



**Forest Lake Elementary
Forest View Elementary**

2017 – 2018
Parent & Student Handbook
School Calendar



— *Inspire the learner; ignite the potential!* —

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Forest Lake Elementary School Staff and Telephone Extensions

Attendance Line 651-982-3203

Fourth Grade

Jill Anderson 651-982-3215

Jenny Franklin 651-982-3217

Julie Larson 651-982-3219

Brittany Hirsch 651-982-3211

Katie Pilz 651-982-3213

Fifth Grade

Erica Daher 651-982-3239

Gina Eberspacher 651-982-3235

Dave Sauer 651-982-3237

Cherie' Larson 651-982-3223

Kasey Lyng 651-982-3215

Sixth Grade

Kale Henry 651-982-3245

Karl Holle 651-982-3246

Bridget (Johnson) Sherwood . . 651-982-3243

Brittany Cahoy 651-982-3241

Katie Werman-Roche 651-982-3241

Custodians

Brandon Perry 651-982-3209

Ken Greniger 651-982-3209

EL

Robert Raymond 651-982-3233

Fax 651-982-3299

Food Service

Joanne Larsen, Manager 651-982-3208

Guidance Counselor

Krista Armitage 651-982-3242

Health Office

Angie Lindberg 651-982-3203

Instructional Assistants

Jen Gajeski 651-982-3200

Judy Greenwaldt

Kathie Hamernick

Janis Kelner-Wassman

Anitia Kleinhuizen

Karen Kloer

Media Center

Laurie Ehlers-Johnson 651-982-3229

Music – Instrumental

Kristine Granias, Orchestra . . . 651-982-3021

Kyle Pagel, Band 651-982-3244

Music – Vocal

Kyle Pagel, 4th 651-982-3240

Alysha Jordahl, 5th 651-982-3240

Lisa Sauer, 6th 651-982-3240

Physical Education

Sara Stratton 651-982-3247

Principal

Kenny Newby 651-982-3201

Office – Administrative Assistant

Sue Fraley 651-982-3200

Psychologist

Amanda Plourde 651-982-3224

SAC (School Age Childcare)

SONIC

Sue Waataja, Site Manager . . 651-982-3249

Special Education

Mary Hamann 651-982-3220

Cassie Peterson 651-982-3225

Lindsey Pierron 651-982-3221

Speech

Nicole Vorce 651-982-3234

Technology

Maria (Jojo) Fore 651-982-3228

Title I Paras/Noon Supervisors

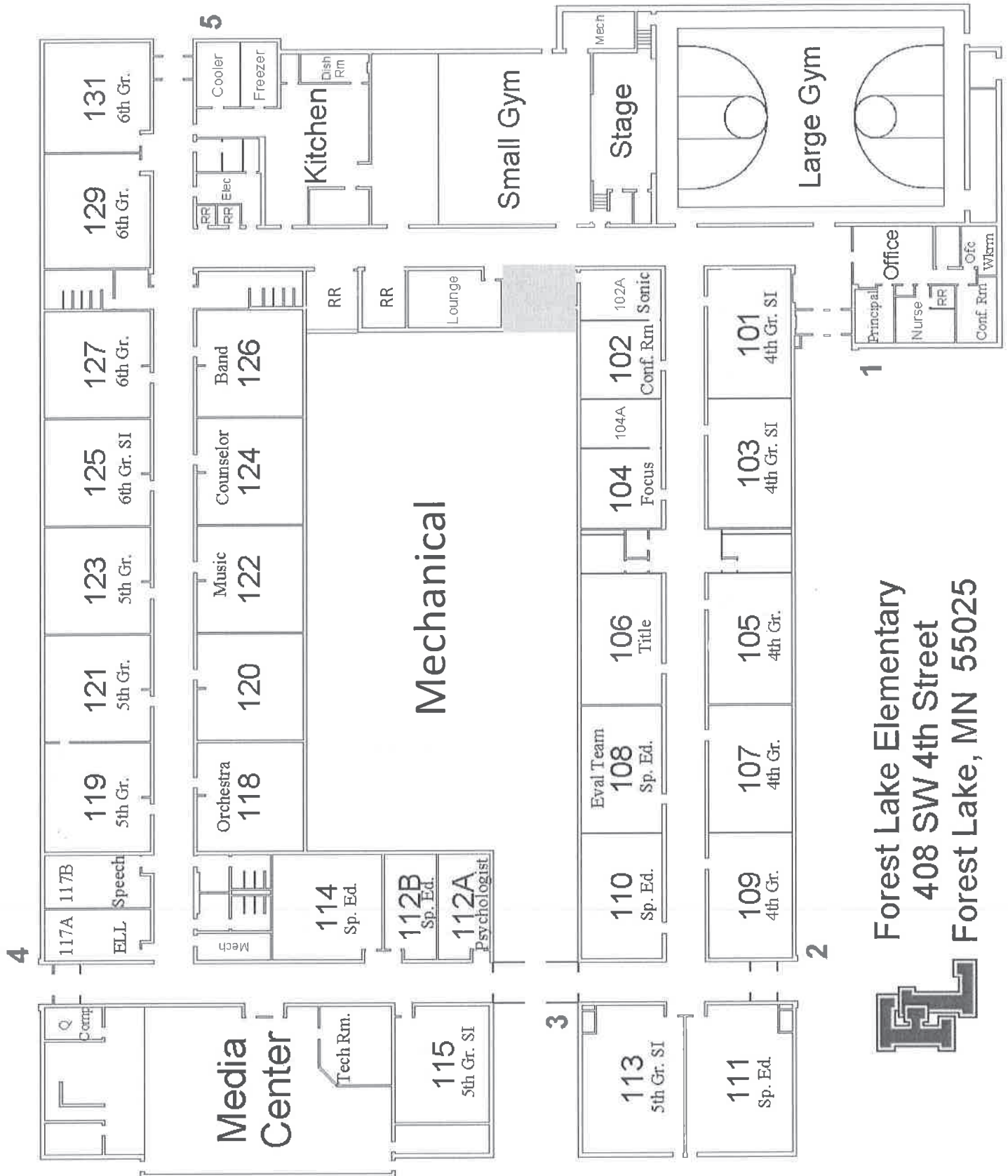
Mary Jo Hebeisen 651-982-3200

Stephanie Osterkamp

Beth Whall

Deb Willcoxen

Forest Lake Elementary Map



Forest Lake Elementary
408 SW 4th Street
Forest Lake, MN 55025



Forest View Elementary School Staff and Telephone Extensions

Attendance Line 982-8275

Kindergarten

Arlene Bevin 982-8241
 Randi Kittleson 982-8210
 Caroline Charles 982-8211
 Lisa Mansell 982-8242
 Joyce Reed 982-8207

First Grade

Jordan Pasqualini 982-8203
 Katie Lorenz 982-8204
 Kim Rogers 982-8209
 Pam Soukkala 982-8205
 Amy VanBergen 982-8208

Second Grade

Susan Hansen 982-8288
 Amy Huset 982-8287
 Kirsten Ramsden 982-8285
 Darci Sauvageau 982-8286
 Cindy Turry 982-8289

Third Grade

Dan Cavanaugh 982-8231
 Christine Davis 982-8227
 Rachel Lexvold 982-8228
 Jeannette Maxfield 982-8224
 Alex Holmes 982-8225

Computer Lab 982-8232

Conference Room 982-8215

Copy Room 982-8245

Custodians

Lindy Hilton 982-8219
 Steve Juhl 982-8219
 Kevin Pratt 982-8218

Deaf/Hard of Hearing

Jeanne DAloia 982-3163

EL

Megan Hallstrom 982-8284

Fax 982-8260

Food Service 982-8217

Lisa Thill, Manager
 Jodelle Partyka
 Sandra Reid
 Christine Stern
 Janice Wagner 982-8216

Guidance Counselor

Ryan Soukup 982-8236

Health Office Nurse

Megan Kulenkamp 982-8214

Health Office Assistant

Cheryl Nelson 982-8275

Instructional

Assistants 982-8200

Cindy Ebel
 Shanna Holt
 Renee Kellerhuis
 Christine Lentz
 Terri Plain
 Jody Plombon
 Marlene Skalsky
 Heather Schwanz
 Barb Tkach
 Sheila Unzen
 Shannon Wohlberg

Intervention Teachers

Sarah Cordie 982-8247
 Samantha McDonald 982-8247
 Sara Musbach 982-8247

Lounge 982-8222

Media Center

Laurie Ehlers, Media Specialist . . . 982-8282

Music – Vocal

Anna Hogan 982-8246
 Poji Schreiber 982-8212

Occupational Therapy

Vicki Zachar 982-8281

Office – Administrative Assistant

Peggy Peterson 982-8200

Physical Education

Paul Alexander 982-8278

Principal

Scott Urness 982-8201

Psychologist

Karyna Chrislock 982-8235

SAC (School Age Childcare)

Sheila Onasch, Site Manager 982-8283

Special Education

Lana Crawford 982-8281
 Julie Gaffney 982-8229
 Randy Hirsch 982-8243
 Molly Messingham 982-8226
 Anne Miklya 982-8223
 Sarah Wedger 982-8230

Speech

Kim Graff 982-8213

Technology

Jojo Fore 982-8279

Title I, Noon Duty

**Supervisors and
 Teacher Assistants** 982-8206

Jenny Berry
 Lynn Brenneman
 Allison Greniger
 Stacey Jarosz
 Sonya Kassel
 Becky Ketcham
 Kami Lund
 Karen Owen
 Brenda Weber

Forest View Elementary Map



Forest View Elementary
 620 SW 4th Street
 Forest Lake, MN 55025



August 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Forest Lake Elementary Office..... 651-982-3200 Attendance651-982-3203 Forest View Elementary Office..... 651-982-8200 Attendance651-982-8214 School Hours 9:15-3:30 Bus Garage 651-982-8190		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 Open House at FL and FV 5-6 p.m.	17	18	19
20	21 A First day of school	22 B	23 C	24 D	25 E	26
27	28 A	29 B 3rd Grade Parent Night at FVE 4:30 p.m.	30 C 5th Grade Curriculum Night at FLE 4:30 p.m.	31 D 4th Grade Curriculum Night at FLE 5 p.m.	Notes _____ _____ _____ _____ _____ _____	

September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Forest Lake Elementary Office 651-982-3200 Attendance 651-982-3203 Forest View Elementary Office 651-982-8200 Attendance 651-982-8214 School Hours 9:15-3:30 Bus Garage 651-982-8190		Notes _____ _____ _____ _____ _____ _____				1 E	2
3	No School E - 12 4	5 A 2nd Grade Parent Night at FVE 4:30 p.m.	6 B	7 C 1st Grade Parent Night 6-7 p.m. School Board Meeting 7 p.m.	8 D	9	
10	11 E PTA Meeting at FVE 6-7 p.m.	12 A Kindergarten Parent Night at FVE 4:30 p.m.	13 B	14 C	15 D	16	
17	18 E	19 A	20 B Rosh Hashanah	21 C Spanish Immersion Conferences 4-8 p.m.	22 D First Day of Autumn	23	
24 Homecoming Week	25 E	26 A Fall Picture Day at FVE Conferences 4-8 p.m.	27 B	28 C Conferences 4-8 p.m.	No School E - 6 29 Conferences 8 a.m. - 12 p.m.	30 Yom Kippur	

October 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 D PTA Meeting at FVE 6-7 p.m.	3 E	4 A Fall Picture Day at FLE	5 B 2nd Grade Gibbs Farm School Board Meeting 7 p.m.	6 C	7
8	9 D Columbus Day	10 E	11 A	12 B	13 C	14
15	16 D	17 E	18 A End of 1st Term	19 No School E-12 MEA Break	20 No School E-12 MEA Break	21
22	23 No School E-12 Teacher Professional Day	24 B	25 C	26 D Picture Retake Day at FVE	27 E	28
29	30 A Big Sing event 7 p.m.	31 B Halloween	Forest Lake Elementary Office..... 651-982-3200 Attendance651-982-3203 Forest View Elementary Office..... 651-982-8200 Attendance651-982-8214 School Hours 9:15-3:30 Bus Garage 651-982-8190		Notes _____ _____ _____ _____ _____ _____	

November 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Forest Lake Elementary Office 651-982-3200 Attendance 651-982-3203</p> <p>Forest View Elementary Office 651-982-8200 Attendance 651-982-8214</p> <p>School Hours 9:15-3:30 Bus Garage 651-982-8190</p>						
			1 C	2 D School Board Meeting 7 p.m.	3 E Picture Retake Day at FLE	4
5 Daylight Savings Time Ends (turn clocks back 1 hour)	6 A PTA Meeting at FVE 6-7 p.m.	7 B Election Day	8 C	9 D	10 E FLE and FVE Turkey Bingo at FVE Veterans Day (observed)	11 Veterans Day
12	13 A	14 B	15 C	16 D	17 E	18
19	20 A	21 B Grandparents Day at FVE and FLE	No School E-12 22 Teacher Professional Day	No School E-12 23 Thanksgiving Day	No School E-12 24	25
26	27 C	28 D	29 E	30 A	Notes _____ _____ _____ _____ _____ _____	

December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Forest Lake Elementary Office 651-982-3200 Attendance 651-982-3203 Forest View Elementary Office 651-982-8200 Attendance 651-982-8214 School Hours 9:15-3:30 Bus Garage 651-982-8190		Notes _____ _____ _____ _____ _____			1 B	2
3	4 C PTA Meeting at FLE 6-7 p.m.	5 D	6 E	7 A School Board Meeting 7 p.m.	8 B	9
10	11 C	12 D Hanukkah Begins	13 E	14 A	15 B	16
17	18 C	19 D	20 E Hanukkah Ends	21 A End of 2nd Term First Day of Winter	No School E-12 22 Teacher Professional Day	23 Christmas Eve
24	No School E-12 25 Winter Break Christmas Day	No School E-12 26 Winter Break	No School E-12 27 Winter Break	No School E-12 28 Winter Break	No School E-12 29 Winter Break	30 New Year's Eve

January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	No School E-12 1 Winter Break New Year's Day	No School E-12 2 Teacher Professional Day	3 B School Resumes	4 C School Board Meeting 7 p.m.	5 D	6
7	8 E PTA Meeting at FVE 6-7 p.m.	9 A	10 B	11 C	12 D	13
14	No School E-12 15 Martin Luther King Day	16 E	17 A	18 B	19 C	20
21	22 D	23 E	24 A	25 B 5th Grade Concert at FLE 6:30 p.m.	26 C	27
28	No School E-12 29 Teacher Professional Day	30 D	31 E	Forest Lake Elementary Office..... 651-982-3200 Attendance651-982-3203 Forest View Elementary Office..... 651-982-8200 Attendance651-982-8214 School Hours 9:15-3:30 Bus Garage 651-982-8190		Notes _____ _____ _____ _____ _____

February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Forest Lake Elementary Office 651-982-3200 Attendance 651-982-3203 Forest View Elementary Office 651-982-8200 Attendance 651-982-8214 School Hours 9:15-3:30 Bus Garage 651-982-8190			Notes _____ _____ _____ _____ _____	1 A School Board Meeting 7 p.m.	2 B Groundhog Day	3
4	5 C PTA Meeting at FLE 6-7 p.m.	6 D	7 E	8 A	9 B	10
11	12 C	13 D	14 E Valentine's Day	15 A	16 B FLE and FVE Family Fun Night 5:30-8 p.m. at FVE	17
18	No School E-12 19 Teacher Professional Day Presidents' Day	20 C	21 D	22 E	23 A	24
25	26 B	27 C	28 D	Notes _____ _____ _____ _____ _____ _____		

March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Forest Lake Elementary Office..... 651-982-3200 Attendance651-982-3203 Forest View Elementary Office..... 651-982-8200 Attendance651-982-8214 School Hours 9:15-3:30 Bus Garage 651-982-8190		Notes _____ _____ _____ _____ _____ _____		1 E Spanish Immersion Conferences School Board Meeting 7 p.m.	2 A	3
4	5 B PTA Meeting at FVE 6-7 p.m.	6 C Spring Conferences 4-8 p.m.	7 D	8 E End of 3rd Term Spring Conferences 4-8 p.m.	No School E - 12 9 Spring Conferences 8 a.m. - 4 p.m.	10
11	No School E - 12 12 Spring Break	No School E - 12 13 Spring Break	No School E - 12 14 Spring Break	No School E - 12 15 Spring Break	No School E - 12 16 Spring Break	17 St. Patrick's Day
18	No School E - 12 19 Teacher Professional Day	20 A First Day of Spring	21 B Spring Picture Day at FLE	22 C	23 D	24
25 Palm Sunday	26 E	27 A	28 B	29 C 3rd Grade Concert	No School E - 12 30 Good Friday Passover Begins	31

April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>1</p> <p>Easter Sunday</p>	<p>2</p> <p>D</p> <p>PTA Meeting at FLE 6-7 p.m.</p>	<p>3</p> <p>E</p>	<p>4</p> <p>A</p>	<p>5</p> <p>B</p> <p>School Board Meeting 7 p.m.</p>	<p>6</p> <p>C</p>	<p>7</p> <p>Passover Ends</p>
<p>8</p>	<p>9</p> <p>D</p>	<p>10</p> <p>E</p>	<p>11</p> <p>A</p>	<p>12</p> <p>B</p>	<p>13</p> <p>C</p>	<p>14</p>
<p>15</p>	<p>16</p> <p>D</p>	<p>17</p> <p>E</p>	<p>18</p> <p>A</p>	<p>19</p> <p>B</p> <p>Arts & Academics at FLE</p>	<p>20</p> <p>C</p>	<p>21</p>
<p>22</p> <p>Earth Day</p>	<p>No School E-12</p> <p>23</p> <p>Teacher Professional Day</p>	<p>24</p> <p>D</p>	<p>25</p> <p>E</p> <p>Administrative Professionals Day</p>	<p>26</p> <p>A</p>	<p>27</p> <p>B</p>	<p>28</p>
<p>29</p>	<p>30</p> <p>C</p> <p>6th Grade Choir Concert at FLE 7 p.m.</p>	<p>Forest Lake Elementary Office 651-982-3200 Attendance 651-982-3203</p> <p>Forest View Elementary Office 651-982-8200 Attendance 651-982-8214</p> <p>School Hours 9:15-3:30</p> <p>Bus Garage 651-982-8190</p>		<p>Notes</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		

May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes _____ _____ _____ _____ _____ _____ _____		1 D 6th Grade Orchestra Concert at FLE 7 p.m.	2 E	3 A FL/FV Book Fair 6th Grade Band Concert at FLE 7 p.m. School Board Mtng 7 p.m.	4 B FL/FV Book Fair	5
6	7 C PTA Meeting at FVE 6-7 p.m.	8 D National Teacher Appreciation Day	9 E	10 A	11 B	12
13 Mother's Day	14 C	15 D	16 E	17 A	18 B	19
20	21 C	22 D Last day of school for High School Seniors	23 E Last day of school for K-11	24	25	26
27	28 Memorial Day	29	30	31	Forest Lake Elementary Office 651-982-3200 Attendance 651-982-3203 Forest View Elementary Office 651-982-8200 Attendance 651-982-8214 School Hours 9:15-3:30 Bus Garage 651-982-8190	

June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Forest Lake Elementary Office 651-982-3200 Attendance 651-982-3203		Notes _____ _____ _____				1	2
Forest View Elementary Office 651-982-8200 Attendance 651-982-8214		_____ _____ _____					
School Hours 9:15-3:30		_____ _____					
Bus Garage 651-982-8190		_____					
3	4	5	6	7	8	9	
				School Board Meeting 7 p.m.			
10	11	12	13	14	15	16	
				Flag Day			
17	18	19	20	21	22	23	
Father's Day				First Day of Summer			
24	25	26	27	28	29	30	

July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Independence Day	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	Forest Lake Elementary Office 651-982-3200 Attendance 651-982-3203 Forest View Elementary Office 651-982-8200 Attendance 651-982-8214 School Hours 9:15-3:30 Bus Garage 651-982-8190		Notes <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

A

Accident Insurance

Independent School District 831 does not provide medical insurance coverage for accidental injuries suffered by students on school property or at school-sponsored activities. This includes any accidental injuries suffered during physical education activities. These types of injuries must be covered by your family medical insurance or by an individual policy that you would provide for your student.

Adaptive Physical Education

Adaptive physical education is an alternative physical education program which is offered to children with special needs who cannot participate in a regular physical education program.

Animals on School Grounds

School Board Policy #706 states: "To insure safety of students and the community, no animals are allowed on school grounds unless with the prior approval of building principals or the Community Education Director". Please send a note to school requesting permission to bring an animal. Even if permission is granted to allow an animal on school grounds, no pets will be allowed inside the building because of health and safety concerns. Therefore, if you intend to ask for permission to bring a pet to school, please make arrangements to do so when the weather is suitable for an outdoor visit.

Attendance and Absences

Students are expected to be in school every day unless they are ill or there is an emergency in the family. A student, absent for any cause, shall upon returning, bring a written explanation from parents or guardian for each absence or tardiness unless the office has been notified previously. Call your school's Health Office to report absences.

Please notify the school office if you plan to pick up your child for a doctor or dental appointment. If your child is going to be away from school for an extended period of time, notify your child's teacher, and make-up work or homebound instruction will be arranged.

Please see complete information on Washington County's truancy policies on page 44 of this handbook.

Arrival

Buses arrive at 9:00 a.m. or soon after. Students not arriving by bus should not be at school before 9:00 a.m. Teachers are generally in parent or team meetings before 9:00 a.m., and we have no one to supervise the students before that time. Students arriving later than 9:15 a.m. must get a Tardy Pass in the Health Office to avoid being marked absent. School hours are 9:15 a.m. to 3:30 p.m.

Auxiliary Volunteers

"Auxiliary Volunteer" is the term used to describe a chaperone for off-campus or overnight activities. These volunteers must pass a criminal background check as per School District Policy #438. The policy is available on the District's website at www.flaschools.org by following these links: About Our District/School Board/Board Policies.

B

Band See *Instrumental Music*

Biking & Walking to School

Students may ride bicycles or walk to school, but the parent must send a note to the office giving permission to do so. We would prefer not to have children in grades K-2 riding a bike or walking unless they

are escorted by an older sibling. At the end of the day, bike riders and walkers may leave immediately while the buses are being loaded. Once the buses are ready to leave, bikers and walkers should not begin their trip home until all buses have pulled out. If we observe any child violating safety or courtesy rules, we will revoke their walking and/or bike riding privileges. We would greatly appreciate it if you could discuss with your children the necessity of following safety rules.

Board of Education

President – Rob Rapheal rrapheal@flaschools.org

Vice President – Karen Morehead kmorehead@flaschools.org

Director – Julie Corcoran jcorcoran@flaschools.org

Director – Gail Theisen gtheisen@flaschools.org

Director – Jeff Peterson jrpetersen@flaschools.org

Treasurer – Luke Odegaard lodegaard@flaschools.org

Secretary – Jill Olson jmolson@flaschools.org

Breakfast Program

Breakfast is served at 9:00 a.m. All students who choose to eat breakfast at school should be in the classroom by 9:15 a.m. for the start of school. The price for breakfast appears on each monthly menu. Checks should be made payable to "Forest Lake Area Schools" and enclosed in an envelope marked with the student's name, school, and PIN number. Free and reduced-price lunch information is available in the office or through the Food Service Department at 651-982-8395.

Buildings & Grounds

We would sincerely appreciate your cooperation in keeping our schools clean and free from vandalism. Help us teach your children to respect the school buildings and property. Report promptly any information you may acquire concerning damage to the building or other forms of vandalism. We are all proud of our schools, and the cost of vandalism is a needless expense to the taxpayers.

Bullying

For information on the District's Anti-Bullying Program, see "Olweus Program" on page 22. For a summary of the district policy, see "Anti-Bullying Policy 541" on page 27 of this handbook.

Bus Rider Courtesy & Rules

Riding the school bus is a privilege. Violations of the safety rules will be reported by the bus driver to the school principal, who will determine the consequence which may result in the loss of bus privileges. The bus drivers will not pick up or discharge riders at places other than the regular bus stop without a note from a parent, approved in the school office.* Signed forms must be filed in the office for children who will be picked up or dropped off at places other than their home on a regular basis. These forms are available at school or on the transportation website.

Energy drinks, carbonated beverages and glass bottles are never allowed on regular bus routes. Glass bottles present a danger because they can shatter. Carbonated beverages are a problem because the contents may be shaken and sprayed around. Students should not eat food while on the bus because it is a choking hazard.

Bus courtesies, safety, and discipline are discussed in each classroom. Some examples of bus safety rules include:

All students are to remain seated while the bus is in motion. Students shall not extend any part of their body from a window. Students shall not tamper with any part of the bus equipment. No eating of lunches will be permitted on regular bus routes. No animals or pets of any kind are allowed on the bus. Further rules and courtesies are explained in the Elementary Code of Conduct brochure that is given to each family.

The entire Student Transportation Safety Policy 531 can be found on our district's website: www.flaschools.org by following these links: About Our District/School Board/Board Policies.

* If student is planning to have other students ride their bus, prior approval must be made with bus garage if it's more than 6 children.

C

Carbonated Beverages, Energy Drinks and Glass Bottles

For health and safety reasons, carbonated and energy drinks are not allowed in school. Please do not provide such beverages to your child for consumption at school. During special events carbonated beverages may be provided or permitted by classroom teachers but you will receive a note from the teacher granting such permission. Glass bottles pose a significant safety threat so please discourage your child from bringing glass to school.

Cell Phones See *Electronic Devices*

Change of Address or Phone Number

Please notify the school office of changes in address or phone number. It is particularly important that we have current phone numbers listed in case of an emergency.

Chaperones See *Auxiliary Volunteers*

Chemical Health Program

The Chemical Health Program is divided into three components: Prevention, Intervention, and Promotion. Early intervention is very important. Some behaviors that parents and teachers may see if a child is having a chemical abuse problem may be:

- Lack of interest in formerly rewarding activities
- Frequent vague and withdrawn moods
- No longer obeys curfews or other school and house rules
- Change in grades and receiving negative progress reports
- Skipping school
- Changes in eating and sleeping habits
- Changes in personal dress habits
- Changes in friends
- More frequent borrowing of money, stealing

Clothing

We believe that neat and proper dress contributes to desirable attitudes and behavior. Clothing which creates a safety concern or interferes with the mission of the school is prohibited. Parents are asked to cooperate in checking their child's clothing each day so that it complies with the following general guidelines:

- Tennis shoes are needed each day for recess and gym class.
- No hats or coats are to be worn inside.
- Boots, gloves or mittens, and hats are needed when the weather requires. Forest Lake and Forest View Elementary Schools keep the students inside if either the wind chill or temperature is colder than -10°F. We get our temperature and wind chill information from a weather station located at the Forest Lake Area Senior High School.
- Student clothing should be labeled in order to determine ownership in the event of a loss or mix-up.
- In addition, student clothing should comply with the instructions listed in District Policy 515 and the Elementary School Code of Conduct which states: Manner of dress or personal grooming which presents a clear

danger to the student's health and safety, causes an interference with work, or creates classroom or school disorder is not permitted on school property or at school sponsored events. The wearing of headwear and coats and the wearing or display of confederate flag, swastika and KKK signs or symbols is not permitted on school property or at school sponsored events. Some school events and/or activities may permit the wearing of appropriate headwear when previously approved by the building principal. The wearing of any clothing that displays tobacco, alcohol, drug, or drug paraphernalia and offensive words, pictures or symbols is not permitted on school property or at school sponsored events. Clothing must cover back, shoulders, midriff and cover chest, buttocks and underclothing. School property is defined as school buildings and grounds, including the parking lot and school buses.

Communication with the School

When questions arise relating to the curriculum, discipline or procedures, parents are urged to discuss the matter with the staff of the school involved. Your elementary school staff is best able to answer your questions and help you resolve a problem pertaining to your child's education. The best time to reach teachers is from 8:00 – 9:00 a.m.

Community School Education

The Forest Lake Area School District offers many different after school and evening activities for enrichment, recreational, cultural, social and educational purposes. Community Education's main goals are: to provide lifelong learning opportunities for community members of all ages, to support and supplement the K-12 program, and to help build strong communities that enable each person to achieve their greatest potential. We are always looking for ideas and suggestions for new classes.

Counselor

Both schools have a full time counselor who will provide a broad spectrum of services. Students may receive support through classroom presentations, small group involvement, or occasional individual meetings. The main objective is, however, to be part of the team that can make school a successful experience for all students.

Crisis Management See *School Security and Crisis Management*

Curriculum

We provide a balanced curriculum developed and reviewed regularly by teams of educators and parents. Content areas include communications (reading, language arts, spelling, writing, and penmanship), math, social studies, science, health, physical education, art, music, media, and technology. The curriculum and teaching techniques are often modified to meet individual needs.

D

Dental Care

Dental care is suggested annually. Toothaches are distracting, and little can be done for a toothache at school. Primary teeth serve as guidelines for permanent teeth, and overall dental health can greatly influence health in general. If you are unable to afford dental care, contact our schools, and we may be able to help you.

Discipline Program

A committee of teachers, parents, assistants, and the principal developed a discipline programs for the schools. The programs are centered around the following goals:

- Be Respectful
- Be Responsible
- Be Safe

The programs include a strong education component that is designed to help children learn better ways of behaving. If a child fails to follow the expectation guidelines, the child will enter into a process that includes warning, further educational lessons, personal growth plans, and parent involvement. In some cases, the parent may be asked to come to school for a conference, or the child may have in-school or out-of-school suspension. Incentives are also a part of the programs. The Elementary Student Code of Conduct includes major portions of the district policy on discipline, and the entire Discipline Policy 515 can be found on our district's website: www.flaschools.org by following these links: About Our District/School Board/Board Policies. Each family is given a copy of the Code of Conduct each year, and you may also request a copy from the school office.

District Administration

Superintendent of Schools – Dr. Steve Massey

Director of Business Services – Larry Martini

Director of Adm. and Human Resources – Donna Friedmann

Director of Special Education – Kelly Lessman

Director of Community Services – Corey McKinnon

Director of Teaching and Learning – Diane Giorgi

District Supervisors

Supervisor of Food Services – Kathy Hoff

Supervisor of Buildings & Grounds – Bill Schwartz

Supervisor of Transportation – John Gray

Supervisor of Information Systems – Tim Brockman

Supervisor of Accounting – Paula Steele

Supervisor of Aquatic Activities – Jennifer Olson

Driving Students to School

Because of the diverse nature of our extended school day, your children may be transported to or from school at various times by parents, guardians, siblings, neighbors, or other relatives. We urge all drivers to please use caution at all times when transporting students to and from school. Specifically, please be aware of how the effects of taking alcohol, medication, or other drugs can impede safe driving.

E

Electronic Devices

Students are prohibited from using electronic and communication devices such as cell phones, cameras, etc. during the school day. If your child is bringing an electronic device to school, it should be turned off and stored in a spot designated by your child's teacher. If students need to make a phone call during the school day, they can ask a staff member for permission to do so. Failure to follow this procedure will result in disciplinary action.

Electronic Toys

Electronic toys should not be used in the classroom or lunchroom because they distract student attention from learning and eating lunch. If a child brings one to school, it should be put in a locker or desk. If a student uses one at an inappropriate time, it may be taken away and kept until the parent comes to pick it up. The school district is not responsible for items left in lockers or desks, so it is safest to keep electronic toys at home.

Emergency Contact Information

Emergency contact information is necessary for each child. If a child becomes ill or injured at school, parents will be contacted first. If the school is unable to contact the parents, the alternate persons on the emergency sheet will be called. Please notify the school when changes in telephone numbers and alternate persons occur during the school year.

Emergency School Closings

Once in a great while it is necessary to cancel school for a day or to dismiss early. Poor weather conditions are the usual reasons for such action. Closing/late start/early dismissal information is broadcast over WCCO-AM (830), KARE-11 and KSTP-5 TV. You may receive a phone call from the district, and information is also available on the school district website (see cover) or by calling the school district weather hotline at 651-982-8143. 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.

Excusing Students from School

Parent requests to excuse a child from school should be made in writing. The teachers are not allowed to release a child directly to any adult. Parents are required to pick up their children in the school office and sign them out. Neighbors, grandparents, siblings, family friends, etc. are not allowed to pick up your child without your permission. If you are asked for identification before we allow a child to be released from school, please understand that this is done for the protection of your child. Attendance records are marked "tardy" or "before dismissal" when students are not in school for a complete day. School hours are 9:15 a.m. to 3:30 p.m.

F

Family Vacations While School is in Session

In recent years, increasing numbers of families have taken vacations while school is in session. We strongly urge families to plan vacations around the school calendar. If your child will miss school for a vacation, please contact the main office and the classroom teacher as soon as possible. When possible, students will be given as much homework or topics to study prior the vacation or to work on during the vacation. Some work can be given in advance however and will need to be made up upon your return in a reasonable amount of time. Connecting with the classroom teacher in advance can help make this as easy as possible on everyone.

Field Trips

Most classes go on a least one field trip a year. These trips are designed to broaden the horizons of the educational program which we are able to offer here on site. Chaperones are always needed, so please don't hesitate to contact your child's teacher if you can chaperone. (See also Auxiliary Volunteers for information on the requirements to chaperone.)

G

Gifted Programs

Forest Lake Area Schools begins identifying students for gifted services in grade 3. Students identified for such services are typically clustered into a classroom with a teacher who has received training in providing challenging and relevant work.

H

Harassment and Violence Policy

A summary of this policy can be found on page 25 of this handbook.

Health Office

The health office is a first aid station for ill or injured children during school hours. If the child is too ill to remain in class, parents will be called to pick up the child. If a child is injured in school, the parents will be notified regarding a serious injury and asked to pick up their child. First aid care is administered by trained office personnel under direction of our school consulting doctor, MN Department of Health, and the American Red Cross. The School District's registered nurse visits our building regularly.

Health Records

A health record is kept for each student. It follows the child from kindergarten through grade 12. Parents should inform the school regarding their child's health problems so the health record information and instructions can be updated.

Heelies See *Roller Blades*

Helpful Hints for Parents

- Visit your school and learn first-hand how your child's teacher works with the class.
- Assume the responsibility of checking your child's progress.
- Stress the importance of regular attendance and punctuality. Unnecessary absence from school causes a child to fall behind.
- Be prompt in signing and answering notes from school.
- Encourage respect, courtesy and obedience for authority.
- Provide your child with background experience, field trips, cultural events, and regular library use.
- Encourage good home study habits. Provide a regular time and a quiet area to study.
- Talk with your children. Encourage them. Be patient with them. Praise them.
- Be certain your child gets proper rest and diet.
- Read to and with your children. Help them develop regular reading habits.

I

Immunization

Minnesota Statute Section 121A.15, requires that all children who are enrolled in a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, (and hepatitis B for incoming kindergartners) allowing for specified exceptions. An immunization record will be kept on file for each student as required by law.

Instrumental Music

Sixth grade students have an opportunity to take lessons on either band or orchestra instruments. A concert is performed in the spring, but the major emphasis is placed on learning the skills necessary to develop a firm foundation for the junior and senior high levels.

Internet Use

A complete copy of the School Board Policy on acceptable use of the internet is found on pages 29-32 of this handbook. Guidelines for student use of technology are also found there.

K

Kindergarten Round-Up: February 7, 2017

The purpose of the Kindergarten Round-up is to register all children who will be kindergarten students during the next school year. Please bring your child's birth certificate with you to Round-up, which will be held on February 7, 2017 from 1:30 – 2:30 p.m. or 6:00 – 7 p.m.

L

Labeling Clothing and Supplies

Each year many children lose or misplace articles of clothing such as boots, caps, mittens, etc. We encourage you to permanently label each article of outer clothing, notebooks, pencil boxes, etc. to assist in locating the owner.

Lost and Found

If your child has lost something at school, please urge them to check the school's lost and found. If clothing is labeled with the child's first and last name it is much easier to retrieve. The lost and found items are typically donated to local charitable organizations a few times per year — usually in the winter and then in the spring.

Lunch and Milk Program

Children have the option of eating a hot lunch, alternate lunch, or bringing a bag lunch from home. If they bring a bag lunch, they can purchase milk to have with their lunch. Carbonated beverages, energy drinks or glass bottles will not be allowed. When children buy a school lunch, milk is served as part of the lunch cost. Lunch and milk prices are listed on each monthly menu. Checks should be made payable to "Forest Lake Area Schools" and enclosed in an envelope marked with the student's name, school, and PIN number. Application forms for free or reduced-price lunches are available in the office. Families can pay for meals online through the district website. Additionally, monthly lunch menus will no longer be sent home. They will be available on the district and school webpages.

M

Media Center

The Media Center offers easy access for all students and staff. A computerized card catalog and circulation system allow users to quickly find and check out any of the materials in the collection. The media curriculum is designed to help students become lifelong learners and library users. In addition to checking our recreational and informational reading materials, students come to the Media Center once a week for lessons in reference and research, library organization and literature enrichment. During the year the Media Center celebrates several occasions and encourages the students to become involved in National Library Week, Children's Book Week and other programs.

Medication

District #831's medication policy stipulates that no medications are given in school without a written order from a doctor and parental permission. Specific Authorization Forms can be obtained from the health office. The medication must be in a prescription bottle accompanied by doctor's orders. Parents must bring medication to school rather than sending it on the bus with the child.

Messages via Voice Mail or E-mail

Please do not leave messages on a teacher's voice mail or e-mail if they relate to any time-sensitive information such as a change in the normal routine about how your child is to be transported after school. Teachers rarely have time to check their voice mail or e-mail before the school day is over, and they will most likely miss this important information. Call the school office before 3:00 p.m. to leave time-sensitive information.

Mission Statement

The mission of Forest Lake Area Schools, as a gateway to unlimited opportunities, is to ensure that each learner will develop the skills and knowledge necessary to experience success and personal fulfillment while actively engaged in a global society. Our exceptional leaders and highly-skilled, caring staff, partnering with families and communities, will engage students through creative, rigorous and relevant educational experiences in culturally responsive, safe and technologically-advanced learning environments.

Money Sent to School

It is not advisable for students to bring money to school when not necessary. Money for lunch or other school-sanctioned reasons should be sent in a sealed envelope clearly marked with the student's name. Please use checks, and make them out to the proper organizations. If checks are returned to us from your bank unpaid (NSF, Account Closed, etc.), we reserve the right to request only cash payments for future expenses.

Music

All students receive music instruction every week. The teaching is done using a coordinated program taught by the music specialist and the classroom teacher. Students learn music appreciation, music theory, and music history. They sing and play instruments for songs from a variety of cultures.

N

Newsletter

The school newsletter, The Buzz, will be emailed home at the end of each week. Please be sure to carefully read the newsletter to stay up-to-date on all that is happening at school.

Non-Discrimination Statement

1. It is the policy of the School Board of School District 831 to comply with federal and state law (and all requirements imposed by or pursuant to regulations issued in support of such laws) prohibiting discrimination against any person on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age, disability, or sexual orientation.
2. No person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program, nor in employment, recruitment, consideration, or selection for employment (whether full-time or part-time) in any education program operated by the district for which it receives federal financial assistance.
3. Faculty or students should contact the following individuals regarding concerns or complaints about discrimination, or sexual, religious, racial harassment or violence:
Donna Friedmann, Director of Administration
and Human Resources (651-982-8123)
Kelly Lessman, Director of Special Education (651-982-8129)

O

Olweus Program

The Olweus Bullying Prevention Program is a research-based, school-wide program designed to reduce and prevent bully/victim problems in elementary and secondary schools. Designed by Professor Dan Olweus at the University of Bergen in Norway, the program has been successfully implemented in a number of countries, including Norway, the United States, Canada, Germany, and the United Kingdom. It was brought to the U.S. through Clemson University, and the Hazelden Foundation provided

training for the staff at Forest View and Forest Lake. The research on this program has shown it to be very effective in reducing bullying and antisocial behavior, in significantly improving classroom order and discipline, and in improving attitudes of youth toward school.

Orchestra See *Instrumental Music*

P

Parent Involvement

Between the ages of birth and 21, children spend just 9% of their time in school. Obviously, parents are their children's most important teachers! Parental involvement is the biggest indication of a child's success in school. It's great if you can actually be in school, but parental involvement doesn't just have to be limited to the physical space of a school. Read to your child! Listen to them! Ask them about their school activities! Encourage regular school attendance! Your child will know that you think education is important.

Peaceful School Bus

The Forest Lake Area School District has implemented the Peaceful School Bus Program. The goal of the program is to help provide a positive bus riding experience for all students.

Pesticides

Pursuant to the Minnesota Statute requiring schools to inform parents, guardians, and employees regarding the use of certain pesticides on school property, we are providing you with the following information:

Spraying in the building: This is done only in the kitchen areas of the building by a licensed commercial applicator. Time schedule is one day per month. The specific schedule is on file in the kitchen.

Emergency Spraying: For the control of bees or other stinging insects, we will use an insecticide as needed in the specific area of the problem such as around garbage dumpsters. We might also use ant traps and liquids as required to control ant infestations.

Spraying outside the building: Fertilizer is applied to our ball fields approximately once a year. It's generally done on a Friday evening or Saturday morning. When weed control products are to be applied, the affected areas are flagged on a 24-hour advance notice.

State law also requires us to inform you that the long-term health effects on children from the application of pesticides or the class of chemicals to which they belong may not be fully understood. If you need additional information, please contact the school office.

Physical Education

The teaching is done through a coordinated program between the physical education specialist and the classroom teacher. For the safety of our students, it is requested that all children have tennis shoes. A student may be temporarily excused from physical education upon presentation of a written note from the parent/guardian or recommendation of the school district nurse. *If the student is to be excused for more than one week, we require a written statement from a doctor giving the reason and the term for the excuse.*

Picture Day

School pictures will be taken early in the school year and again in the spring. Further information will be sent home a few days before the picture taking.

Pledge of Allegiance

"I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands: One nation under God, indivisible, with liberty and justice for all."

State law requires that all students shall recite the Pledge of Allegiance at least once a week. If an individual student or staff member does not wish to participate, he or she may elect not to do so, and respect must be shown by other students and staff regarding the right to make that choice.

Psychologist

Our schools have a part-time school psychologist who provides a broad spectrum of services. Students may receive support through classroom presentations, small group involvement, or occasional individual counseling when needed. The main objective is, however, to be a part of the team that can make school a successful experience for all students.

PTA (Parent Teacher Association)

Forest Lake and Forest View Elementary Schools share a PTA. The PTA has been actively involved in financing new technology, playground equipment, library books, school assemblies, equipment, and emergency funds. Each year the PTA engages in fundraisers. We hope these activities benefit the children of the school academically and socially even as they raise funds to purchase much needed materials for classrooms.

The PTA is always looking for more parents to become involved in support of education. Involvement takes different forms for each family. Please let us know how you would like to be a part of the school community. If you have questions or concerns about the PTA, please email them at flfvpta@gmail.com. Thank you for your support and involvement.

PTA Officers

Co-Presidents – Carrie Houle & Alyce Kaufman

Vice President – Katie Pilz

Co-Treasurers – Sara Stratton & Megan Hallstrom

Secretary – Ian Malpass

Forest View Teacher Liaison – Cindy Turry

Forest Lake Teacher Liaison – Dave Sauer

R

Recess

Students will be allowed to stay in during recess only with written permission from the parent or teacher. We believe students need the fresh air, and we encourage you not to excuse students from this activity unless absolutely necessary. There will be an assigned area for students who cannot go outside. Contact your child's school if you need to know the lunch schedule.

Registration

Parents may register their children in the school office anytime during the year. We encourage parents to register in person and bring their children, so that we can give everyone a warm welcome. If a personal visit is inconvenient, the forms can be mailed. Office hours are from 7:30 – 4:00 p.m. Please urge new families in your neighborhood to register their children before the first day of school.

Report Cards

Report cards are sent home in February and June, (at the end of each semester). Parent-Teacher conferences are held in October and March.

Requesting Teachers for Next Year

If you want to make a parental request for your child's classroom placement next year, please watch the school newsletters for the details of this procedure. Forms are required and must be returned to the office by the deadline. You must include both a first and second preference, and the preferences must be made for educational reasons or the request will not be considered.

A parental request is just one of several factors that must be considered in drawing up class lists. The principal reserves the right to make the final decision. If we experience significant changes in staffing, we may decide not to accept requests for the following year.

Rollerblades, Scooters, Skateboards & Heelies, etc.

This recreational equipment creates a dangerous situation and is not allowed on the playground or between Forest Lake Elementary and Forest View Elementary during the following times:

- while the buses are unloading in the morning,
- during the school day, and
- until after the buses have left at the end of the day.

If students do not follow these guidelines, their equipment may be taken and held for parent pickup.

S

School Age Care – SONIC

School Age Care (SAC) provides in-school childcare for children who attend kindergarten through grade 6 in ISD #831. SAC offers supervised activities in a fun, stimulating environment. The program goal is to serve the needs of working parents by providing safe, appropriate, and supervised childcare. Care is available before school starting at 6:00 a.m. and after school until 6:15 p.m. Care is also available on many days when school is not in session (parent conferences, winter break, etc.) Children may enroll on a full-time, part-time, or an occasional use basis. If you would like more information about School Age Care, please call the program coordinator. The numbers are listed at the beginning of this handbook.

School Security and Crisis Management

The School District's Crisis Management Policy 538 has been created in consultation with state guidelines and local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. The Crisis Management Policy includes general crisis procedures for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. State law requires a minimum of five school lock-down drills, five fire drills, and one tornado drill each year. The entire policy can be found on our district's website: www.flaschools.org by following these links: About Our District/School Board/Board Policies.

Scooters & Skateboards See *Roller Blades*

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

A summary of this policy can be found on page 28 of this handbook.

Special Education

Forest Lake Area Schools is committed to fulfilling the obligations of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. The fundamental principles behind these federal laws are that students with disabilities are provided a free and appropriate public education in the least restrictive environment. This means that the district has systems in place to identify, evaluate and provide educational services to students with disabilities in a manner that is as similar to their non-disabled peers as deemed appropriate. Parents and students have a right to request an evaluation if they suspect the student has a disability that affects their educational progress. The district employs licensed special education teachers, therapists and psychologists to conduct the evaluations.

Parents and students have a right to be part of the educational team that determines the methods of evaluation, the interpretation of the evaluation

results, and the development of the Individual Education Program (IEP) or 504 Plan should one be required. Parents and students who have questions regarding the process can contact the Director of Special Education at 651-982-8129.

Spiked Shoes

Spiked shoes are not allowed to be worn at school. They are not safe on our tile floors, and they also leave black rubber streaks. If your child needs spikes for an athletic event, please have him/her carry the shoes to school.

Student Code of Conduct

These brochures are sent home with each student the first week of school. Please discuss this with your student. If you did not receive one, please notify the school, and one will be sent to you.

T

Technology

Please see complete information on the school district's technology policies on page 32 of this handbook.

Testing

ISD #831 uses several different tests in the elementary grades. K-6 students take the Measures of Academic Progress (MAP) test from NWEA three times a year. This test measures academic growth and is used for instructional planning. Third through sixth graders take the Minnesota Comprehensive Assessments in reading and math. Fifth graders take the State Science test.

Things to Bring to School

Please have your children bring appropriate clothing such as sweaters, mittens, boots, facial tissue, school supplies, gym shoes, and any other supplies requested by their teachers. Supply lists are available from the teacher or in the school office.

Things to Leave at Home

Please tell your children not to bring skate-boards, rollerblades, hard balls, electronic games, or any items that could be dangerous.

Title I

The Title I Program helps children with basic skills in reading and math. The children receive this added help in small groups in their own classrooms. Many games and student participation activities are used with the children. Students are under the supervision of a Title I staff member and the classroom teacher.

Transportation See *Bus Rider Courtesy and Rules*

Treats

No treats - food or non-food! The Forest Lake School District Policy is that no treats should be brought to school for birthdays. Treats brought for any other reason must be approved by the building principal in advance.

Truancy

Please see complete information on Washington County's truancy policies on page 32 of this handbook.

V

Vision & Hearing Screening

Vision and hearing screening will be completed according to State Health Department recommendations. Students in grades 3 and 5 are screened each year. Parents will be notified by the school if a professional examination is necessary. Contact the school for special vision and hearing screening requests.

Visitors

To insure a safe learning environment for our students, Forest Lake and Forest View Elementary have put a security plan into effect. All visitors to our schools (including parents) MUST sign in at the office and receive a visitor sticker. This will help students and staff to identify all of the adults in our building. Anyone not wearing a sticker will be directed to the office to check in.

Non-enrolled children are not allowed to spend the day visiting the classrooms of friends or relatives.

For more information see also *School Security and Crisis Management*

Volunteers

Parent volunteers form an important part of our school program. For example, parents have been assisting in the Media Center and the classrooms. If you are interested in serving the school in any volunteer capacity, please notify your child's teacher. Volunteers for off-campus activities and overnight activities are called "Auxiliary Volunteers", and they must pass criminal background checks as per School District Policy #438 which can be found on the District's website: www.flaschools.org by following these links: About Our District/School Board/Board Policies.

W

Warm Welcome!

We want you to feel welcome anytime you come to school!

Walking to School See *Biking and Walking to School*

Weapons Policy

The school district's policy on weapons is printed on page 25 of this handbook.

Weather Information See *Emergency School Closings*

Web Page

One of the web pages on our web site is called Curriculum Connections. The Curriculum Connections page is designed to help students more effectively use the Internet as a tool for learning both at school and at home. It is set up to help the students with the curriculum areas they are presently studying in their classrooms. Teachers continuously add relevant web sites to supplement their classroom activities. Make a "bookmark" or "favorite" for this page, or make it your home page so your children have this resource available the minute they log on to the internet.

Web Site

Our web sites have an abundance of helpful and interesting information. You can access them by choosing "School Sites" through the district web site at www.flaschools.org.

Independent School District #831

Summary of Harassment and Violence Policy 425

GENERAL STATEMENT OF POLICY

The policy of Independent School District No. 831 (the "School 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.

violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.)

A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's 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 will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

REPORTING PROCEDURES

Any person who believes he or she has been the target or victim 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 by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult School District personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent

or the School District human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

In the District. The School Board hereby designates the Director of Administration and Human Resources and the Director of Special Education as the School District Human Rights Officers to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent.

INVESTIGATION

By authority of the School District, the Human Rights Officers, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

The entire policy and reporting form can be found on our district's website: www.flaschools.org by following these links: About Our District/School Board/Policies/View all School Board Policies/425 or 425 Attachment. 4/7/16

School Weapons Policy

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. "Weapon"

1. 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; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

IV. EXCEPTIONS

- A. It shall not be a violation of this policy if a nonstudent falls within one of the following categories:
 1. licensed peace officers, military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 2. persons authorized to carry a pistol under Minn. Stat., Section 624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 3. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., Sections 624.714 or 624.715, or other firearms in accordance with Section 97B.045;
 - a. *Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."*
 - b. *Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.*
 - c. *possession of dangerous weapons or replica firearms by a ceremonial color guard;*
 - d. *possession of dangerous weapons or replica firearms to be used for educational purposes with the written permission of the principal*
- B. **Policy Application to Instructional Equipment/Tools** – While the school district takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, and a similar position with regard to nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.
- C. **Firearms in School Parking Lots and Parking Facilities** – A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to

nonstudent permit-holders authorized under Minn. Stat., Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT FIREARM POSSESSION/USE/DISTRIBUTION

- A. The school district takes a position of "Zero Tolerance" in regard to the possession, use or distribution of firearms by students. Consequently, the minimum consequence for students possessing, using or distributing firearms shall include:
 1. immediate out-of-school suspension
 2. confiscation of the firearm;
 3. immediate notification of police;
 4. parent or guardian notification; and
 5. recommendation to the Superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The Superintendent may modify this requirement on a case-by-case basis. The School Board shall be notified of any policy modifications made by the Superintendent.
- C. **Administrative Discretion** – While the school district takes a "Zero Tolerance" position on the possession, use or distribution of firearms by students, the Superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR STUDENT WEAPON (NON-FIREARM) POSSESSION/USE/DISTRIBUTION

- A. The school district takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons (non-firearms) by students. Consequently, the minimum consequence for students possessing, using or distributing weapons (non-firearms) shall include:
 1. confiscation of the weapon (non-firearm);
 2. parent or guardian notification; and
 3. notification of police as appropriate;
 4. consideration of suspension from school for up to fifteen days with consideration for expulsion.
- B. **Administrative Discretion** – While the school district takes a "Zero Tolerance" position on the possession, use or distribution of weapons (non-firearms) by students, the Superintendent (or designee) may use discretion in determining whether an investigation for the purpose of pursuing an expulsion from school is warranted. Other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VII. CONSEQUENCES FOR WEAPON POSSESSION/USE/ DISTRIBUTION BY NONSTUDENTS

- A. **Employees**
 1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.

2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
 3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.
- B. Other Nonstudents
1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school District, that school district may be contacted concerning the policy violation.
 2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location. Adopted: 5/3/04

Summary of Anti-Bullying Policy 541

PURPOSE

The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

GENERAL STATEMENT OF POLICY

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

DEFINITION OF BULLYING

"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

"Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

REPORTING PROCEDURES

Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

SCHOOL DISTRICT ACTION

Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

The entire policy can be found on our district's website: www.flaschools.org by following these links: About Our District/School Board/Policies/View All School Board Policies/541.

Hazing Prohibition

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 1. Any type of physical brutality such as whipping, beating,

striking, branding, electronic shocking or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or school district policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to a district employee who shall report the complaint to a school administrator.
- B. A building principal is the person responsible for receiving reports of hazing at the building level. That principal must notify the School District Human Rights' Officer(s) of such reports. Any person may report hazing directly to a school district human rights' officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform a building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences

will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school's building and staff handbooks. ADOPTED: 3/23/98

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

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

- A. **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 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 practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.
- B. **Desks.** School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.
- C. **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. The search will be reasonable in its scope and intrusiveness. The school district has the right to use dogs trained in the detection of contraband in the use of such searches.
- D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Personal possessions" includes but is not limited to purses, backpacks, bookbags, packages, clothing, and automobiles parked in school district parking facilities.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. In the event that a search of a person is determined to be necessary, such a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person.
- E. Parents shall be notified of locker searches and personal searches as soon as is practical given the circumstances.
- F. A strip search is a search involving the removal of coverings or clothing from private areas. Strip searches will be conducted only by authorized personnel in an off-site medical or criminal justice facility.
- G. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- H. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

ADOPTED: 5/5/05 6/12/08

Technology Acceptable Use and Safety Policy

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer systems and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore global resources. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. Acceptable uses are determined at the sole discretion of the district.

IV. USE OF SYSTEM IS A PRIVILEGE

While the school district's electronic systems are provided for the conduct of the school district's mission, it is understood that they may be used occasionally for personal use as well. Reasonable personal use is permitted, so long as it does not interfere with users' performance of their responsibilities and complies with applicable laws and policies. The personal use of both audio and video streaming media as well as the downloading of excessively large files for personal use interferes with the school district's use of the Internet and delivery of electronic mail and is therefore not acceptable personal use of the Internet.

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. *pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;*
 - b. *language or images that are inappropriate in the education setting or disruptive to the educational process;*
 - c. *information or materials that could cause damage or danger of disruption to the educational process;*
 - d. *language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, except as allowed in Policy 602 Controversial Issues.*
2. Users shall not use district e-mail as part of a political campaign to support or oppose a political issue or the nomination or election of a candidate for public office except as otherwise agreed upon in school district employment agreements.
3. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass or bully another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
4. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
5. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
6. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct consent of that person. Consent is implied for all users whose materials, information or files must be accessed by personnel performing authorized system maintenance on behalf of the district.

7. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another owner's property without the owner's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district.

- B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, school district personnel will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
1. Obscene;
 2. Child pornography; or
 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes. It is prohibited for students or employees to attempt to bypass the district filter without permission.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right to investigate or review the contents of files generated by their student.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes, Chapter 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district media, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for loss or damage to personal devices or media attached to district equipment. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 1. Notification that Internet use is subject to compliance with school district policies.
 2. Disclaimers limiting the school district's liability relative to:
 - a. *Information stored on school district media.*
 - b. *Information retrieved through school district computers, networks or online resources.*
 - c. *Personal property used to access school district computers, networks or online resources.*
 - d. *Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.*
 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student or staff member through the Internet is the sole responsibility of the student and/or the student's parents/guardians or the staff member incurring the obligation.
 6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 505, Use of Student Records.
 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XII. IMPLEMENTATION; POLICY REVIEW

- A. The school district may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy.
- B. The school district shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district technology policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of technology, the school board shall conduct a periodic review of this policy.

ADOPTED: May 6, 2002, June 7, 2004, October 5, 2006, November 1, 2007 (No Changes), January 7, 2010, March 3, 2011, January 7, 2016.

Forest Lake Area Schools

Student Technology User Guidelines — Summary

Students are to utilize the technology systems for educational purposes. Misuse of technology may result in restrictions and/or other consequences up to and including expulsion as well as civil or criminal penalties that may be imposed by law. The full version of the Information Resources Security and Appropriate Use Guidelines is available in all building media centers.

STUDENT RESPONSIBILITIES

1. Follow all school building and district policies
2. Log in only as authorized* (Don't log in as someone else)
3. Log out before leaving the computer
4. Respect the privacy of other users
5. Don't share passwords or write them down
6. Use creative passwords and change them regularly if applicable
7. Follow copyright and license laws
8. Reference materials you use (cite your sources)
9. Choose key search words carefully when searching the Internet
10. Never give out personal information such as full name, phone number, address
11. Limit printing as much as possible
12. Model appropriate use for others
13. Maintain a backup of important files when appropriate
14. Report concerns of inappropriate or illegal activity to a teacher or administrator

ACCEPTABLE USE

1. Use of school projects, including research, word processing, etc.
2. Use in support of extra curricular 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.

* Authorization may only come from district personnel.

Forest Lake, Forest View Elementary School and Washington County Truancy Guidelines

School attendance is significantly related to school achievement. The community, schools, parents, and students share in the responsibility to promote regular attendance. The school determines whether the absences are excused or unexcused. When absences become excessive for any reason, parents will be contacted to develop a plan to support regular school attendance. Minnesota State law requires that every child 16 years of age or younger shall attend a public or private school.

DEFINITIONS:

TARDY is defined as arriving after 9:15 a.m. Students and/or parents must report to the office to sign in. (School hours are 9:15 a.m. to 3:30 p.m.)

EXCESSIVE ABSENCE is defined as four (4) or more consecutive days of absence, four (4) or more days of absence in a month, and/or ten (10) or more days of absence in a school year. The average student in the State of Minnesota misses a total of seven (7) days of school in a school year. Those seven absences include illnesses, vacations, or family emergencies. Even though these absences are excused, the school and county may intervene if absence is excessive.

CONTINUING TRUANCY is defined as three (3) unexcused absences.

HABITUAL TRUANCY is defined as seven (7) unexcused absences.

EXCUSED ABSENCES

1. parent/doctor verified illness
2. family emergencies
3. scheduled appointments with prior school notification
4. religious holidays
5. prearranged family vacations
6. suspension

UNEXCUSED ABSENCES

1. visiting
2. overslept
3. shopping
4. car trouble
5. needed at home (i.e. babysitting)
6. family vacation not prearranged
7. missed bus
8. alarm clock didn't work
9. no call or note from parent regarding absence
10. personal grooming needs

WHAT DO I DO IF MY CHILD CANNOT ATTEND SCHOOL?

Call your school's Health Office. Messages may be left on the voice mail system. Please include the student's name, the day and reason for absence **OR** send a note when your child returns to school explaining the absence.

Forest View Elementary (FVE)

Primary Grades K-3
620 SW 4th Street
Forest Lake, MN 55025
651-982-8200
fv.flaschools.org

Forest Lake Elementary (FLE)

Intermediate Grades 4-6
408 SW 4th Street
Forest Lake, MN 55025
651-982-3200
fle.flaschools.org



Independent School District #831

2017 – 2018 Directory

Area Learning Center	651-982-3170
Bus Garage	651-982-8190
Century Junior High	651-982-3000
Columbus Elementary	651-982-8900
Community Education	651-982-8110
District Office	651-982-8100
Early Childhood Family Ed.	651-982-8300
Emergency School Closings	651-982-8143
Food Service	651-982-8396
Forest Lake Elementary	651-982-3200
Forest View Elementary	651-982-8200
Lino Lakes Elementary	651-982-8850

Linwood Elementary	651-982-1900
Scandia Elementary	651-982-3300
Senior High School	651-982-8400
Southwest Junior High	651-982-8700
Swimming Pool	651-982-8746
Title IX & Human Rights Coordinators	
Donna Friedmann	651-982-8123
Director of Administration & Human Services	
Kelly Lessman	651-982-8129
Director of Special Education	
Wyoming Elementary	651-982-8000
Youth Service Bureau	651-464-3685