be attempted after a course has been completed during the school year where credit was not earned. Students who need to recover credit should talk with their Dean about signing up for credit recovery.

Additional Requirements to Participate in Graduation Ceremony

Fulfill Senior Obligations

- All textbooks, library books and chromebooks & chargers are returned
- Outstanding fees (technology, late library books or other school-related fees) are satisfied
- Senior Survey completed

Graduating with Honors

Seniors graduating with honors are identified from the GPA (grade point average) from 9th grade until their first semester of 12th grade.

- “Summa Cum Laude” status: weighted GPA of 4.000 and higher earns Gold Stole
- “Magna Cum Laude” status: weighted GPA of 3.8-3.999 earns Silver Stole
- “Cum Laude” status: weighted GPA of 3.5-3.799 earns White Stole

Students graduating with honors have the option to purchase the corresponding stole to wear during the graduation ceremony. Honor students are also designated in the ceremony program.

Academic Scholar (Maroon & Gold Cord)

Any student successfully completing 3 or more college credit bearing classes with a B- or greater in 3 or more select areas. This includes all PSEO classes. Courses that have an A or B section will be counted as one course. Calculated at the end of first semester.

Honor for Literacy (Rangers Read)

We know that reading is tied directly to life-long learning and success. To encourage our students to make reading a regular part of their lives, we have a literacy program called **Rangers Read**. Students who read a minimum of 10 books a year and complete a "book talk" with their advisory teacher will earn the privilege of wearing a white literacy honor cord for graduation. [More information about the Rangers Read program can be found at this link](#)

Retaking a Course for Grade Improvement

A student may retake any course that they have received a D+ or lower. The higher of the two grades will be posted to the transcript and the other will be changed to a No Grade (NG). Students interested in retaking a course for grade improvement to make an appointment with their dean.

Student Behavior & Discipline

Building a positive and safe school culture at Forest Lake Area Community School (FLACS) is a collective responsibility. Our behavioral expectations are designed to ensure every Ranger can focus on their future in a respectful, orderly, and engaging environment.

- **Mission-Driven:** All behavior should align with our mission to prepare and empower students to thrive and contribute to an ever-changing world.
- **Behavioral Philosophy:** FLACS believes that learning happens best when students are provided opportunities to exercise responsibility. The district prioritizes positive behavior supports, relationship building, and de-escalation over punishment. Our goal is to keep students connected to their learning. While consequences are sometimes necessary, we prioritize restorative and non-exclusionary practices to help students understand the impact of their actions and repair relationships. Corrective measures are progressive and may include:
 - Supportive Measures: Student conferences, reflective assignments,
 - In-School Monitoring: Temporary tracking of a student's movement during the school day to provide extra support and accountability.
 - In-School Suspension (ISS): A supervised space where students can complete their schoolwork while separated from the general student body for a period of time.
- **Proactive Strategies:** The district prioritizes positive behavior supports, relationship building, and de-escalation over punishment.
- **Role of Discipline:** Discipline is intended to help students process issues and guide them toward making better choices.
- **Policy Reference:** All disciplinary actions at FLACS are governed by [District Policy 515: Student Discipline](#), which communicates expectations regarding acceptable conduct to provide a positive learning environment for all students.

School is a place of work and learning; it is also a very public space, not entirely different from a library, restaurant, mall, or movie theater. Therefore, just as in any of those locations, there are norms of conduct that must be observed.

Appropriate communication such as language and volume as well as self-control are necessary and required in public spaces. In times of emergency, these expectations are especially important as you will need to respond to the directions of staff.

At FLACS, we have a 3-minute passing time, which is adequate if you plan ahead. Teachers will not issue a pass out of class the first or last 10 minutes of learning unless it is an emergency.

All staff are expected to actively supervise the hallways and common areas in between class periods and will expect students to be respectful, responsible, and engaged.

All staff members in the building, including the cafeteria staff, custodial staff and staff students may not know, have the right and responsibility to give redirection when necessary. Students are expected to be respectful and collaborative as we prioritize safety and learning.

Classroom Expectations

- Arrive on time
- Store earbuds/headphones in bag
- Have all appropriate materials
- Follow adult instructions
- Advocate when help is needed
- Avoid or immediately cease disruptive behavior as expected/requested
- Stay on task and use work time for school work
- Do not leave a classroom, for any reason, without a pass
- Only request a pass for the restroom, health office or student services as necessary (not for a walk/break)

Teacher Assistant (TA) Expectations

It is the responsibility of each student assigned as a TA to be accountable and in the classroom of the assigned teacher, complete work for the teacher as assigned, if sent to make copies or run another errand to return to the classroom immediately upon completion of task. A student will become a TA only after the appropriate form is signed by the teacher, dean and student. Any student wishing to be a TA must be at their expected level of academic credit-readiness.

In addition, the following expectations apply to TAs:

- Students are to be under the direct supervision of the teacher - in the teacher's classroom - during the assigned class only.
- When it is necessary for the student to move from one location to another, the student must visibly wear the TA lanyard at all times.
- Under the Data Privacy Law, students are not allowed to grade other students' work, enter grades in the grade book or have access to grades of other students. Nor should students access the teacher's computer.
- Failure of a student to follow procedures will result in loss of credit and removal of the TA privilege.
- A TA will be assigned a pass/fail grade and may earn .25 credit.
- Under no circumstances are TA's allowed to leave the building without prior arrangement with a parent/guardian permission (see attendance).

Pass Use Expectations

- Passes are for going directly to or from a location (taking a lap is not an option for leaving class)
- Passes may be restricted if abused and an escort required
- Each student receives 10 passes per semester. Once those passes have been used, students will no longer be allowed to leave during class time without a dean visit.
- If you are found in the hall without a pass, you will be escorted back to your classroom or dean
 - Repeated or habitually pass misuse or lack of pass will face progressive disciplinary actions
- Phones and earbuds/headphones are not permitted

- Students meeting peers in the hallway during class time may get their passes blocked to help them remain in their classroom and not miss instruction

Hallway Expectations

- Always have a pass when class is in session. Passes are for destinations not walking around or laps. Students will be escorted if they seem to need assistance getting to their destination.
- During class time, phones should not be in use even in the hallways. Students with phones in the hallways will be expected to turn them over to staff for safe keeping until the end of the day and be escorted back to class.
- Move efficiently to your next class - make use of your passing time and don't be tardy!
 - At the one minute warning you should immediately move with urgency toward your class.
- Use appropriate language, volume, tone, and respect the personal space of others.
- Help keep our "house" clean, including the hallways.
- Recording devices should not be used in the hallways (or anywhere in school) as you may record others without their knowledge or consent, this includes reels, Tik Toks, selfies, etc.
- If you are waiting for a ride, wait by Door 1. Do not leave your assigned space until your ride is scheduled to arrive or you may be sent back to class.

Flex Space Expectations

- Flex space use is a privilege and can be revoked at any time for unexpected behavior.
- Working in a flex space with a green pass must be assigned and actively supervised by a staff member.
- Anyone found to be in a flex space that is not actively working will be sent back to class.
- Phones are not permitted while using the flex space.
- Use appropriate language, volume, tone, and respect the personal space of others.
- Help keep our "house" clean, including the flex spaces.
- Always have a pass VISIBLE when working in a flex space.
- If a class is already using a flex space, that flex space is not available to students from other classes during that time.
- Flex spaces should only be used to record if for a specific academic purpose assigned by staff.

Locker Room Expectations

- Locker rooms and locker room bathrooms are ONLY for use by students at the start and end of Phy Ed classes or at the start and end of extracurricular athletic activities.
- Locker room lockers should only be used to store athletic clothing and equipment.
- Locker rooms will not be unlocked for students to get items, do NOT put your lunch in the locker room.
- Students are not allowed to access the locker rooms or locker room bathrooms at any other time during the day.
- Locker rooms are locked at all times when there is not an adult supervisor present.
- Any students found in a locker room, when there is not an adult supervisor, will be escorted out and subject to school discipline.
- Photographs or recordings of ANY type are **never** allowed in locker rooms or restrooms.

Bathroom Expectations

- No bathroom passes will be issued during the first or last ten minutes of class. Students in the hallway will be sent back to class during these times.

- Students should go directly to the open bathroom nearest their classroom and return directly to class after use.
- Students should not wait or loiter in the bathrooms. Anyone not using the restroom will be sent out of the bathroom.
- Phones should not be used in the bathrooms for any reason as there is no way to ensure privacy from photos or recording if phones are out.
- Only one person per stall at any time for any reason. If multiple students are found to be in the same stall at the same time, they are subject to search by the administrative team.
- Any students who repeatedly violate bathroom expectations will be placed on the “no-pass” list and will require a staff escort to use the bathroom during class time.

Study Hall, Alternate Provider, PSEO Expectations

- Students in grades 9, 10 and 11 must stay in the forum and students in grade 12 will use the LMC.
- Students may not use this time to join other classrooms. To be in a classroom, you must be on the roster for that class period.
- Students with an open period that have permission to leave, must either leave the building immediately or go directly to the assigned space (forum/LMC). Walking around the building, being in flex spaces, being in the locker rooms, going to the weight room, etc. is not permitted.
- Use this time to complete the work for the classes as intended.
- Students that repeatedly are found out of the assigned area may lose the privilege of being in the building as we can not ensure your safety or supervision when out of your assigned area.

Fragrances

- Fragrances should be applied at home prior to arriving at school.
- Perfumes, body sprays, colognes, or other types of fragrances should not be brought to school as others in the building may have fragrance sensitivities or it could be a health concern.
- Consider limiting the amount of fragrance for our populations who are impacted.

Theft

Theft is the act of taking another person’s or organization’s property without the owner’s permission.

Regardless of the monetary value of the items stolen, theft of personal or school property is a serious violation of dignity and community trust, and is a criminal act. Any student determined by school administration to have engaged in an act of theft on school property may be subject to school disciplinary action, [Minnesota State High School League regulations](#), and/or referred to the School Resource Officer.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to the School Resource Officer. Disciplinary action may be awarded by both the school and the SRO.

Bullying

According to the stopbullying.gov, “Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have [serious, lasting problems](#).”

Peer conflict and bullying are often confused. In peer conflict, there are negative interactions that go both directions. In bullying the behavior is targeted, one direction, toward an individual. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, recording someone without their consent, and excluding someone from a group on purpose. This could include bullying based on an individual’s origin, age, color, religion, ancestry, status with respect to public assistance, sexual or affectional orientation, or disability.

FLACS staff and administrators take bullying and harassment issues very seriously, see district [Policy 541, Safe & Supportive Schools/Anti-Bullying Policy](#), for detailed information. Each reported incident of bullying within, or directly impacting, our school community will be investigated. Parents/guardians will be notified immediately in confirmed incidents of bullying. **To report bullying, complete [this form](#).**

Students aware of bullying that do not report the incident(s) to an adult at school may face the same or similar consequences as those that bully. Students must take an active role in bullying prevention.

Hate Speech

Forest Lake Area Community School is committed to creating a safe, welcoming, and inclusive environment for all students. Language or behavior that degrades, intimidates, or targets individuals based on their identity undermines our core values of Respect & Inclusion and will not be tolerated.

Definition & Protected Attributes

- **Definition:** Spoken, written, or digital communication that is offensive, insulting, or threatening based on personal or cultural attributes.
- **Protected Attributes:** Targeted communication based on race, religion, gender, identity, disability, or ethnic background.

Distinction Between Hate Speech and Profanity

- **Profanity Policy:** Obscene or vulgar language is prohibited on school grounds and at school-sponsored events.
- **Zero Tolerance:** FLACS maintains a zero-tolerance standard for language that specifically targets or harasses marginalized groups.

Student Action & Culture Expectations

- **Individual Accountability:** Students are expected to take ownership of their communication and use inclusive language.

- **Reporting:** Students who witness or experience hate speech are strongly urged to report it to a trusted staff member immediately.
- **Core Culture:** Every student has the right to learn in an environment free from hostility and harassment.

Electronics and Technology

Misuse of, Damage or Unauthorized Access to the District Computer System

The use of technology by students will be compliant with Forest Lake Area Public Schools regulations and applicable State and Federal laws. In accordance with [Policy 5234, Internet, Technology and Cell Phone Acceptable Use and Safety Policy](#), the District System consists of all Forest Lake Area Public Schools computers and communications equipment, including but not limited to, all computers, Internet access, electronic mail systems, voice mail systems, databases, network storage devices, facsimile machines, cable television systems, and all other audio or video systems. Use of the District System is a privilege and not a right. The District's System may only be used for appropriate educational purposes. In general terms, appropriate educational purposes include school administration, classroom instruction and educational research. In making decisions regarding student and employee access to and use of Electronic Technology, Forest Lake Area Public Schools (District) considers its own stated educational mission, goals, and objectives. The District strives to prepare all students for the future by providing a challenging education that builds academic competence, develops responsible citizenship, encourages creativity, promotes lifelong learning, advances critical thinking skills, instills a commitment to personal wellness, and fosters respect for self and others. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to Electronic Technology enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of Electronic Technology throughout the curriculum and will provide guidance and instruction to students in their use.

Chromebooks and Chargers

Students should only be using their assigned chromebook and should not lend or allow access to their device. Do not leave Chromebooks unattended and/or out in the open (in class, cars, libraries, at events, etc.) at school or outside of school. Students should not attempt to use another student's Chromebook for any reason. Students should NEVER share or allow others to know their password as actions that take place under their login are their responsibility.

Chromebook labels should never be removed. Loaner Chromebooks should not be removed from the teachers' classroom to whom it is assigned. Chromebook keys, ports, and screens should not be tampered with and doing so may result in damages and an assessed fee to replace these items.

Willful damage and misuse of chromebooks and/or the school network will be documented. **Chromebooks are school-issued learning tools and usage is a privilege.** Possible actions for behaviors that conflict with student conduct expectations around Chromebooks and the School Network include:

- Check-In/Check-Out Daily Chromebook
- Restitution and Community Service
- Completing Online Digital Citizenship Lessons
- Parent/Guardian Meeting
- Monitoring Plan
- Limited Access, Supervised Access, or Removal of Access Privileges

If your school-issued chromebook and/or charger is lost or stolen, contact our Tech Specialist at efore@flaschools.org

Dress and Appearance

As a member of the Forest Lake Area Community we welcome our students to display their uniqueness and identity in a variety of ways, including their individual hair and clothing styles, as long as they meet dress code policy expectations. Having parameters with our dress code helps to support an environment that remains conducive to learning and community.

- Forest Lake Area Community School reserves the right to address any behaviors or dress that are not appropriate or causing a disruption to the school environment.
- Student clothing must allow identification of the student (i.e. no costume masks, sun glasses, face paint or other disguises/ makeup that conceal identity).
- Jewelry that presents a safety hazard to self and/or others may not be worn or brought to school. Examples include, but are not limited to: chains, spike rings, spike collars or bracelets.
- Clothing or accessories with words, graphics or innuendo, that are obscene, vulgar, abusive or discriminatory, may not be worn or brought to school. Examples include, but are not limited to: ethnic, racist, sexual, or sexist remarks/images, such as swastikas, confederate flags, etc.
- Clothing or accessories that promote or advertise alcohol, illegal chemicals, tobacco, or any product that is illegal for use by minors may not be worn or brought to school. Examples include, but are not limited to: alcohol logos and tobacco logos. “Look alike” logos are also unacceptable.

Dressing appropriately for school is preparing you to dress appropriately for activities outside of school and future life (post-secondary endeavors, public events, job interviews, etc). While we want to celebrate student individuality, clothing should also reflect the values of a learning environment that does not reinforce stereotypes or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income and or body image.

Drug-Free School and Workplace

Forest Lake Area Public Schools is committed to providing a healthy, caring environment through providing school facilities that are free from the use or misuse of controlled substances. “School facilities” include all Forest Lake Area Public Schools property and vehicles or wherever students or employees are at school-sponsored events. ([Policy 435](#)).

If there is plausible cause to question a student who may be under the influence and/or in possession of any controlled substances on school grounds, school staff members may search the student’s person and the belongings of students including lockers, backpacks, purses and/or other personal items. Students who are in possession of any controlled substances will turn these items over to school officials. Contraband such as lighters, vape pens, cartridges, cigarettes and other prohibited items will be confiscated and turned into Administration. These items will not be returned to the student or family. In the event of suspected hidden contraband, school staff will proceed with possession protocols for safety purposes and students will be kept in sight until released to a parent/guardian.

Possession

The possession or use of alcohol, controlled substances, toxic substances, medical cannabis, nonintoxicating cannabinoids, and edible cannabinoid products are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited and will also be confiscated. Based on specific circumstances, the school district will discipline or take appropriate action against anyone who violates this policy. Any item found on a student or in a student's possession will be considered their property. Students should keep this in mind if asked to "hold" a prohibited item for a peer.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment reason onto a school location for personal use if the person has a physician's prescription for the substance. However, marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district [Policy 516, Student Medication](#). The school district will provide an instructional program on chemical abuse and the prevention of chemical dependency.

Confiscated items will be turned over to the School Resource Officer (SRO) without exception. In any of these circumstances, the SRO may be consulted and invited to participate in the investigation. Students may be cited when appropriate. Students may also face suspension.

Use: Suspected or Otherwise

Students who may possibly be under the influence will be seen by the health assistant as a first safety precaution. A parent/guardian will be immediately contacted. **Students suspected or determined to be under the influence of controlled substances will be dismissed from school for the remainder of the day. This includes students refusing to cooperate with a search or the health assistant's exam.** Based on circumstances, students may be referred for suspension. Parents/guardians may be requested to accompany their student back to school for a re-admit meeting with administration to discuss possible next steps and available resources. Students who are involved with athletics or activities, and who are determined to be using controlled substances, will also be subject to the [Minnesota State High School League regulations](#). The health and safety of students will always be our top priority.

Students who appear to be under the influence, will not be allowed to enter Forest Lake extracurricular events and activities. Parents/guardians will be notified to come pick them up. A meeting with the student, their family and administration may be scheduled for the following day.

Harassment, Violence, and Hazing

Forest Lake Area Public Schools will 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, gender identity or disability, and that is free from hazing, as outlined in District [Policy 425, Harassment and Violence Policy](#). Procedures have been developed consistent with Minnesota Statutes Sections 121a.03 and 121a.69 and Chapter 363A to ensure this environment. Sexual exploitation, or malicious and sadistic conduct based on protected status, as defined herein, is prohibited. Procedures have been developed pursuant to Minnesota Statute 121a.03. Contact one of the building principals to make a report and obtain any forms needed.

Student Parking on School District Property

The school district allows limited use and parking of motor vehicles by students, subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only, by permit.
- Permits must be clearly visible in the front windshield and registered to that vehicle.
- Students must park in the south student lot and obey the 10 mph speed limit.
- Transferring, selling, or sharing permits with other students is strictly prohibited.
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.
- Violation Fines:
 - 1st: Verbal Warning.
 - 2nd: \$10 Fine.
 - 3rd: \$30 Fine and Wheel Lock.
 - 4th: \$40 Fine and Wheel Lock.
 - Removing a wheel lock requires a \$30.00 fee.
- Revocation: Permits can be revoked for parking violations or unrelated behavior issues like truancy or tardiness.

The school district may conduct routine patrols and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline which could include a referral to Law Enforcement.

Searches

Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota Statutes, 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 officials 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 when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the administration must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by law enforcement or administration.

Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules ([Policy 514](#)). The search will be reasonable in its scope and intrusiveness. Disallowed items will be confiscated and not returned. Any items

found on the student or in their possession will be considered their property. Students should never hold items for peers.

It is a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It is a violation for students to carry contraband on their person or in their personal possessions.

Exterior and Interior School Keys

Students are not issued nor to be in possession of keys to exterior and/or interior doors at FLACS. Staff are discouraged from even borrowing their school-issued key to a student

Transportation of Public School Students

As stated in the district [Policy 531, Student Transportation Safety Policy](#): **Riding the bus is a privilege and not a right.**

There are very specific rules and expectations on the bus, which must be followed. Failure to do so could result in a bus “write-up” or referral. Bus referrals may come in later in the evening and will be followed up on the next day. The rules include but are not limited to:

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- 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.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver’s directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.

- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Each student referred for inappropriate behavior will have the incident reviewed by a dean or administrator regarding the nature of the activity and its safety implication. Consistency will be followed in all disciplinary proceedings. If the offense is willful vandalism or destructive behavior, bus privileges will be suspended immediately. If a reported incident is determined upon review by the principal or designee to be a violation of the bus safety rules, the following consequences may apply:

1st Violation: The student will be issued a warning, a parent contact, and/or a 1-2 day suspension from riding the bus. Assigned seating on the bus may be implemented.

2nd Violation: Short-term (3-5 day) suspension of bus riding privileges as determined by administration.

3rd Violation: Suspension of bus riding privileges for an extended period of time (up to permanent removal), depending upon the seriousness of the violation. Only the administration is authorized to remove a student's bus riding privilege for safety code violations. Prior to implementation of such removal, administration will notify the family of such action.

Students who consistently abuse the bus riding privilege may be subject to School District action **permanently removing** their bus riding privilege.

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in or near a school location except as provided in school district [Policy 1501, School Weapons Policy](#). A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one (1) year, subject to school district discretion on a case-by-case basis.

Student Code of Conduct ([Policy 515](#))

Students are expected to follow all school rules from the moment they arrive at the bus stop until they depart at the end of the day, including during all school-sponsored activities.

Unacceptable Behaviors

Disciplinary action will be taken for any behavior that disrupts good order or violates the rights of others.

Examples include:

- **Violence & Harm:** Fighting (mutual combat), assault (acts intended to cause fear of harm), and shoving or slapping.
- **Harassment & Bullying:** Any acts that injure, degrade, or disgrace individuals, including sexual, racial, and religious harassment. This includes **cyberbullying** via electronic devices.
- **Property Violations:** Theft, unauthorized possession of others' property, and willful damage to school or peer property.
- **Disruption:** Abusive or obscene language, boisterous conduct, gambling, and "hazing" for organization affiliation.

Insubordination & Identification

Students must comply with reasonable staff requests to ensure a safe environment.

- **Failure to Identify:** Students **must** provide their correct name or I.D. card to any staff member who requests it. Refusal is considered a serious violation.

Major Safety Prohibitions

Alcohol, Cannabis, and Illegal Drugs

Use, possession, distribution, or sale of illegal drugs, alcohol, or simulated drugs is strictly prohibited on school property, buses, and at events.

- **Consequences:** Violations typically result in an immediate **5 to 10-day suspension** and potential consideration for expulsion.
- **Selling:** Intent to sell results in a **10-day suspension** and an automatic recommendation for expulsion.

Tobacco, Nicotine, and Vaping

All FLACS buildings and grounds are **tobacco-free**.

- **Violations:** This includes possession of tobacco/vapes, having a cigarette in hand (lit or unlit), or visible smoke/vapor.
- **Consequences:** Initial violations involve a warning and parent contact; subsequent offenses lead to suspension and referral to law enforcement.

Prohibited Conduct & Safety

- **Interference/Obstruction:** Intentionally preventing a staff member from performing their school duties is prohibited.

- **Food & Beverage Safety:** Tampering with food or beverages (such as contamination or spitting) is considered a safety violation and is subject to disciplinary action.
- **Severe Safety Disruptions:** Tampering with fire alarms, making false 911 calls, or making threats toward the school community are serious violations with mandatory administrative responses.

Discipline Complaint Procedure

If a student or parent feels that discipline policies are being applied unfairly or incorrectly, they may file a written [Discipline Complaint Form](#) with the Principal. The school will begin an investigation within three school days and provide a written report of the findings.

Electronics and Technology

At Forest Lake Area Community School, we believe that showing up means being fully present, respectful, and engaged. Cell phones, headphones, AirPods, and other personal electronic devices can distract from learning, relationships, and being present with one another. To support a focused and connected school environment, and in alignment with Minnesota Statute 121A.73, **students are not allowed to use cell phones, headphones, AirPods, or earbuds during the school day from 7:45 a.m.–2:30 p.m.** This expectation is about giving students back the opportunity to focus, connect, and fully **SHOW UP** each day. **Students are not allowed to use their cell phones or headphones/earbuds during the school day (7:45am-2:30pm).**

Bell-to-Bell No Cell Phone Procedure (Effective 2026-2027)

To foster a focused learning environment and support student mental wellness, FLACS implements a building-wide expectation for personal electronic devices.

- **The Expectation:** From **7:45 AM until 2:30 PM** every school day, all personal cell phones and communication devices (including earbuds and smartwatches) must be:
 - Left at home,
 - Locked in your car, or
 - Stored in a locker.
- **Where it Applies:** This policy is in effect during class time, passing time, study halls, lunch periods, and in all hallways, restrooms, and common areas.
- **Medical Exceptions:** Students with documented medical needs requiring phone access must coordinate a plan with their Dean or administration.
- **Consequences for Use:**
 - **Confiscation:** If a device is visible, it will be collected by staff and delivered to the front office.
 - **Parent Pick-Up:** Confiscated phones will only be released to a parent or guardian in person between 6:30 AM and 4:00 PM.

Students are encouraged to give the school's phone number (**651-982-3175**) to parents/guardians and other contacts that may need to contact them urgently during the school day. The expectation is that any person needing to contact a student should do so through the attendance office in an emergency. School personnel will locate the student and relay messages as needed. Students may check/use devices during passing times and lunch.

Photographing or Recording is Prohibited at School

Students may not photograph or record Forest Lake faculty, staff or fellow students without their prior expressed consent. Students found to have caused a disruption to the school day by having recorded, possessing, and/or shared to social media an image captured at school or that refers to school are subject to school disciplinary consequences. The school is not a place to record social media posts of any kind as you may inadvertently get another person in the recording without prior consent.

Recording or Photographing in a Restroom or Locker Room

Students using a device to record or photograph in any restroom or locker room are subject to immediate loss of the device. The student and/or guardian will need to demonstrate that the images are deleted. The student is also subject to suspension for repeat violations or disregard of the rule or in the event of recordings/images being shared or posted regardless of who is or is not in the recording/photograph.

Class Time Expectations for Student Phones/Headphones/Watches/AI Glasses/Devices as Identified

Forest Lake Area Community School is committed to providing a focused learning environment where students can fully engage in their education and in one another. As part of our continued efforts to support student learning, mental wellness, and positive school culture, FLACS will implement a Bell-to-Bell No Cell Phone Expectation during the instructional day. Research on listening to music while doing schoolwork is still controversial with recent studies suggesting it is more distracting than beneficial. This policy is designed to reduce distractions, increase engagement, and help students build strong academic habits and interpersonal connections. By limiting phone use during the school day, we can ensure that classrooms remain places where students can focus, collaborate, and grow. At Forest Lake Area Community School, we remain committed to creating a positive learning environment.

Students found in the hallway or other areas with their phone out during class time will be expected to turn their phone over immediately. There is no warning as the phone should not have been stowed. The phone will be kept safe in Student Services for the remainder of the day and can be picked up by a parent 6:30am-4:00pm or retrieved the following day by the student

Teachers are required to refer students who have their phone out to administration. The teacher is to call x8600 for support. If the student refuses to turn over their device(s) to the supervisory adult, an administrator will meet with the student that hour, contact parent/guardian via text or phone call, and inform both the student and parent/guardian that the school will safely store their phone for the remainder of that day AND for the entirety of the next day.

Students who decide not to store their phone/devices with administration will be dismissed for the school day and an in-person meeting with the parents/guardians may be required prior to the student's return to school.

Technology misuse consequences may increase with repeated misuse.

*student with specific medical issues or an IEP/504 accommodation will be allowed to follow their specific accommodation

Attendance

Consistent school attendance is essential for scholastic achievement and is required under Minnesota State Law. The following procedures establish the attendance expectations for Forest Lake Area Community School (FLACS) students. Detailed information is available in [School Board Policy #519](#).

Reporting and Excusing Absences

Parents or guardians must provide a valid justification for any portion of the school day a student misses. To report an absence, please contact the Attendance Hotline at 651-982-3150 or utilize ParentVue on or before the day of the absence. Reports should include the parent or guardian's name, the student's name and grade, the date(s) of the absence, and a specific explanation for the time away. In cases where no phone call is placed, students are required to deliver a signed note to the Attendance office immediately upon their return.

Excused vs. Unexcused Absences

School leadership maintains final authority in classifying an absence as excused, unexcused, or truant.

Valid Excused Absences:	Unexcused Absences Include <i>(but are not limited to)</i> :
Illness: Confirmed by a parent or doctor; formal medical documentation may be mandated for chronic absenteeism. Family Emergencies: Urgent situations involving serious injury, illness, or bereavement within the immediate family. Appointments: Medical or dental visits that cannot be arranged outside the instructional day. Authorized Absences: Includes religious observances, school-sanctioned activities, military recruitment, legal obligations, and license examinations.	● Oversleeping or failure of alarm devices. ● Automobile difficulties or missing the bus. ● Shopping trips or personal grooming appointments. ● Employment, childcare duties, or non-sanctioned "skip days." ● Departing school grounds without explicit administrative authorization.

Consequences of Poor Attendance

Poor attendance carries significant consequences for students. Unexcused absences result in zero credit for all daily assignments, assessments, and participation points. Furthermore, once a student reaches seven unexcused absences, they are legally classified as a "habitual truant," which requires the school to file formal county petitions as outlined in [Minnesota Statute Section 260C.007, Subd. 19](#). Attendance violations may also lead to the revocation or denial of parking privileges without financial reimbursement. Finally, participation in evening events or practices requires attendance for the entire school day; any portion of truant time results in immediate ineligibility for these activities.

Attendance questions regarding letters or county interventions should be directed to the student's Dean.

Tardies to Class

Students are expected to be in class on time everyday. FLACS has a 5-minute passing time in between classes to allow for bathroom and other necessary short stops along the way to class.

On time means that you are in the classroom when the bell rings. Teachers and staff will assist in encouraging students to get to class on time through active supervision of the hallways.

- A teacher tardy (TT) means a student arrived late to class without a pass.
- If a teacher needs to speak with a student after class, the teacher should issue that student a pass to their next class.
- Teachers will not issue a pass out of class the **first or last 10 minutes of class or if the student was tarty** unless it is an emergency. Students should plan appropriately and use their passing time.
- Any student that accumulates a combination of five unexcused absences or tardies will be assigned an after-school detention

Any student who arrives at class more than 20 minutes late to a class will be marked absent for that period.

Access to after-school activities/sports for unexcused absences & tardies

To participate in school after-school athletic practices, students must not be sent home for behavior-related incidents. Students sent home for behavior reasons are NOT allowed to participate in or attend after school activities and events. Excessive unexcused absences or tardies may also result in restriction from participating in practices and games. The Activities office reviews attendance data to identify patterns in which students are missing or arriving late to class. In response, a member of the Activities office will notify athletes, parents and coaches if, as a consequence of missing class time, students are restricted from participating in practice or games.

Arrival and Departure

Forest Lake Area Community School is a closed campus, which means that once a student boards the yellow bus for school in the morning (or enters through the doors for high school students), you are considered to be the responsibility of the school district. You are expected to remain in your designated areas on school grounds during the entire school day, unless leaving the building prior to dismissal time has been authorized by a parent/guardian and the attendance office has been notified PRIOR to your leaving. If you leave the building during the school day without parent or school approval, you will be considered truant and will not be allowed back into the building.

ONLY Use Door #1 - Students and Visitors

To protect our school community, all side and back doors should never be opened for any guests, visitors or other students during the school day. All students, guests, and visitors must enter the school building through Door #1 (main entrance). **Each student involved in entering the building through a door other than Door #1, or opening any outside door to allow another access into the building will be dismissed for the day as this violates building safety procedures. Parents/guardians will be notified.** Students entering or leaving must use the main entrance and be scanned if school is in session.

All students at FLACS are expected to uphold the security of our school building and behave accordingly with safety in mind at all times while on school grounds and while participating in school-sponsored activities.

Entering and exiting the building at arrival and dismissal time needs to be safe and orderly.

Health Services

The Health Office provides basic first aid for students who become ill or injured during the school day. Students who become sick at school should request a pass to the health office. The health office will work with the student and family to determine if a student would benefit from leaving school.

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 five (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 health office at 651-982-8423.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school must meet requirements outlined in [Policy 516, Student Medication](#) including but not limited to a signed request from the student's parent/guardian and/or a physician's order. Forms 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 on the label. Prescription medications are not to be carried by the student and will be kept in the health office. 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 Individualized Education Plan (IEP), a plan developed under Section 504 of the Rehabilitation Act (section 504 Plan), or an Individual Health Plan (IHP). Marijuana is not allowed on school property, even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

Crisis Management

The school district has adopted the Standard Response Protocol (SRP). Each school building has its own building-specific crisis management plans that are scenario specific. Students and parents/guardians can access further information as to district- and school-specific plans in the linked handbooks.

The SRP addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and

communication procedures. The school district will conduct the following drills: hold, secure, lockdown, evacuation, fire and severe weather. Some building drills will be announced ahead of time, others may not be. Teachers will prepare students in all of their classes for emergency exit, severe weather shelter, and drill procedures. Emergency drill instructions are posted in each classroom. Students and staff should practice all emergency drills as if they are real.



All schools in Forest Lake Area Public Schools will participate in at least five (5) fire drills, and five (5) of the various SRP drills throughout the year.

- **Hold:** If there is a medical emergency or other disruption in the building and we need hallways clear. "Stay in your room or area, clear the halls."
- **Secure:** If there is a disruption in our surrounding community and we need to secure the building. "Everyone stay inside the building, lock all exterior doors."
- **Lockdown:** If there is a threat inside of our building. "Lock doors, lights off, stay silent and out of sight."
- **Evacuate:** If there is a hazardous material issue. "Relocate to our designated evacuation sites."
- **Shelter:** If there is severe weather. "Move to designated interior shelter spaces."

Students are partners with teachers and staff in maintaining a safe learning environment. If a student "sees" or "hears" something out of the ordinary or they know to be wrong, tell an adult immediately. Tampering with fire extinguishers, automated external defibrillators (AED) devices, or alarm systems when an emergency does not exist, is prohibited by both state law and city ordinances. Report any suspicious activity.

Suicide Prevention Information

The following crisis support contacts are shared at school, available to families and printed on the back of all student IDs. The blue links will take you to their websites for more information and resources.

- Children's Mental Health Crisis Line – **Call 651-266-7878** (for more information, visit [Just Call](#))
- [988 Suicide & Crisis Lifeline](#) - **Call or Text 988**

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools ([Policy 704](#)). To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must enter the building through the main entrance (Door #1), provide a driver's license and receive an approved visitor badge. This does not apply to events open to the public. Visitors, guest presenters and community resource visitors must have the prior approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the

visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

Co-Curricular Programs & Eligibility

Forest Lake Area Community School is proud to offer a wide range of co-curricular activities, athletics, and clubs designed to enrich the high school experience. Participation in these programs is a privilege, and all student participants are expected to maintain high standards of academic performance, citizenship, and conduct. For complete schedules, registration, and program updates, please visit our [Activities Website](#).

Activities Director

Michael Hennen	651-982-8411	mhennen@flaschools.org
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Activities Administrative Assistant

Michelle McMannis	651-982-8525	mmcmannis@flaschools.org
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Academic Eligibility & Progress Monitoring

Students must maintain a minimum 2.0 GPA and establish satisfactory progress toward graduation.

- **Ineligibility Process:**
 - A student with one failing grade has a two-week grace period to improve to a passing grade.
 - If the grade is not passing after two weeks, the student is ineligible for competition until it is corrected.
 - A student with more than two failing grades is immediately ineligible for both practice and competition until all grades are passing.
- **Final Authority:** Activities Directors or Principals have the final say on individual eligibility cases.

Attendance Requirements for Participation

- **Daily Attendance:** Students must attend the **entire school day** to compete in a contest or participate in a performance that evening.
- **Illness:** Students who miss any part of the day due to illness are ineligible for games or performances that day.
- **Truancy/Unexcused Absences:**
 - A single truant absence during any part of the day results in immediate ineligibility.
 - Students with three or more unexcused absences per school year become ineligible for participation on the day of any further unexcused absences.
- **Suspensions:** Students suspended from school are ineligible for all team functions, practices, and the next scheduled competition.

General Eligibility Standards

To participate, a student must:

- Be under the age of 20.
- Have participated in no more than four seasons in any sport in grades 9-12.
- Maintain amateur status (cannot use athletic skills for financial gain).
- Maintain a legal residence in the district or acquire MSHSL eligibility.
- Submit a prescribed physical examination and proof of health insurance.
- Sign the MSHSL Athletic Eligibility Information Bulletin.

MSHSL Chemical & Conduct Violations

FLACS strictly enforces MSHSL rules regarding alcohol, tobacco, marijuana, and controlled substances throughout the **entire calendar year**.

- **"Participation" Defined:** This includes merely being at a party where alcohol is being consumed.
- **Order of Penalties:**
 1. **1st Offense:** Loss of eligibility for 2 consecutive contests or 2 weeks (whichever is longer).
 2. **2nd Offense:** 6 consecutive contests or 3 weeks.
 3. **3rd Offense:** 12 consecutive contests or 4 weeks.
- **Lettering Impact:** A student who receives an MSHSL suspension during the season is **ineligible to earn a letter** or receive post-season awards (All-Conference, All-State, etc.) for that season.
- **Treatment Exception:** A student assessed as chemically dependent who enters treatment voluntarily may become eligible after six weeks upon successful completion.

Fees, Refunds, and Deposits

- **Activity Fees:** Fees must be paid before the start of the activity. A **family max of \$1,400** is in place.
- **Refunds:** 100% refunds are provided for cuts, season-ending injuries, or moving away if they occur before the midpoint of the season. No refunds are given for voluntary quits after the second week of practice.
- **Equipment Deposit:** A **\$100.00 check** is required as a deposit for equipment. It is returned if equipment is turned in within two weeks of the season's end; otherwise, the check is cashed.

Minnesota State High School League Resources: For the complete list of rules and regulations, you may access the [MSHSL Bylaws](#)