



Forest Lake Area Schools

2024 – 2025

Student & Family
Elementary Handbook



Forest Lake Area Schools
Excellence for Every Student Every Day

Independent School District #831 | 2024 – 2025 Directory

Bus Garage : 651-982-8190

Columbus Elementary: 651-982-8900

Community Education : 651-982-8110

District Office : 651-982-8100

Early Childhood Family Ed.: 651-982-8300

Education Center: 651-982-3170

Food Service : 651-982-8396

Forest Lake Area Middle School: 651-982-3000

Forest Lake Elementary: 651-982-3200

Forest View Elementary: 651-982-8200

Lino Lakes Elementary: 651-982-8850

Linwood Elementary: 651-982-1900

SAC/ Sonic: 651-982-8365

Scandia Elementary: 651-982-3300

Senior High School: 651-982-8400

Swimming Pool: 651-982-8746

Wyoming Elementary: 651-982-8000

[Forest Lake Area School Strategic Plan](#)

A

Accident Insurance

Independent School District 831 does not provide medical insurance coverage for accidental injuries sustained 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 .

Animals on School Grounds

[School Board Policy #706](#) states: "To ensure 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.

Any student needs for service animals should be addressed with the building principal.

Attendance and Absences

Regular attendance is essential for good progress in school. We monitor attendance each day to verify when and **why** children are absent. A student is required by law to attend school. If they miss a school day or part of the day, for legitimate reasons, a parent or guardian must notify the school. A parent or guardian may seek an excused absence but the school administrator has the right to accept or deny a request for an excused absence. Please see [School Board Policy #519](#) for additional details.

Absences are defined as follows:

<p>Excused absences examples:</p> <ul style="list-style-type: none">● Parent/Doctor verified illness● Family emergencies● Scheduled appointments● Religious holidays● Medical/Dental appointments● School directed activities● Prearranged family vacations● Suspensions● Court appearances● Exceptional circumstances● Extreme weather● Problems related to transportation provided by the school district	<p>Unexcused absences examples:</p> <ul style="list-style-type: none">● Car trouble● Visiting● Overslept or alarm didn't go work● Shopping● Driver's training● Needed at home● Leaving school during the day without permission from school● Babysitting● Missed bus● Work● No call or note from parent/guardian verifying the absence● Personal (no reason given)● Truancy● Personal grooming needs● Any other absences included in the attendance procedures of the individual schools
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Please communicate with your students' classroom teacher for any pre arranged absences. Teachers do NOT need to provide students with school work prior to the absence. Students will receive make-up work when they return to school.

All of our K-12 schools use attendance forms for absence reporting. Please call the attendance line to report absences.

- Columbus Elementary: 651-982-8905
- Forest Lake Elementary: 651-982-3203
- Forest View Elementary: 651-982-8275
- Lino Lakes Elementary: 651-982-8852
- Linwood Elementary: 651-982-1956
- Scandia Elementary: 651-982-3399
- Wyoming Elementary: 651-982-8068

The average student in the state of Minnesota misses a total of seven (7) days, excused and/or unexcused, in a school year. Students who miss more than seven days, whether they are excused or unexcused, are considered excessively absent. If there are attendance difficulties you will be contacted by the school. Please make every effort to improve attendance. We are required to report excessive absences to the county the student resides in for possible Educational Neglect and Truancy.

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 check in through the office before going to class. School hours are 9:15 a.m. to 3:40 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 Board Policy #438](#). If you would like to complete a background check, complete this [form](#), along with the assigned fee, and return it to the school’s office.

B

Biking & Walking to School

Students in grades 3, 4, 5 and 6 may ride bikes or walk without an adult escort. K, 1st and 2nd grade students may ride bikes or walk with an adult or an older sibling that is in grades 3-6. They must submit a signed note from their parent or guardian. Students are *strongly* encouraged to wear a bike helmet and obey all bicycle safety rules. Due to safety concerns this is not allowed at Linwood and Columbus Elementary.

Board of Education

President	Rob Rapheal	rrapheal@flaschools.org
Vice President	Jeff Peterson	jpeterson@flaschools.org
Clerk	Jill Christenson	jchristenson@flaschools.org
Treasurer	Julie Corcoran	jcororan@flaschools.org
Member	Luke Hagglund	lhagglund@flaschools.org
Member	Gail Theisen	gtheisen@flaschools.org
Member	Curt Rebelein, Junior	crebelein@flaschools.org

Breakfast

Our district offers breakfast for students at the start of each school day. 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. On Friday, March 17, 2023, Governor Walz signed the Free School Meals bill into law which has taken effect from July 1, 2023 - June 30, 2024 school year. This legislation provides the reimbursement for a free breakfast and lunch to students who receive meals through their school. For further information on the Free Meal Program click [here](#).

Bullying Prevention and Reporting

Prosocial skills are taught through district SEL (social emotional learning) curriculum in all buildings. Additionally, all buildings implement PBIS (positive behavioral interventions and supports) strategies as a preventative measure. Please see [School Board Policy #541](#) for more details. The district bullying reporting form can be found [here](#) and on the district website.

Bus Rider Expectations

The privilege of riding a school bus requires appropriate behavior. Each bus driver is responsible for the safe transportation of the students on his/her bus. Students must ride their assigned bus to and from school each day and follow these expectations:

- Arrive at your stop at least five minutes early
- Stay out of the danger zone
- Follow the driver's instructions. The bus driver is authorized to assign seats.
- Remain seated at all times with your hands to yourself, face front, and keep the aisle clear
- Keep hands, head, etc... inside the bus
- Be courteous—no profane language
- Eating and drinking are prohibited
- Littering or throwing objects is not permitted

Violations of any of the rules shall be reported by the bus driver to the principal.

1st offense: Warning

2nd offense: Warning or 1-3 school suspension from riding the bus

3rd offense: 5 school day suspension from riding the bus

4th offense: 10 school day suspension from riding the bus/ meeting with family

Further offenses: individually considered. Students may be suspended for longer periods of time, including the remainder of the year.

Other Discipline: Based on the severity of a student's conduct, more serious consequences may be imposed at any time. A school bus driver shall have the authority to remove a student from the bus for one day for misbehavior on the afternoon take home route that is considered to be causing an immediate and substantial danger to self or surrounding persons or property, provided the driver follows the administrative regulations addressing these suspensions. The driver must make direct contact with the parent/guardian prior to the end of the evening on the day preceding the removal from the bus.

If a student misses the bus going home, their family will be called and asked to provide transportation home. Please see [School Board Policy #531](#) for more detailed information.

C

Calendars

[District Calendar](#)

[2024-2025 Printable Family Calendar](#)

[Standardized Testing Calendar](#)

[School Board Meeting Schedule](#)

Cell Phones, Personal Technology, and Valuables-

We strongly recommend that students **do not** bring personal cell phones, smartwatches, and other technology to school. If a child has one of these items, it needs to stay in their backpack and be powered off, as they are a distraction to learning. If a child has an updated Emergency Health Care Plan that includes technology, we will support their care plan. If a staff member sees a cell phone or other personal technology device, it will be kept in the principal's office, families will be contacted, and they will need to pick it up. As a reminder, we are not responsible for lost or stolen items.

Change in Family Status

Please inform the school of any changes in your family status. This might include a new address, new telephone number (home or work), parent's occupation, a change of marital status or a change of custody. This information is necessary for our records in case of an emergency, and it is kept confidential.

Chaperones See *Auxiliary Volunteers*

Class Placement

Our staff spends a great deal of time placing students in class groups for the next school year. Our primary goal is to establish productive, heterogeneous classrooms where each child can be provided with the opportunity to be successful and challenged. In doing this several factors are considered:

- Learning style of the student
- Consideration of all academic and social factors
- Heterogeneous groupings: balancing ethnicity, gender, academic achievement, learning styles, instructional levels, and discipline concerns
- Avoidance of possible personality problems
- Equal class size
- Recommendations of this year's teacher
- Parent input in relation to learning style, teaching style, and educational concerns. Parent input letters must be submitted by **May 15th**.

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. Shoes with wheels are not allowed.
- Boots, gloves or mittens, and hats are needed when the weather requires. Schools keep the students inside if either the wind chill or temperature is colder than -10°F.
- 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 [School Board 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 or is reasonably likely to cause an interference with work, or creates classroom or school disruption. The following are prohibited on school property or at school-sponsored events. Principals of school buildings may adopt more restrictive standards. "School property" is defined as school buildings, grounds, including parking lots and school buses.

- (1) Wearing or displaying confederate flag, swastika and KKK signs or symbols.
- (2) Clothing that displays or promotes:
 - tobacco, alcohol, drug, or paraphernalia and offensive messages, pictures or symbols
 - violence, violent language or images
 - sexually explicit and/or pornographic language and/or images
- (3) Clothing that does not cover midriff, buttocks and underclothing.

District-approved uniforms for school sports may be an exception from this policy. Attire for swimming or aquatics-based classes or activities shall meet the requirements set out by school buildings.

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.

- Calls made during the school day will go to voicemail and will be returned as soon as possible.
- Please call the main office for "Time-Sensitive" messages during the school day. The office will then relay the message to the classroom.
- If you are calling about after-school pickup or appointments, please call as early in the day as possible. It is very difficult to deliver messages received after 3:00 pm.
- Our offices will be open from 7:45 am until 4:15 pm. If you call when the office is closed, you will be able to leave a voicemail message.

Community 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. For more information, please visit the [Community Education website](#).

Counselor

Each of our elementary schools has a full time counselor and/or social worker 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

The [School Board 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. Written communication will be sent to families prior to a lock down drill. Families are allowed to opt students out of lock down drills by sending written communication to the school prior to the date of the drill.

If situations arise in any of our school buildings, all of our schools use a standardized set of protocols from the *I love u guys Foundation* to ensure our staff and students know what type of emergency is occurring and how to respond. The use of these protocols is in partnership with the local law enforcement and/or the county Sheriff's office and is intended to make emergency information clear for staff, students, and families. If emergency communications are sent during the school year, we will reference these response categories and provide information about the situation. For further information about our Standard Response Protocol from the *I love u guys Foundation*, click [here](#).



Curriculum

We provide a balanced curriculum developed and reviewed regularly by teams of educators. Content areas include literacy, math, social studies, science, health, physical education, art, music, media, and technology. The curriculum and teaching techniques are often modified to meet individual needs. For more information please visit our curriculum [website](#).

D

Data Privacy

Data Privacy Laws prohibit us from releasing the home telephone number or address of any student or staff member without permission in most circumstances.

Discipline Program

Our PBIS committee of teachers, assistants, and the principal implemented a discipline program for the school. The program is centered around the following goals: Be Safe, Respectful and Responsible.

Discipline Complaint Procedure

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Elementary Student Code of Conduct includes major portions of the district policy on discipline, and the entire [School Board Discipline Policy #515](#). You may also request a copy from the school office.

Dress Code

Student Attire Manner of dress or personal grooming which presents a clear danger to the student's health and safety, causes or is reasonably likely to cause an interference with work, or creates classroom or school disruption. The following are prohibited on school property or at school-sponsored events. Principals of school buildings may adopt more restrictive standards. "School property" is defined as school buildings, grounds, including parking lots and school buses.

- Wearing or displaying confederate flag, swastika and KKK signs or symbols.
- Clothing that displays or promotes:
 - tobacco, alcohol, drug, or paraphernalia and offensive messages, pictures or symbols.
 - violence, violent language or images.
 - sexually explicit and/or pornographic language and/or images.
- Clothing that does not cover midriff, buttocks and underclothing. District-approved uniforms for school sports may be an exception from this policy. Attire for swimming or aquatics-based classes or activities shall meet the requirements set out by school buildings.

Drop Off

Drop off will begin at 9:00 am and school will start promptly at 9:15 am. Family members will not be allowed to escort their student to the classroom, we have staff available to assist all of our students to their classrooms in the morning. Please do not drop off your student before 9:00 am, as there is no supervision available.

Drug Free Environment

Tobacco, alcohol, and chemical use are strictly prohibited on school grounds. This includes all activities before, during, and after school by all students, siblings, parents, other family members and staff.

E

Email/ Student Emails

Effective July 2024, all Kindergarten through Eighth-grade students (K-8) will only be able to communicate with limited allowed emails. All other senders and recipients will be blocked. This change from a limited blocklist (default allow all) to a strict allowlist (default block all) is different from what the district has done previously. A sender which is not allowed will receive a bounceback email stating the email could not be delivered. Reference [this document](#) for additional information.

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

We want to make sure you have the information you need about weather emergency closings, delays, and early dismissals. Please know, decisions to close school are taken very seriously and we use closings, delays, and early dismissals only when absolutely necessary.

If school is closed or released early due to weather-related circumstances, Community Education activities and High School athletics and activities are canceled unless otherwise noted in the emergency message.

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

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

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

- Automated Voicemail (Please be sure all contact information is accurate and up to date in ParentVue.)
- SMS Text Message
- Email
- Social Media: We will make notifications on our accounts.
- Web pages: All of our building web pages will be updated with closing information on the front pages.

Please do not call the school office. Please ensure that your children are instructed as to what to do if any of these situations occur.

F

Field Trips

Participation in field trips is a privilege. Students need to be in good standing in regard to behavior and assignments to be eligible to attend. Buses will be used to transport students. A field trip takes place during the school day and is part of the curriculum.

Food and Beverages

Students are allowed to have water bottles to drink out of throughout the day. Research has shown that students who are properly hydrated learn better. If your child(ren) chooses to have a water bottle, it must have a cover and contain only water. Your child's classroom teacher will provide further information regarding snack.

H

Harassment, Violence and Discrimination

Please see [School Board Policy 425](#) and [School Board Policy 510](#). Forest Lake Area Schools does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. The School District prohibits any form of harassment or violence on the basis of Protected Class. Any person who believes their ability to work or receive an education has been impaired because of a violation of either of these policies should report the concern immediately to a building principal or program leader.

Health Services

Our health aide will dispense medication, determine appropriate action in emergencies, and monitor absences and health concerns of the students.

- Medication: The health aide must be informed about students taking any medication during the school day. All medication (prescription and over the counter) must be administered in the Health Office.
- Prescription medications must come to school in the original container, correctly labeled by the pharmacist, and be accompanied by notes from you and your doctor. Pharmacists will give two prescription bottles upon request (one for home and one for school)
- Over the counter medication (including cough drops) must be accompanied by a note from the parent or guardian. The note should be specific with respect to dosage, time of day, duration, etc. If medication is taken longer than two weeks you must send a note from your doctor.
- Vision and 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.
- 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.

Homelessness/ Students Experiencing Homelessness

Please see the district Family Support Services [website](#).

Homework

Homework, when connected to learning targets, goals and objectives to what students are currently learning in class, is an important part of your child's education. Homework enhances a student's ability to reach a level of expected proficiency for knowledge and skill acquisition appropriate to the student's instructional level.

Literacy is the foundation of all student achievement. All students should engage in daily independent reading.

Unfinished In-Class Assignments: There may be times when a student does not complete a portion of an in-class assignment or project. When that occurs students may need to complete the assignment at home in order to stay on track with the next day's content and learning objectives.

I

Illness or Injury

If a child shows any indications of being ill before leaving for school, the child should be kept at home. A child entering school comes in contact with an increasing number of childhood illnesses. Please keep your child home for the amount of time recommended by a doctor.

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. See [School Board Policy #525](#) for more information.

Internet Usage

Instruction and guidance on acceptable use of the Internet will be provided to all students by the media specialist and classroom teachers.

The Internet is a teaching tool and students will be using it to access online reference materials such as encyclopedias, atlases, magazines, and educational sites to complete assignments. Inappropriate use of the Internet may result in suspension of computer privileges and/or other disciplinary action.

Guidelines for home use of the Internet

- Supervise Internet activities
 - Discuss Internet safety, such as not providing personal information
 - Practice computer ethics by giving credit for work done by the author
 - Discuss that information found on the Internet can be biased or inaccurate
-

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

Children have the option of eating a hot lunch, alternate lunch, or bringing a bag lunch from home. Carbonated beverages, energy drinks or glass bottles will not be allowed. Monthly menus will be available on the district's [nutrition website](#).

M

Malicious and Sadistic Conduct / Sexual Exploitation

No student, independent contractor or staff member may engage in malicious or sadistic conduct or sexual exploitation against any student, independent contractor or staff member involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity.

Money Sent to School

It is not advisable for students to bring money to school when not necessary. Money for 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.

N

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 Wilson, Director of Special Education (651-982-8129)

P

ParentVUE

[ParentVUE](#) by Synergy is our student Information System that supports student demographics, schedules, attendance, report cards, grades and more.

Personal Belongings in School

Please do not permit your child to bring unnecessary items to school, such as toys, trading cards, or electronic devices (unless approved by the classroom teacher). The school will not be responsible for these items if they are damaged or lost. Students bringing such items will be asked to leave them in the office. Parents will be contacted and asked to pick up the items at their convenience.

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.

Pick Up

School dismissal begins at 3:40pm. Please make every effort to be on time to pick up your child at the end of the school day. Families will not be allowed into the school building during our afternoon dismissal. Please see communication from your building's principal regarding parent pickup procedures.

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

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, they may elect not to do so, and respect must be shown by other students and staff regarding the right to make that choice.

PTO (Parent Teacher Organization)/ PTA (Parent Teacher Association)

The PTO/PTA is composed of parents, teachers, and staff all working together in a volunteer capacity. They serve as support for our school in many areas: coordination of volunteers, hospitality, fund raising, and enrichment programs/events. All proceeds from fundraising go directly back to the school in the form of basic supplies, enrichment, field trip scholarships, and school equipment.

The success of the PTO/PTA is dependent on staff and parent volunteers. Volunteering in our school can be a very rewarding experience, and many opportunities are available. The PTO/PTA meets once a month and times are noted in the monthly newsletter with updates as needed.

R

Recess

Students will have a daily outdoor recess *unless*:

- The temperature or wind chill is -10 degrees Fahrenheit or colder
- It is raining and/or lightning is in the area
- There are other weather conditions which make it unsafe to be outside
- A note from their family regarding child illness or injury is given to the teacher
 - If your child will need to miss recess due to an illness or injury for more than one day, you must provide us with a doctor's note describing the reason the illness or injury must excuse them from outdoor recess

Registration

Families may register their children in the school office at any time. Registration for any Forest Lake Area school can also be done online [here](#). Office hours are from 7:45 – 4:15 p.m.

Religious Observance

Please let your child(ren)'s teacher know about any needs your child(ren) have. For more information see [School Board Policy 603](#).

Report Cards

Report cards are available online through ParentVue at the end of each semester. Parent-Teacher conferences are held in fall and spring.

S

School Age Care – S.A.C./ 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. Care is available before school starting at 6:00 a.m. and after school until 6:00 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 or Sonic, please view their website [here](#).

School Security

It is our responsibility to be sure our students are safe when they are in school. Our entrance doors are locked upon the start of the school day. You will need to be buzzed into the office to enter the building. Visitors will be required to present a valid state ID and wear a visitor badge/sticker while they are in the building. School staff will question any adult in the building without a badge and direct them to the office. Elementary staff wear Forest Lake School District badges to identify themselves.

School Supply List

School Supply Lists can be found on our school websites starting the month of August before the start of each new school year. School Supply Lists will also be available at our local Walmart and Target.

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

In an effort to keep students safe, school employees may search items on school property at any time. Please see this link, [School Board Policy #514](#), for further information.

Social Emotional Learning

Our school district has adopted Second Step® as a resource to provide (SEL) support to all students in our elementary schools on a weekly basis within their classrooms. A leading SEL program in US elementary schools, Second Step Elementary® is research-based. To learn more about this resource, visit www.secondstep.org.

Specialists

Our school district has a specialist staff of licensed teachers who provide services beyond those received in the regular classroom in grades K-6. All students will have a regularly scheduled class with each specialist listed below.

- *Music Teacher*
- *Physical Education Teacher*
- *Media/ Innovation/ Art Teacher*

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.

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 Board Policy #540](#). Each 5th and 6th grade family will be asked to sign the [FLAS Chromebook Loan Agreement](#) at the beginning of the school year when school issued technology is assigned. Kindergarten through 4th grade students will be using technology when appropriate and will be responsible for the care of each device and families will be responsible for any damage/loss to the school issued device.

The following list may be used as a guideline for the costs of typical Chromebook repair. Actual charges may vary:

- Screen Replacement - \$50
- Keyboard Replacement - \$75
- Damaged/Lost Charger - \$30
- Lost Chromebook - \$230
- Cleaning Fee (if device is returned in need of cleaning) - \$30

Testing

ISD #831 uses two different tests in the elementary grades. The FAST Bridge Assessment is given to students in grades 1-6 to measure a student's academic growth in the areas of reading and mathematics. State assessments (MCA's) are utilized for grades 3-6 to measure a school's Adequate Yearly Progress (AYP) in reading and mathematics. If for any reason a parent does not want their child to be tested they will need to fill out a Refusal form. Questions concerning the district's testing program can be directed to the building principal. Use this [link](#) to view the FLAS Assessment Calendar.

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. It includes some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available at the link below. When completed, it must be returned to your student's district. Your student's district may require additional information. [Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing](#)

Tobacco and Vaping

The use of tobacco products including vaping devices is prohibited in all school buildings and on school property. For more information please see [School Board Policy 427](#).

Transportation

All families must "opt-in" to receive school transportation to and from school. This may be done at any time during the school year please check the district transportation [webpage](#) for forms and further information.

Treats

Each classroom teacher establishes unique ways to celebrate and recognize students. We ask that families do not bring in food or other items to pass out for birthdays or other celebrations.

V

Visitors

All visitors entering our building must report to the main office to sign-in, state the purpose of the visit, and receive a sticker badge that must be prominently worn on the outermost piece of clothing.

Visits to our school *must* be academic and purposeful in nature, such as a guest speaker or guest reader, and must be arranged with the classroom teacher prior to a visit. The classroom teacher will inform the office staff of the scheduled visit.

At times, teachers may invite family members to certain celebrations, events, or performances during the school day. During these occasions, visitors will still be required to go through the office and receive a sticker badge.

Volunteers

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 Board Policy #438](#).

W

Weapons Policy

Please see this link, [School Board Policy #532](#), for further information.

Weather Information *See Emergency School Closings*

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.