

North Lakes Academy



A tuition-free public charter school serving students in grades five through twelve.

North Lakes Academy Charter School
255B NW 7TH Ave
Forest Lake, MN 55025
Office Phone: 651.982.2773
Office Fax: 651.464.6409
Upper School Phone: 651.982.2688
On-Line: www.northlakesacademy.org

UPPER SCHOOL STUDENT/PARENT HANDBOOK

Student Name: _____

Table of Contents

GENERAL INFORMATION	4
Mailing Address	
Upper School Campus Location	
On-Line	
School Hours	
EMERGENCY INFORMATION:	4
School Closing	
Emergency Drills	
FORMS, RECORDS, AND DOCUMENTATION	5
Emergency/Medical Contact Sheets	
General Benefits Form	
Immunizations and Health	
HEALTH	5
Immunizations	
Physical Examinations	
COMMUNICATION	6
NLA Newsletter	
Conferences	
Teacher Availability	
STAFF DIRECTORY	7
ATTENDANCE	9
To Report an Absence	
Compulsory Attendance	
Make-Up Work	
Midday or Half-day Absences	
Pre-Arranged Absences	
Tardiness	
VISITORS	9
Adults	
Student Guests/Shadowing	
STUDENT SERVICES	10
Lunch Program	
Staff Lunchroom and Restroom	
Other Services????	
STUDENT CONDUCT	10
Code of Conduct	
General Safety	
Dress Code	
Inappropriate Items	
Use of Electronics in the Classroom	
Cell Phone Use	
Public Displays of Affection	
Hall Passes	
Office Phone Use	
Messages From Home	
Office Policy	
Student Planners	
Ready to Learn - Preparedness	

DISCIPLINE	12
INFORMATION, GRADES AND COMMUNICATION	13
Pictures and ID Cards	
Powerschool Information System	
Honeywell Instant Alert System	
Grade Policy	
ZAP (Zeroes Aren't Permitted) or Husky Prep	
Graduation Requirements	
STUDENT TECHNOLOGY USER GUIDELINES	14
SAFETY AND SECURITY ISSUES	15
Building Access	
Lockers	
Locked Doors	
After-School Policy	
TRANSPORTATION	16
Bussing	
Drop Off and Pick Up	
Unauthorized Modes of Transport	
PUBLIC POLICIES	17
Human Rights Policies	
Hazing Policy	
Harassment and Violence Policy	
Proof of Legal Custody Rights	
Special Education and Disabilities	
Alcohol- and Drug-Free School	
Tobacco-Free School	
Weapons-Free School	
Tennessee Warning for Students and Parents	
STUDENT ACTIVITIES	18
Student Council	
After-School Clubs	
Athletics	
EXTRACURRICULAR ACTIVITIES	19
Academic Eligibility	
Chemical/Behavioral Eligibility	
Loss of Eligibility	
DEFINITIONS	
SCHOOL CALENDAR 2010 - 2011	ERROR! BOOKMARK NOT DEFINED.

North Lakes Academy Charter School 2010 - 2011 Student Handbook

General Information

North Lakes Academy is a tuition-free public college preparatory school for students in grades five through twelve.

Serving the Lakes area since 1999, North Lakes Academy provides a personalized learning environment designed to meet a wide variety of academic needs. With strong core subjects and a full complement of liberal arts courses, NLA provides quality learning in a responsive learning atmosphere.

Students feel safe at NLA in classes of about 20 students where teachers can meet individual needs and learning styles. Teachers know their students by name, and both students and teachers alike truly care for each other - the NLA community is close-knit and comfortable.

Code of Conduct

NLA students succeed because teachers set high expectations, and then help students meet those goals. NLA's code of conduct reflects that approach: All behavior will contribute in a positive way to the learning community. Whether in the classroom, on the gym floor, in the lunchroom, or on a field trip, NLA students and staff are expected to adhere to this code, and are held accountable if they do not.

Mailing Address

255B NW Seventh Ave.
Forest Lake, MN 55025

Upper School Campus Location:

308 15th 15th Ave. SW
Forest Lake, MN 55025

Office Phone: 651.982.2773

Upper School Phone: 651.982.2688

School FAX: 651.464.6409

On-Line

Website: www.northlakesacademy.org

Grades: nla.powerschool.com/parents

Teacher Webpages are listed on the NLA website.

School Hours:

7:50 a.m. to 2:10 p.m.

Office is open from 7:30 a.m. to 3:30 p.m. Students may remain in the building until 3:30 when involved in an after school activity or when working with a teacher. All unsupervised students must leave the building by 2:30.

Emergency Information:

School Closing

North Lakes Academy will always close when the Forest Lake Area Schools (District 831) close because they provide NLA's bus transportation. The following media will provide up-to-date information about closings:

WCCO - AM radio (830)

WCCO - TV (channel 4)

KARE - TV (channel 11)

Occasionally, NLA must close when Dist. 831 is not closed. That information will also be broadcast through these media, and will be sent out via NLA's Honeywell Instant Alert system. Families may register for Instant Alert through the school website.

Emergency Drills

In order to enhance student safety, fire and lockdown drills are conducted nine times per year. Tornado drills are conducted at least once each school year.

Forms, Records, and Documentation

North Lakes students are expected to have all forms, records and documentation on file at the school in a timely manner. Transcripts from other schools need to be requested from previous schools at least two weeks before classes begin. All other forms must be filled out and returned by the end of the first week of classes. A completed emergency form must be on file by that time or the student will not be allowed to attend school.

Emergency/Medical Contact Sheets

This information is essential to determining where each student will go in the event of an emergency closing. It also allows staff to contact parents during the school day, if necessary. These forms must be completed at the beginning of each year and updated if any information changes during the school year.

General Benefits Form

All North Lakes Families must complete the General Education Benefits Form. This form is required by law for NLA to receive significant funding. Families who do not qualify need only fill in the name and write "N/A" on the form and return it.

Student Records

Education records are maintained by NLA in a cumulative record system: Cumulative folders include: 1. Academic Transcripts 2. Enrollment Records; and 3. Health/Medical Records. Records are promptly transferred, upon request, to other schools (see details below). Special Education records, where applicable, are maintained in the cumulative folder as well and are transferred in the same way.

Privacy Rights

Education records which identify or could be used to identify a student other than directory information may not be released to member of the general public without the written permission of the student's parent/guardian or, if the student is age 18 or attends a post-secondary institution.

Transfer of Records to Other Schools

When a student transfers, NLA will forward educational records to the gaining institution upon official request and record of transfer. Parents and guardians have the right to review and inspect a copy of the materials being transferred and an opportunity for a hearing to challenge the content of record being transferred. Educational records will be transferred within ten working days following the receipt of the transfer request from the new district unless the parent/guardian asks for a hearing to challenge the accuracy of the contents.

Health

Immunizations

All students must comply with state law that requires immunizations for measles, mumps, rubella, diphtheria, pertussis, adult tetanus booster, hepatitis, varicella and polio. All students entering 7th grade must show documentation of two MMR (measles, mumps, rubella), the hepatitis B series (3 shots) and two varicella vaccines or the date of the chickenpox disease (month/day/year). Families must present a certificate of completion or medical/conscientious exemption of these immunization to NLA for verification. Pupil immunization record forms are mailed to seventh grade students and are also available in the office.

Illness At School

Although NLA has access to school health personnel for policy and health screening matters, there is not an in-school health office. Therefore, students who are feeling ill during the school day may have a 20-minute recuperation/rest period and then must return to class or go home. **NLA cannot be responsible for daylong monitoring of ill students.**

Physical Examinations

Physical examinations are strongly encouraged for students entering 7th and 10th grade. It is important that a medical professional be consulted whenever a concern is suspected. A physical form is available in the school office. Students who participate in MSHSL sports must have a passing physical every three years.

Medications and Other Locked Items

All medications must be properly labeled in an original Rx container with student's name, type of medication and dosages; medical permission slips require a doctor's signature. All locked-up medications or other items shall only be administered or retrieved by authorized school personnel. When medication is administered, student must take/use it in the presence of authorized personnel. It is the **parent/guardian's responsibility** to maintain appropriate medications at the school.

Students may not use over-the-counter medications without parental permission. These medications must also be kept in the locked office cabinet, and cannot be in the possession of the student.

Communication

NLA Newsletter

Upper School students publish a newspaper once monthly. The paper is available on the website, in print and is sent to NLA homes electronically.

Conferences

Parent/student/teacher conferences are held twice yearly (fall and spring). Request forms are sent via mail or with students approximately two weeks in advance in order to allow parents the opportunity to request to meet with specific teachers.

Teacher Availability

Phone messages for teachers may be left with main office personnel or voice mail at any time.

All staff members have an e-mail address that consists of their first initial followed by their last name. All staff also maintain course/grade specific websites that provide valuable information about their courses. A listing of instructor websites is provided to students and is available on the NLA website or by request through the NLA office.

Staff Directory

NLA Middle School		Phone extension
Michael Bloem	mbloem@northlakesacademy.org	314
Carrie Cardinal	ccardinal@northlakesacademy.org	309
Terry Darwin	tdarwin@northlakesacademy.org	311
Laura DelVillar	ldelvillar@northlakesacademy.org	304
Shannon Froberg	sfroberg@northlakesacademy.org	310
Rachel Hansen	rhansen@northlakesacademy.org	303
Timothy Hassler	thassler@northlakesacademy.org	305
Kerry Huset	khuset@northlakesacademy.org	319
Robin Jones	rjones@northlakesacademy.org	320
Patricia Johnson	pjohnson@northlakesacademy.org	312
Mechelle Lund	mlund@northlakesacademy.org	320
Dan Mendenhall	dmendenhall@northlakesacademy.org	308
Teresa Nelson	tnelson@northlakesacademy.org	307
Joelle O'Keefe	jokeefe@northlakesacademy.org	313
Jeff Rapp	jrapp@northlakesacademy.org	314
Katy Schwirtz	kschwirtz@northlakesacademy.org	306
Andrea Yaeger	ayaeger@northlakesacademy.org	302
NLA Upper School		
Jeffery Beimert	jbeimert@northlakesacademy.org	300
Michael Bloom	mbloem@northlakesacademy.org	
Jim Carter	jcarter@northlakesacademy.org	300
Amanda Duncan	aduncan@northlakesacademy.org	300
Michael Higgins	mhiggins@northlakesacademy.org	300
David Montes	dmontes@northlakesacademy.org	300
Eric Nelson	enelson@northlakesacademy.org	300
Beth Ann Peck	bpeck@northlakesacademy.org	300
Jeff Rapp	jrapp@northlakesacademy.org	300
Ben Saunders	bsaunders@northlakesacademy.org	300
Angie Schumacher	aschumacher@northlakesacademy.org	300
Cam Stottler		
Marie Waterworth	mwaterworth@northlakesacademy.org	300
Office/Administration:		
Jackie Saunders	jsaunders@northlakesacademy.org	300
Caroline Little	cmlittle@northlakesacademy.org	317
Cheri Jensen	cjensen@northlakesacademy.org	300

Ann Knops	aknops@northlakesacademy.org	300
Jan Jensen	jjensen@northlakesacademy.org	316
Jennie Senapatiratne	jsenap@northlakesacademy.org	318

Attendance

To Report an Absence

Please call the school office at 651.982.2688 and leave a message with office staff or on the answering machine.

Parents are expected to call the school to report an absence by 8:00 a.m., informing the school of the reason for absence. The school will call each home to verify the absence if a call is not made. If parents do not call in, or if no one can be reached, the absence will be considered unexcused. Parents are also responsible for reporting a change in supervision for their child.

Compulsory Attendance

Students are required by law to attend school every day classes are in session. Attendance will be taken at the start of each class period. Students arriving after third period will be marked absent for the first half of the day, and will receive credit for one-half day in the attendance logs.

NLA is required by law to refer students with excessive unexcused absences to the county in which they reside. Different counties have different definitions of excessive. Copies of the local county laws are available in the office.

Examples of excused absences include:

- Sickness
- Medical or mental health appointments
- Religious holidays
- Family emergency

Examples of unexcused absences include, but are not limited to:

- Missing the bus
- Employment
- Need for sleep or rest
- Babysitting

Make-Up Work

For absences of two days or more, parents may call the office to arrange to pick up homework assignments. It must be recognized, however, that some experiences cannot be made up. Make-up work must be completed in a timely manner according to NLA policy. (See website for policy details.)

Midday or Half-day Absences

Parents who wish to remove a student from classes in the middle of a school day must come into the building and sign the student out. Students may not sign themselves out. Students must sign in upon return to school after an excused midday absence.

Pre-Arranged Absences

We encourage families to *plan vacations during regular school breaks*. If a student must miss school parents must submit a completed pre-arranged absence form. **Forms are available in the school office and must be submitted at least two weeks prior to the planned absence.**

Tardiness

Tardiness is not acceptable and repeated tardiness to class will often result in a reduced grade in that class. Additionally, repeated tardiness will result in a meeting with the principal or dean and can lead to detention and, eventually, a referral to county authorities for further discipline.

Visitors

Adults

Adult visitors are welcome at North Lakes. All visitors must sign in and receive a visitor's badge upon entering the building and sign out before leaving. Parents are welcome to observe in classrooms at any time.

Student Guests/Shadowing

Students from other schools who are considering attending NLA in the future are welcome to visit North Lakes. Due to space limitations, youth visitors must be limited to these prospective students. Parents should request permission for a student to visit at least two days before the planned date. Visit days are held in the spring for incoming students.

Food Services

Free and Reduced Meals

Parents may complete an application for free or reduced lunch through the Federal lunch program at open house or at any time during the year. Application forms are available through the business office.

Purchasing Meals

Meals may be purchased by turning in money to the office or at the end of the lunch line each day. Checks may be made out to NLA. Money will be deposited to student accounts and debited via a keypad in the lunch line. Money is student specific and generally will not be transferred between students once deposited without a specific parent request. Due to guidelines, money in lunch accounts cannot be refunded, but can be carried over from year to year.

Breakfast Program

North Lakes Academy offers a breakfast program to help students get a healthy start to their day. Breakfast generally consists of cold items such as fruit, yogurt, pastries, cereal and milk. Meals must be purchased in advance. Free and reduced breakfast is available to those who qualify. Breakfast pricing will be posted on the school's website.

Lunch Program

North Lakes Academy provides hot lunch service through a certified, private vendor. Hot lunch (including milk) is served daily. Milk is available by the half pint. Free and reduced price lunches are available to those who qualify. Lunch pricing will be posted on the school's website.

Staff Lunchroom and Restroom

Students are not allowed in the North Lakes Academy staff lunchroom without permission of a staff member. The staff restroom is for the sole use of staff members and adult visitors to the school.

Student Conduct

Code of Conduct

North Lakes Academy, from its inception, has been guided by a philosophy that states, "**All behavior will contribute in a positive way to our learning community.**"

Students are expected to follow the three "R's"

- **Be Ready**
- **Be Respectful**
- **Be Responsible**

General Safety

Student safety is a priority at North Lakes. As a result, we take a strong position against fighting, as well as excessive roughhousing between students. Students are to keep hands and feet to themselves at all times. Any action which could or does result in injury to another student will be taken very seriously. (See Discipline Policy.)

Dress Code

North Lakes Academy Upper School students should arrive at school dressed appropriately for a youthful version of the work world. Our goal is to minimize distractions and negative behaviors encouraged by certain types of clothing. Any item or apparel that might disrupt the learning process or create a health, safety, or attitude hazard is unacceptable! We do not intend to dictate taste or style, but students are expected to dress within the following parameters.

Acceptable clothing includes:

- Basic jeans
- Shorts of at least mid-thigh length
- Capri pants
- Khakis
- Skirts of at least mid-thigh length

- T-shirts that cover the entire abdomen
- Polo shirts
- Hawaiian shirts
- Sweaters
- Turtlenecks and sweatshirts
- Sleeveless tops with a minimum of a three-finger shoulder width strap

Unacceptable clothing includes but is not limited to:

- Halter tops
- Saggy pants (worn below the hips)
- Strapless or backless tops and spaghetti-strapped tops (**Bra straps should not show.**)
- Low cut or revealing tops
- Tube tops, or tops with off-the-shoulder necklines
- Mesh shirts
- Any shirt that reveals a student’s mid-section (waist, hips). A student’s torso must be fully covered at all times – when standing still, sitting, moving, or raising his/her hand.
- Sleepwear
- Slippers
- Any clothing that is considered underwear that is worn as outer wear
- Pants with writing on the seat

Additionally...

- Clothing will not reference drugs, alcohol, tobacco products, violence, obscenities, sexual behavior, sexism, racism, or music groups that promote the same.
- Sunglasses are not permitted except during outdoor activities.
- Hats and visors are permitted at individual teacher’s discretion.

First period teachers will do a quick clothing check each morning. Students found to be dressed inappropriately will be required to change clothes. Basic clothing will be kept on hand for this purpose.

Disputes over student attire will not occur during class time, but may be handled before or after school with the student, the staff member and a parent.

Students who repeatedly disregard the dress code may be receive disciplinary action including a conference with the dean and parents.

Inappropriate Items

Students are not to bring to school any items that would be considered distracting, harmful to others, or targets of theft. Such items include but are not limited to:

- | | | |
|------------------|----------------|----------------|
| Weapons | Pocket knives | Squirt guns |
| Lighters/Matches | Fireworks | Water balloons |
| Electronic toys | Laser pointers | Stink bombs |

Use of Electronics

Electronic devices such as MP3 player, iPods, CD players and video games are the responsibility of the student. These items are **allowed** during class hours, but only as approved by the classroom teacher. Electronic devices are not allowed at lunchtime or during passing times between classes. If students choose to bring these valuables to school (for use on the bus, etc.), they must be stored securely and the school does not accept any liability for loss of such items.

While unauthorized use of electronics is prohibited, teachers may allow and, in some cases, require students to use electronics (music and games) in the completion of a project or as a reward for positive behavior.

Cell Phone Use

The North Lakes Academy staff recognizes that many students carry personal cell phones to school. In the spirit of our code of conduct and academic progress the staff has put together guidelines for personal cell phones during school hours.

- Cell phones cannot be used for non-school communication during school hours 7:50 – 2:10
- Students may use their phones outside the school building before and after school hours.
- Students may use cell phones as assignment notebooks. (School related communication.)
- Teachers will request that when using a hall pass students will leave personal cell phones with the teacher.

- The phones of students who disregard these guidelines will be stored in the main office until returned to a parent or legal guardian.

Office Phone Use

Students must check with the school secretary before being allowed to use the phone. After-school transportation or plans to visit friends need to be determined prior to coming to school; the phone can only be used to make arrangements related to school.

Messages From Home

Only emergency messages will be delivered directly to students in class. **Parents are asked to refrain from sending text or cell phone messages to their children during the school day as it provides an unwanted distraction and may lead to safety concerns.** Parents may leave non-emergency messages with the school secretary that will be delivered during the student’s lunch period or during passing time. Students cannot be pulled from class to take non-emergency phone calls.

Office Policy

Students are welcome in the office area; the staff has the right to limit the number of students in the office area at any given time. On-duty designated student aides may sit at the secretary’s desk. All office equipment and supplies are off-limits to students without permission of office staff.

Students may only answer the school phone after receiving training and when assigned to the front desk.

Public Displays of Affection

Public displays of affection distract from a focus on learning and are therefore prohibited. Staff will speak to students about distracting behavior and notify parents to ask for support in helping students understand the boundaries of approved workplace behavior.

Hall Passes

Students are expected to remain in classrooms during class time, and come prepared with all materials. Students are expected to have a pass in their possession when leaving class mid-period. No passes will be issued when a teacher or student is presenting to the class.

Student Planners

Many Upper School students benefit from the regular use of a planner to track assignments and upcoming events. Students may purchase a planner through the school for \$5 each. Guidelines for using a cell phone as a planner are found in the cell phone section of this handbook.

Ready to Learn - Preparedness

Students are required to bring planner, pen, pencil, paper and appropriate textbooks to every class with no exceptions. A portion of the grade in each class will be based on student preparedness and participation.

Discipline

NLA distinguishes between three types of behavior, as illustrated below. The behaviors listed are representative of each category, but are not all-inclusive. Students and parents are expected to use common sense when assessing behavior.

Above the Line Conduct

Respect
Responsibility

Safety
Courtesy

Cooperation
Initiative

Ready
Hard work

Below the Line Conduct

Sexually suggestive actions
Disrespect of persons/property

Late work
Side talk

Dress code violations	Swearing
Chronic Absence/Tardiness	Bullying
Hurtful gossip	Carelessness
Missing work	Wasting time

Bottom Line Conduct

Weapons	Vandalism
Alcohol	Tobacco
Threats	Intimidation
Cheating	Stalking
Stealing	Drugs
Assault	Harassment

Students choosing Below the Line behavior are expected to assume responsibility for their behavior. Students will be given a choice of "fixing" the behavior in a timely manner or accepting a staff-assigned consequence. Consequences would typically include one or more of the following:

- Verbal warning
- Note home to parents
- Call by student to parent
- Detention
- Restitution
- Loss of pass privileges
- Temporary removal from class
- Day of reflection

Any student may request a "fairness discussion." This discussion may not occur at the time of the infraction, or at any other instructional time during the school day. The student must make an appointment with the staff member who noted the infraction, and discuss his or her concerns briefly at that time. Discussion is not to be confused with arguing, which is not allowed.

Students who choose Bottom Line behavior will receive one or more of the following consequences.

- Parent/student conference with dean
- Parent/student conference with entire staff
- Suspension*
- Dismissal*
- Expulsion*
- Police referral

** as governed by the Pupil Fair Dismissal Act*

Information, Grades and Communication

Pictures and ID Cards

School photos will be taken of all students in the fall; re-takes will be scheduled in November. These pictures will be used for permanent records, the school memory book, and for individual student ID cards. Students must be able to show their school identification card at the request of faculty, staff, or law enforcement – especially during off-campus activities.

Powerschool Information System

Daily student assignments are posted by each teacher on the school's information system, Powerschool, which can be accessed from the school website (northlakesacademy.org). Grades are also recorded on Powerschool.

Honeywell Instant Alert System

North Lakes Academy subscribes to the Honeywell Instant Alert System This system enables all North Lakes Academy community members to be notified of emergency information as well as upcoming events. Using Instant Alert also allows NLA to send out special reminders relating to NLA activities.

Families are added to this system when they enroll at NLA. Additional phone numbers may be added to the system at parent's request. All families will automatically receive message at their home phones. Additionally, families may register to receive messages on their cell phones, pagers, e-mail, or other electronic devices.

NLA Newsletter/ Constant Contact

Constant Contact is often used to bring urgent or important information regarding special events, changes in school schedules or other important reminders to parents and students.

Parents may change or add an e-mail address to Constant Contact by sending a request to info@northlakesacademy.org.

Grade Policy

North Lakes Academy students are expected to seek out knowledge and pursue their education in a rigorous manner. Low grades generally do not demonstrate mastery of a subject. For this reason, NLA does not give credit for grades below C- (70%). Students in the Upper School who do not receive passing grades will be required to meet all graduation requirements through repeating a class or participating in a credit recovery program approved by the instructor of the originally failed course and the upper school director.

Husky Prep

Students who fall behind on assignments may be required to make a call home to explain the deficiency and stay after school to complete missing work. This program is not disciplinary, but corrective in nature. The Husky Prep program encourages students to be responsible for their work and runs from 2:15 to 3:15 pm. Students who complete their work are free to leave.

Graduation Requirements

1. Students graduating from North Lakes Academy must successfully complete the required credits which include the following:

Department	Required Credits	Maximum Credits
English	4	6
Fine Arts (music, visual arts)	2	6
Mathematics	4	5
Physical Education (includes .5 Health)	2	3
Science	3	5
Social Studies	4	6
World Languages	3	5

The total number of graduation credits required is listed below. All students in the class of 2014 and beyond will be required to successfully complete 28 credits for graduation.

Graduation Year	Total Number of Credits Required
2011	24

Note: Students in the class of 2011 are required to have 2.5 credits of World Language to graduate.

2012	25
2013	26
2014	28

2. Students must complete the entire course and earn a grade of C- or better to earn NLA credit and satisfy graduation requirements.
3. If a student must be permanently removed from class for disciplinary reasons the student will not receive credit for the uncompleted course. If discipline issues are resolved, the student may register for the course again and complete the entire course for credit.
4. Students may request a variance from NLA graduation requirements under the following circumstances:
 - a. The student is enrolled elsewhere in a course of study determined to be equally or more rigorous than the NLA course satisfying the standard
 - b. Meeting the standard at NLA would preclude taking a college level course.
 - c. The student transferred to NLA mid program and it is not feasible to meet the standard.
 - d. The student's special interests and/ or post-secondary goals require the student to exceed the maximum credits allowed in a department.

Student Technology User Guidelines

The following is a summary of the technology user guidelines. * Students are to use the technology systems at North Lakes Academy for educational purposes. Misuse of technology -- software, hardware, and internet -- may result in restrictions and/or consequences up to and including expulsion, as well as civil or criminal penalties that may be imposed by law.

Student Responsibilities

1. Follow all school policies.
2. Log in only as authorized. Do not log in as someone else.
3. Log out before leaving the computer.
4. Respect the privacy of other users.
5. Do not share passwords or write them down.
6. Follow ALL copyright and license laws.
7. Reference materials you use. Cite your sources.
8. Choose key search words carefully when searching on the Internet.
9. Never give out personal information -- name, phone number, address
10. Limit printing to only those items requiring a hard copy.
11. Model appropriate use for others.
12. Maintain a backup of important files when appropriate.
13. Report concerns of inappropriate or illegal activity to a teacher or administrator.

Acceptable Use

1. For school projects, including research, word processing, etc.
2. For use in support of school-sanctioned extra-curricular activities.
3. For personal research and/or personal goals that fit within appropriate use guidelines, provided the technology is not needed for one of the above activities -- under the direction of the technology coordinator.

Unacceptable Use

1. Attempting to bypass or alter computer security.
2. Attempting, assisting, or gaining unauthorized access (intentional or unintentional).
3. Modifying computer configurations (at any level, including wallpaper, sounds, etc.) without authorization.
4. Requesting, accessing, transferring, copying or storing inappropriate messages or materials.
5. Using or storing unauthorized programs on school machines.
6. Installing or downloading software, from any source, without authorization.
7. Using technology resources for commercial, personal profit, or illegal enterprises.
8. Impeding the use of technology by North Lakes' students or staff.
9. Damaging technology equipment in any way, including vandalism, graffiti, etc.

Any information stored in, or used on, NLA computers can and may be reviewed or removed by North Lakes Academy personnel.

Safety and Security Issues

Building Access

North Lakes Academy's doors shall be open between 7:30 a.m. and 3:30 p.m. on days when school is in session, except for special events and activities.

In order to improve safety and reduce liability, students in the school building must be provided adequate supervision. Therefore, students will be allowed to enter the building only after 7:30 a.m. when staff is available for supervision. Students must take the bus home or be picked up by 2:30 unless involved in an after school activity. **NLA does not provide regular after school supervision for students who remain outside the building, therefore, students must leave the building and grounds by 2:30 p.m. unless involved in approved after school activities, athletics, or prior arrangements have been made with an instructor.**

Lockers

North Lakes Academy Upper School students may have access to lockers. Students using school lockers should note the following:

Minn. Statute 121A.72 "School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

Students should not share their lock combination with anyone. Students are issued one lock and are responsible for that specific lock. NLA is not responsible for articles lost, stolen or borrowed from lockers that are not locked according to school policy. It is highly recommended that students do not bring items of value to school or store them in their lockers.

Although bins purchased by Upper School students for use in transitional buildings that do not have lockers are personal property, they must meet safety requirements and are subject to safety procedures. Bins must be translucent. Should staff determine that entry into any bin is necessary to maintain student safety he or she may do so in the presence of the student and one other staff member. Except in the case of possible imminent danger, a parent or guardian will be notified in advance of the search.

Locked Door

Interior doors of classrooms must remain unlocked during school hours, except in the case of an emergency lockdown. **Students must not lock any doors.**

Transportation

Bussing

North Lakes Academy's bus transportation is provided by Forest Lake Area School District 831. This is a state-mandated service in which NLA pays for the privilege of using ISD 831 bus service. All questions about bus service should be directed to the ISD 831 transportation department at 651-982-8090. NLA students must obey all rules on Forest Lake buses. The following expectations are to be met at all times.

- **Obey the driver at all times, without argument.**
- **Remain seated at all times.**
- **Keep hands and feet in the seat area, out of the aisles.**
- **Talk quietly; do not use profanity.**
- **Refrain from eating or drinking on the bus.**
- **Refrain from roughhousing and fighting.**

Bus drivers will report inappropriate or unsafe behavior to the dean. Bus privileges may be revoked by North Lakes or by the transportation office.

Students wishing to ride home on a bus other than the one to which they are assigned must bring a signed note from a parent to the office **before school** on the day of the change. He or she will receive an official pass to give to the driver of the bus to be ridden that day. Drivers will not accept original notes from parents. This is a policy of the transportation department and is fully supported by North Lakes Academy.

Buses load and unload on the east side of the upper school building. When unloading, students are to exit the bus and proceed directly down the sidewalk and into the building through the main doors.

Student Parking

Student parking during the school day is by permit only. There is no cost for the permit cost but students must have a 2.67 (C+). If more applications are received than there are spaces available, then spaces will be assigned as follows:

1. Part-time PSEO students and Out-of-Boundary students (outside District 831) will have first priority
2. Car pools will have next priority
3. Seniors attending NLA full-time will have third priority
4. Underclassmen with a cumulative GPA of 3.0 or higher in order of GPA receive the next priority
5. All other students by lottery. A waiting list will be created.

Additionally,

- Students must park in designated areas only.
- NLA reserves the right to remove parking privileges at any time for behavioral, safety or academic reasons.
- Vehicles parked on school property can be searched.
- NLA is not responsible for damage to any vehicles in the parking area.
- Students will face disciplinary actions if they are found damaging cars in the school parking lot. It is important to note that students should not touch any vehicle that is not their own at any time as they risk legal proceedings if damage occurs.

Drop Off and Pick Up

To ensure student safety, **parents should drop off or pick up students in the designated drop off zone at the east end of the building. No drop off or pick up is allowed directly in front the building. From 7:30 to 8:30 am and 2:00 to 2:30 pm the parking lot at the front of the building is restricted to cars driven by students to school!**

Unauthorized Modes of Transport

Skateboards, roller blades and scooters may not be ridden anywhere on NLA property. Students riding to school on these items are to dismount at the outside edge of the parking lot and carry the items into the building where they must be immediately stored in the student's locker or other designated area. Bikes must be ridden directly to the bike rack and secured. Once removed from the bike rack after school, bikes must be ridden directly off school property.

Public Policies

Human Rights Policies

North Lakes Academy treats all students equally regardless of race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, disability, and sexual orientation in regard to extracurricular activities, insurance benefits, health services, pregnancy, employment assistance, honors or awards, rules for behavior and dress codes.

North Lakes Academy assigns students to required and elective health, physical education, music and all other courses without regard to race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, disability, and sexual orientation.

All testing and appraisal materials used by North Lakes Academy are non-biased, validated for the purpose for which they were intended without regard to gender, disability, and race.

Hazing Policy

No student, faculty, or staff organization shall conduct any hazing (i.e., initiation or screening) activities that are inconsistent with the North Lakes Academy Code of Conduct and general behavior policies. All rites of initiation, screening, or so-called "welcoming" activities must be approved by the North Lakes Academy Board of Directors prior to their occurrence. Violations of this policy may result in the disbanding of the organization, at the discretion of the Board of Directors

Harassment and Violence Policy

North Lakes Academy shall maintain a learning and working environment that is free from racial, religious, or sexual harassment or violence. Racial, religious, or sexual harassment or violence are forms of discrimination which violate the Civil Rights Act of 1964, as amended, and the Minnesota Human Rights Act, as amended. North Lakes Academy prohibits any form of racial, religious, or sexual harassment or violence. A complete copy of this policy is available in the school office and on the website. Complete details of this policy are available, upon request. Policy #307 and #308.

Proof of Legal Custody Rights

North Lakes Academy must have on file, in cases of divorce or separation where one parent has legal custody, a copy of the court order that defines all custody and visitation rights. The school must have on file appropriate legal documentation in order to assure compliance with any limiting court order. NLA will abide by state and federal data privacy laws which recognize the rights of natural, non-custodial parents to have access to their child's school records; these parents may arrange to review their child's school records in accordance with the school's policy.

Special Education and Disabilities

North Lakes Academy shall oversee the development of free and appropriate individualized educational programs for eligible students. Placement in the least restrictive environment shall be determined for each individual student, recognizing that the general education classroom is not the least restrictive environment in all situations for every student.

Special education parents and students shall be afforded their due process rights, including the right to a due process hearing. Students with disabilities shall have access to services as well as activities or events that are school related, including those outside the normal school day. Students with disabilities have a right to reasonable accommodations in all school programs available to students without disabilities.

Alcohol- and Drug-Free School

Students found in the possession of, or under the influence of, mood-altering chemicals will be suspended from school. This includes violations in or on school grounds, or away from school grounds while participating in a school-sponsored activity. The police will be called at the time of the violation and all paraphernalia and substances will be turned over to authorities and the incident will be recorded. Parents will be called promptly to immediately remove the student from school. If the student appears to be under the influence and parents are unable or unwilling to remove the student from school, transportation to a detox facility will be arranged by police. Complete details of this policy are available, upon request. Policy #304.

The Minnesota "Drug Free Zone" law allows that anyone convicted of selling or holding illegal drugs within 300 feet or one city block of a school will be subject to severe penalties that could include treating a high school student as an adult in court.

Tobacco-Free School

North Lakes Academy is a tobacco free building. Students are not to possess and/or use tobacco products in or near the school building or on school or Flyaways grounds. Lighters and matches are considered prohibited tobacco related products.

Students found to have tobacco or related products in their possession or in their lockers will be referred to the Forest Lake Police Department for citation and will be required to attend classes at the Youth Service Bureau. Complete details of this policy are available, upon request. Policy #305.

Weapons-Free School

North Lakes Academy has zero tolerance for weapons. Weapons are defined as guns, knives or any object to be determined by the School Board as having been used in such a manner that a reasonable person would conclude bodily injury could likely have been a result.

Obvious weapons include: (a) any item, including a starter gun, which may be readily converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such device; (c) any firearm muffler or silencer; (d) bullets or any other object designed for use in conjunction with a weapon; (e) any explosive device or materials which when combined may cause flames or explosion; (f) a knife of any kind.

Students and parents should be aware that any device (an empty grenade case, for instance) that could cause students or teachers to feel threatened will be considered a weapon. Students wishing to use any such item as a prop for a class project must receive prior permission from the instructor, and the item must be delivered by a parent to the main office before school on the day of the project.

Any student who is determined to have brought a weapon, as defined above, to school or onto the school grounds shall be referred by the Director to the School Board for suspension, expulsion or dismissal. All such actions by the Board are governed by the Pupil Fair Dismissal Act.

Tennessean Warning for Students and Parents

The following notice is published according to law.

Students attending school at NLA will be asked to supply information to school personnel. Examples of such information requests include homework assignments, test questions, and questions during the course of classroom activities.

This information will be collected by NLA in order to evaluate the student's current level of performance with respect to his or her education program, to maintain discipline within the school, and to determine the student's needs and preferences relating to his or her education program.

Students are not required by any law or regulation to supply data. However, NLA expects and requires that students participate fully in their educational program by completing homework assignments and tests. Moreover, the student's refusal to supply data may prevent the school district from assessing the student's needs and incorporating the student's preferences into the educational program. Refusal to supply information used to evaluate a student, including homework assignments and tests, will result in a failing grade being given for the assignment. Continued failure to supply information will result in a failing grade for a particular course and a failing grade for the year. Refusal to supply information to an NLA employee investigating an alleged rule violation may result in action being taken without benefit of information the student could have provided.

Data collected will be provided to school personnel having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.

Student Activities

Student Council

The student council is formed in late September. It sponsors student activities and service projects, and offers students a forum for developing new ideas and opportunities for the student body at large. The student council is open to any student in good academic standing. It is overseen by teacher volunteers.

After-School Clubs

Several student clubs meet after school and may include, but not limited to, guitar club, math league, chess club, speech club, ski club, yearbook, and others. Students will be informed about these clubs through the bi-weekly newsletter and posters on school

bulletin boards. In the spirit of the charter school movement, students are welcome to suggest and help form additional clubs with assistance from faculty and/or parents. All clubs must be approved by the school director. Fees relating to these clubs are the responsibility of the students involved. Fundraisers may be conducted according to school guidelines.

Athletics

NLA offers boys and girls sports three times each year. Fall sports include soccer and volleyball, basketball is the winter sport for boys and girls and spring sports are baseball and softball. Additionally, spring golf is offered as a club activity for students in grades 5 through 12. The teams and club do not have a conference schedule, but compete with other schools of the Minnesota State High School League.

Extracurricular Activities

North Lakes Academy recognizes the valuable role extracurricular activities play in the educational experience of students. The Board also recognizes the need for activities to supplement the students' academic experience and not to distract from academic achievement. Therefore, the Board of Directors establishes this policy on extracurricular eligibility.

Participation in an extra-curricular activity at North Lakes Academy is a privilege which carries with it great responsibilities to the school, faculty, community, and student body which the student represents. Therefore, in addition to rules of the Minnesota State High School League, the following rules regarding the use of tobacco, alcohol, marijuana and other drugs as well as academic requirements are deemed necessary to maintain that responsibility. (THESE POLICIES ARE IN PLACE FOR THE ENTIRE CALENDAR YEAR, INCLUDING THE SUMMER MONTHS.)

1. Students in grades 7 – 12 participating in athletics and non-athletic activities/clubs will have their eligibility determined by this policy.
2. All coaches and supervisors will receive lists of students who are on academic probation and who are ineligible to participate in activities. This list will be updated at each grade check.
3. Students must be in school the full school day or receive written permission from the building principal to be eligible to participate that day in practice or competition.
4. Absences to practices and contests due to personal reasons will be handled by each coach according to pre-established team rules and guidelines.

Eligibility

Students may become ineligible to participate in activities (athletics, music, drama and clubs included) for academic, behavioral or chemical offenses. These guidelines are official NLA board policy and are provided to all athletes at the beginning of each season and are available to all upon request at the NLA office. It is the coaches' and student's responsibility to see that these guidelines are followed. Guidelines for regaining eligibility are also provided in this policy.

SCHOOL CALENDAR 2010-2011

August	
5	Summer Band Lessons and Marching Band Begins
9	Fall Sports Sign-Up and Corn Feed
16	Fall Sports Begin
30 - 31	Teacher Workshops
31	9-11 Back to School Night 5-7 pm New Family Orientation 4:30 – 5:00
September	
1-2	Teacher Workshops
2	5-8 Back to School Night 5-7 pm New Family Orientation 4:30 – 5:00
8	First Day of 1 st Quarter
24	All School Retreat
20-30	NWEA Testing
October	
1-8	NWEA Testing
8	Picture Day
15	Family Fun Night
20	Conferences 3:30 – 9:00
21-22	NO SCHOOL
26	Intermediate Band Recital 7:00
November	
3	Winter Sports Sign Up
6	Last Day of 1 st Quarter
8	NO SCHOOL Teacher Work Day
9	First Day of 2 nd Quarter
10	Picture Retake Day
11	School Choice Fair OR Open House (not required)
15	Girl's Basketball begins
18	Beginning Band Recital
22	Boys Basketball Begins
25-26	NO SCHOOL Thanksgiving
December	
10	Staff Ugly Sweater Contest
20–31	NO SCHOOL Winter Break
January	
14	Last Day of 2 nd Quarter
17	NO SCHOOL Teacher Work Day
18	First Day of 3 rd Quarter
24	NO SCHOOL Staff In-Service
28	Sibling Enrollment Deadline
February	
1 –18	Open Application Period
3	Middle School Open House 5-7
4	4 th Annual Staff Bowl-O-Rama
10	Upper School Open House 5-7
21	NO SCHOOL Staff In-Service
24	Upper School Registration Night
March	
2	Spring Sports Sign UP
3	Conferences 3:30 – 9:00

4, 7-11	NO SCHOOL Spring Break
14	Softball Begins
21	Baseball Begins
25	Last Day of 3 rd Quarter
28	First Day of 4 th Quarter
31	Italian Dinner/ Silent Auction
April	
4	NO SCHOOL
22	NO SCHOOL
May	
2-20	NWEA Testing
20	Last Day of 4 th Quarter
23	M-Term Begins
30	NO SCHOOL
June	
4	Help-A-Thon
10	Last Day of School / M-Term
11	Teacher In-Service/ Work Day
13	.5 Teacher Work Day (Finalization of Grades)