



UPPER SCHOOL CAMPUS (Grades 9th-12th)

308 15th St SW

Forest Lake, MN 55025

Office Phone: 651.982.2688

Office Fax: 651.982.9453

On-Line: www.northlakesacademy.org

2023-2024
Student/Parent Handbook

Student Name: _____

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North Lakes Academy Charter School 2023 - 2024 Student Handbook

1. General Information:

North Lakes Academy is a tuition-free public charter school for students in grades kindergarten 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 additional encore courses in areas of Art, Music, Physical Education, Computer Science, English, Science, and Social Studies, NLA provides quality learning in a responsive learning atmosphere.

Students feel safe at NLA in classes of about 22 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.

1.1. 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 a 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.

1.2. Upper School Campus Location

308 15th Street SW
Forest Lake, MN 55025

Upper School Phone: 651.982.2688

School FAX: 651.982.9453

EQUAL OPPORTUNITY All students shall be afforded the right and opportunity to an equal education. No student shall be excluded, segregated or discriminated against in the school's educational environment for reasons of race, color, national origin, gender, economic status, disability, religion or religious affiliation or sexual orientation.

GENERAL SAFETY Student safety is a priority at North Lakes Academy. 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).

On-Line

Website: www.northlakesacademy.org

PowerSchool- Grades and Attendance: www.nla.powerschool.com/public

Schoology - Classroom pages for in-person and distance learning -
<https://www.northlakesacademy.org/schoology>

1.3. School Hours

7:45 a.m. to 2:15 p.m.

Office is open from 7:00 am to 3:15 pm

All students not involved in after school activities should leave the building by 2:30pm and all students should be picked up no later than 3:15pm. All unsupervised students must wait in the main vestibule (entryway) while waiting to be picked up.

2. Communication:

2.1. NLA Website

The NLA uses its website as a communication tool. Updated school information is available at www.northlakesacademy.org.

2.2. Teacher Correspondence/Feedback

Parent/student/teacher communications are welcome from 7:30am - 3:30pm or by appointment. You may choose to contact any staff member during the school year whenever you feel it is necessary. *It is common practice to expect a two-business day window between receipt of an email and a response.* Teacher feedback or corrections on on-time exams, projects, or papers are within a week, as long as it was turned in on time; all on-time work takes precedence over any late work. Late work can take up to two + weeks to be corrected for a grade or feedback.

2.3. Teacher Availability

Teachers prefer to be contacted by email anytime during the day. Teachers can respond within 2 days and between the hours of 7:30-3:30p.m via phone or email. Phone messages can be left for teachers by calling 651-982-2688.

All staff members have an e-mail address that consists of their first initial followed by their last name. All staff also maintain Schoology pages that provide valuable information about their courses.

3. Staff Directory:

District Staff	E-Mail Address	Position	Phone extension
Chris Stewart	cstewart@northlakesacademy.org	Executive Director	651-797-6289
Nick Jensen	njensen@northlakesacademy.org	Technology Director	
Josh Ogaard	jogaard@northlakesacademy.org	Principal / Building Lead	651-797-6289
Nancy Hulback	nhulback@northlakesacademy.org	Office Manager	651-982-2688
Jeff Beimert	jbeimert@northlakesacademy.org	Activities Director	651-797-6265
Cheri Jensen	cjensen@northlakesacademy.org	Wellness & Crisis Coordinator	651-982-2688

Please contact the front office at 651-982-2688 to be connected with teacher.

NLA Upper School	E-Mail Address	Position
Jill Anderson	janderson@northlakesacademy.org	<i>PE / Health</i>
Josh Ogaard	jogaard@northlakesacademy.org	<i>Mathematics / Computer Science</i>
Morgan Thielhorn	mthielhorn@northlakesacademy.org	<i>Mathematics</i>
Heide Krueger	hkrueger@northlakesacademy.org	<i>Art</i>
Mitch Houle	mhoule@northlakesacademy.org	<i>Language Arts</i>
Chelsie Thielen	cthielen@northlakesacademy.org	<i>Language Arts</i>
Allison Schaust	aschaust@northlakesacademy.org	<i>Spanish</i>
Allison Tucker	atucker@northlakesacademy.org	<i>Social Studies</i>
Chris Stewart	cstewart@northlakesacademy.org	<i>Social Studies</i>
Kat Wood	kwood@northlakesacademy.org	<i>Science</i>
Halie Weaving	aweaving@northlakesacademy.org	<i>Music/Performing Arts</i>
Karen Kloer	kkloer@northlakesacademy.org	<i>504 Coordinator</i>

Ridge Gerads	rgerads@northlakesacademy.org	Special Education
Michael Poncelet	mponcelet@northlakesacademy.org	Special Education Coordinator
Amanda Fredlund	afredlund@northlakesacademy.org	Special Education

4. Emergency Information:

4.1. School Closings

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)

Facebook - <https://www.facebook.com/northlakesacademy/>

Twitter - @NLASchool

Occasionally, NLA must close when District #831 is not closed or remains open when they are closed (example of pandemic and/or crisis reasons). That information will also be broadcast through these media, and will be sent out via NLA's Parent Alert system - SwiftK12.

4.2. Emergency Drills

In order to enhance student safety, fire drills and lockdown drills are conducted 5 times each for every school year. Tornado drills are conducted at least once a year.

5. Forms, Records, and Documentation:

North Lakes Academy 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.

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.

A note on contentious marriage, divorce or custody arrangements NLA understands that divorce or separation can be difficult on families and children and that families with split households, contentious marriages, or contested custody agreements have an extra set of challenges to face when working with schools. NLA requests the following in these situations:

1. Parents and guardians remain respectful when speaking with school staff about the situation and the parties involved.
2. If the parties involved cannot agree on the best course of action for their student regarding educational decisions, they defer to the recommendation of the school.

5.1. Emergency/Medical Contacts

This information is essential to determining where each student will go in the event of an emergency closing. It also allows staff to contact you during the school day, if necessary. It is the responsibility of the parents or guardians to complete, update or make changes at the beginning of each year and update any information changes during the school year. Please contact the Officer Manager at 651.982.2688.

5.2. 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.

5.3. 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.

5.4. Privacy Rights

Education records which identify or could be used to identify a student other than directory information may not be released to members 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.

5.5. 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 the 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.

6. Health:

6.1. 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 immunizations to NLA for verification. Pupil immunization record forms are mailed to seventh grade students and are also available in the office.

6.2. 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 must go home immediately**. Parents and guardians or another person they assign must pick up the student quickly. **NLA cannot be responsible for daylong monitoring of ill students**.

6.3. 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.

6.4. Medications and Other Locked Items

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

It is the parent/guardian's responsibility to maintain appropriate medications at the school and to pick up any medications from the school. Medications will not be sent home or given to students to take off campus at any time. For a drug or medication that is not a controlled substance, the permission slip must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel.

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

Please complete the [medication form](#) for your student.

6.5. Latex Free School

NLA is a latex free school during all hours of operation due to life-threatening circumstances to some of our students. Please avoid bringing or sending latex balloons or latex to school.

7. Attendance:

When a student arrives at school in the morning (whether walking, riding a bus, riding a bike, driving a vehicle, or getting dropped off via a vehicle), or any other time during the day, the school day starts for the student. Students having arrived at school may not leave the school premises at any time during the day without first receiving permission from administration or the front office, and in conjunction with parents/guardians. By leaving campus without permission, a student becomes truant.

7.1. To Report an Absence

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

Parents/Guardians 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/guardians do not call in, or if no one can be reached, the absence will be considered unexcused. Parents/Guardians are also responsible for reporting a change in supervision for their child. A SwiftK12 phone alert will be sent to parents after the 3rd period of each day.

7.2. Compulsory Attendance

Students are required by law to attend school every day that classes are in session.

Attendance will be taken at the start of each class period

7.3. Excused Absences - Policy #311

- a. To be considered an excused absence, the student's parent/guardian may be asked to verify, in writing, the reason for the student's absence from school. NLA expects and encourages the reason for absence to be given when a phone call is made or voicemail left.
- b. The following are examples of **excused absences**:
 1. Illness. (If a student accrues 7 days of illness in a semester, the school may require a medical professional's note.)
 2. Family vacations with prior notice (school work should be taken on vacation & returned the 1st day back to school).
 3. Serious illness in the student's immediate family.
 4. A death in the student's immediate family or of a close friend or relative.
 5. Medical, dental, or orthodontic treatment or counseling appointments. **NLA encourages families to schedule appointments outside of the school day.**
 6. Court appearances due to family or personal action.
 7. Religious instruction not to exceed three hours in any week and religious observations.
 8. Family emergencies.
 9. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 10. Personal trips to schools or colleges by students in grades 10-12, not to exceed 5 days per year.
 11. The Building Lead may excuse absences for other reasons.

c. Consequences of **Excused Absences:**

1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
2. It is the responsibility of the student to check Schoology and/or ask the teacher for the missed work. It is the responsibility of the teacher to prepare requested work that was missed.
3. Work missed because of excused absence must be made up within the number of days absent from the date of the student's return to school. If gone only one day you have up to two days to return completed work to ensure teacher and student have enough time to prepare missed work and student has enough time to complete and ask questions.

7.4. Unexcused Absences - Policy #311

a. The following are examples of **Unexcused Absences:**

1. Truancy. An absence by a student that was not approved by the parent/guardian and/or NLA.
2. Transportation difficulties (missed bus, car broke down).
3. Babysitting.
4. Need for sleep or rest.
5. Employment.
6. No reason given by parent

b. Consequences of **Unexcused Absences:**

1. By law, if a student has 3 or more unexcused absences in a school year, he/she is considered "continuing truant".
2. If a student has 7 or more unexcused, he/she is considered "habitually truant" and the school must file a truancy report with the county.
3. Students are required to make up all assignments missed or to complete alternate assignments as deemed appropriate by the classroom teacher.

7.5. Maximum Absence Policy - Policy #311

Upper School Maximum Absence Rule for Course Credit

- a. Students will not receive credit for any course in which absences reach 10 days per semester (via the A/B block schedule).
- b. Absences that are not counted in the maximum absence rule include, but are not limited to, the following:
 - School-sponsored curricular and co-curricular activities;
 - Official religious holidays;
 - Death of an immediate family member (parent, step-parent, guardian, sibling, grandparent)
 - Unique or emergency circumstances which are authorized by a school administrator;
 - Chronic or long-term illnesses which are verified by a doctor's signed statement and authorized by the school administrator, and
 - Authorized appointments with school personnel.
- c. Absences that are counted in the maximum absence rule include, but are not limited to, the following.

- Verified - Absences which are verified by the parent or guardian with reasons accepted by the school, such as illness, medical or dental appointments that cannot be made outside of school time; court appearances; pre-authorized, pre-planned absence of one day or more (arranged prior, preferably at least one week, to the absence in order to be verified); in- school suspension, out-of school suspension.
 - Unexcused - Unexcused absences occur when a student is absent from school without the approval of the school. Such absences include, but are not limited to, truancy, oversleeping, car trouble and planned absences which were not pre-approved by the school.
- d. The student will receive an “NC” for the course, which will have no effect on the student’s grade point average but not fulfill the credit requirement.
 - e. To restore credit and remove the “NC” designation, a student will remain in the class, follow behavioral expectations, improve attendance, and meet all course requirements by the end of the semester. Additionally, a meeting must occur with the Building Lead with the student and parent to outline a plan to reach credit status.
 - f. Appeals of this requirement are under the sole authority of the Building Lead.

7.6. Participation in Extracurricular Activities

1. The policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program with an unexcused absence from any class during the day.
4. If a student is suspended from any class, he/she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he/she must present a physician’s statement. The note must be presented to the coach or advisor before the student participates in the activity or program.

7.7. Mid-day or Half-day Absences

Parents/guardians who wish to remove a student from classes in the middle of a school day must come to the front door, ring the bell, and be allowed into the building to sign the student out. When no visitors are allowed in the school (such as during pandemics) parents/guardians are to come to the front door, ring the bell, and wait for their student outside the building - the Office Manager or Administrator will sign out the student. ***Students may not sign themselves out - regardless of age.*** Parents/Guardians and students must sign in upon return to school after an excused midday absence.

7.8. Pre-Arranged Absences

We encourage families to *plan vacations during regular school breaks*. Parents/Guardians 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.**

7.9. Tardiness

Tardiness is not acceptable and repeated tardiness to class will often result in consequences for that class. Additionally, repeated tardiness will result in a meeting with the Building Lead (Principal), or Dean and can lead to detention and, eventually, a referral to county authorities for further discipline. Students with parking passes must have fewer than five unexcused tardies for any reason in one semester. On the fifth tardy, parking privileges will be revoked for the remainder of the semester and no refund will be given.

8. Visitors:

The below guidelines will be followed for visitors to safely be in school (NLA can choose to limit or deny visitors in the event of health and safety concerns):

8.1. Adults

Adult visitors (graduated and above the age of 18) are welcome at North Lakes Academy. All visitors must sign in and receive a visitor's badge upon entering the building and sign out before leaving. Parents/Guardians are welcome to visit school and observe in classrooms at any time. They must sign in and receive a visitor's badge upon entering.

8.2. Student Guests

Student guests (not student shadows) (in school and 18 years or younger) are welcome at North Lakes Academy during lunch and WIN Time only. A visitor form must be completed and approved by NLA Administration 24 hours prior to the student guest visit. The forms are located at the reception desk. All student guests must sign in and receive a visitor's badge upon entering the building and must sign out before leaving.

8.3. Student Shadowing

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

9. Food Services:

NLA will be offering FEE based breakfast and lunches to all students for this school year, including milk. The fees for breakfast and lunch will be posted on the school's website.

9.1. Free and Reduced Meals

Parents may complete an application for free or reduced lunch and breakfast through the Federal lunch program at back to school events or at any time during the year. Educational Benefits Form - [click for link](#).

9.2. Purchasing Meals

Meals may be purchased by turning in money to the Office Manager or submitting payment to the student's lunch account via [EZ-Pay](#) (click). Checks may be made out to North Lakes Academy. 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 or transferred to a sibling attending NLA or donated to assist other balances.*

9.3. 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. Free and reduced breakfast is available to those who qualify. Breakfast pricing will be posted on the school's website.

9.4. Lunch Program

North Lakes Academy provides hot lunch service through a certified 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.

9.5. Ordering Food for Students or Bringing Food In

Parents are prohibited from delivering food from restaurants or vendors for lunch for their students. *Students are not allowed to order their own food for delivery, nor come to school with food for other students during any of the blocks.* This food will be held at the reception desk until after school.

NLA does not allow food for personal events (birthdays, celebrations, etc.) to be brought in to share with others.

9.6. Nut Aware School

NLA is a nut awareness school during academic hours (7:30am-2:30pm) due to life-threatening circumstances to some of our students. Please avoid bringing nut based products to school. *Students should also avoid sharing any food or drinks with each other for safety health measures and to prevent the spread of illness.*

10. Student Conduct:

10.1. 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

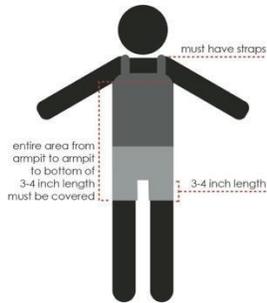
10.2. General Safety

Student safety is a priority at North Lakes Academy. 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).

10.3. Husky Professional Dress Code (Policy #301)

The purpose of the dress code should facilitate participation in learning as well as health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

All students in all grades at North Lakes Academy must meet the following minimum requirements regarding the structure of their clothing choices.



1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image above).

2. Tops must have shoulder straps.

3. Rips or tears in clothing should be lower than the 3 or 4 inches in length.

4. Shoes must be worn at all times and should be safe for the school environment (bedroom shoes or slippers shall not be worn, except for school activities approved by the administration).
5. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
6. Headgear including hats, hoods, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.
7. Sunglasses may not be worn inside the building without administration approval. Sunglasses are not permitted except during outdoor activities.
8. Clothing and accessories that endanger student or staff safety may not be worn.
9. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

All students in all grades at North Lakes Academy must also meet these additional requirements regarding the content and messaging of their clothing choices.

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, vaping, marijuana or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

Dress Code Enforcement Procedures

Violations of the dress code shall be handled at the school level. If the Building Lead or their designee determines that a student's grooming or clothing violates this policy, progressive discipline shall be used to address the violation.

Methods of discipline shall include, but are not limited, to the following:

1. The student shall be given an opportunity to correct the problem at school.
2. Appropriate clothing may be provided for the student to wear during the school day.
3. A parent conference shall be held.
4. Other means of discipline shall be carried-out as necessary.
5. Repeat offenses may result in the student being sent home.

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	Latex balloons	Fidgets (unless approved by Admin or part of IEP)	

10.4. Use of Electronics in the Classroom

While unauthorized use of electronics is prohibited, teachers may allow and, in some cases, require students to use electronics in the completion of an assignment or project, or as a reward for positive behavior. NLA is not responsible for these items.

10.5. Cell Phone Use

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

- Student will place cell phone, or any technology (computer, tablet, etc.) in a backpack or bag and not present it during class. If a teacher has a tech table, the student may also place the technology there.
- Students will not make cell phone calls during the school day, including lunch/advisory time or between classes. All calls must be made in the presence of staff and students are encouraged to make all calls at the front desk.
- Students found in violation of cell phone guidelines will have their phone confiscated and will not be returned until a parent or guardian picks it up from the front desk receptionist. Cell phones or other technology confiscated will not be returned to students.

- Students found in violation may also be subject to a technology contract that includes checking technology into the front desk at the beginning of each school day and retrieving technology at the end of the school day.

10.6. 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.

10.7. Office Phone Use

Students must ask the school Office Manager or Administrator before being allowed to use the phone during class hours. 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.

10.8. Messages from Home

Only emergency messages will be delivered directly to students in class. Parents may leave non-emergency messages with the school Office Manager that will be delivered during the student's lunch period. Students cannot be pulled from class to take non-emergency phone calls.

10.9. Office Policy

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

10.10. Ready to Learn - Preparedness

Students are required to complete all readings, prompts, discussion questions, practice problems, along with bringing technology, notebooks, pens, pencils, paper, appropriate books, and an engaging attitude to every class with no exceptions.

Above the Line ACADEMIC Mindsets & Actions to be prepared:

Promptness	Curiosity	"YET"	Value-Oriented	Active Note Taking
Engagement	Risk Taking	Honesty	Self-Motivated	Complete Every Question
Enthusiastic	Self-Disciplined	Patience	Opportunistic	Check Schoology Daily
Communication	Class Participation	Bringing	Expected Supplies	

Below the Line ACADEMIC Mindsets & Actions to be unprepared:

Boredom	Complaining	Late Work	Chronic Tardiness	Wasting Time
Procrastination	Giving Up	Disrespect	Incomplete Assignments	
Lying	Tornado Starters	"Don't feel like it/don't want to"		

Bottom Line ACADEMIC Mindset & Actions to be unprepared:

Cheating/Plagiarism	Copying from others	Inappropriate Language	Work Refusal
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11. Discipline:

NLA distinguishes between three types of mindsets that lead to behaviors, 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 Mindset can lead to (Including but not limited to):

Respect	Safety	Responsibility	Courtesy
Cooperation	Hard work	Promptness	Initiative

Below the Line Mindset can lead to (Including but not limited to):

Sexually suggestive actions	Hurtful gossip	Repeated Dress Code violations
Late work	Disrespect of persons/property	Missing work
Swearing/Inappropriate language	Plagiarism	Abusive language
Carelessness	Chronic absences	Defiance
Chronic tardiness	Wasting time	Disruptive behavior
Cheating		

Bottom Line Mindset can lead to (Including but not limited to):

Weapons	Stealing/Theft	Vandalism	Drugs	Threats	Stalking
Bullying	Assault	Harassment	Fighting	Hazing	

Students choosing **Below the Line mindsets that lead to actions** 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 (Class In-School Suspension)
- Day of reflection (In-School Suspension)

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 mindsets that lead to actions** will receive one or more of the following consequences.

- Parent/student conference with Director, Building Lead, or Dean
- Parent/student conference with entire staff
- Dismissal*
- Expulsion*
- Suspension*
- Police referral

* as governed by the Pupil Fair Dismissal Act

12. Grade/ Course Information

12.1. 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.

12.2. PowerSchool Information System

PowerSchool allows students and parents to access daily grades, missed assignments, attendance, and lunch balances. PowerSchool can be accessed from the school website at <http://nla.powerschool.com/public> and is available 24 hours a day and 7 days a week.

ACADEMIC ACCOUNTABILITY

We are committed to an environment that values academics and character. Academic accountability requires students to complete and present their own work. Academic dishonesty occurs when students take credit for work that is not their own through acts of cheating or plagiarism, or helps another student do so. Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by expectations established by the teacher. Parents or tutors may dialogue with a student about an assignment, but may not do the assignment for the student.

ASSESSMENTS

FAST

Students in grades K-8 will be taking the FAST suite of assessments three times each school year. These assessments provide teachers and families with data that help determine achievement and instructional levels in math and reading.

MCA (MN Comprehensive Assessments)

Students in grades 3-8 take the MCAs in the spring. All grades 3-8 take Reading and Math exams. Grades 5 and 8 also take the Science exam.

12.3. 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, therefore North Lakes Academy does not give credit in courses when a grade below a C- is earned. Students who do not produce a valid attempt of a summative assessment (final piece of a unit, content area, etc.), the student's overall grade will change to an NC (no credit). The student will have 5 class days to resolve the NC and display a valid attempt of his/her evidence. If a student chooses to keep the overall NC, the student will not receive credit for the course and will need to repeat or recoup.

13. Student Technology User Guidelines - see Policy #501

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 user. 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. Do not copy. Do not plagiarize.
8. Choose key search words carefully when searching on the Internet.
9. Never give out personal information -- name, phone number, address, email.
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 - Users WILL NOT use NLA systems:

1. to access, review, upload, download, store, print, post, receive, transmit or distribute pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors.
2. to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
3. to access, review, upload, download, store, print, post, receive, transmit or distribute materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
4. to access, review, upload, download, store, print, post, receive, transmit or distribute materials use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
5. to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
6. to engage in any illegal act or violate any local, state or federal statute or law.
7. to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change NLA systems software, hardware or wiring and will not use NLA systems in such a way as to disrupt the use of the system by other users.
8. to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
9. to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a

message that was sent to the user privately without permission of the person who sent the message.

10. to gain unauthorized access to NLA systems or any other system through the NLA computer systems, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on NLA systems may not be encrypted without the permission of appropriate school authorities.
11. to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
12. for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of North Lakes Academy. Users will not use NLA systems to offer or provide goods or services or for product advertisement. Users will not use NLA systems to purchase goods or services for personal use without authorization from the appropriate school district official.
13. to impede the use of technology by North Lakes' students or staff.
14. to damage 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.

14. Safety and Security Issues

14.1. Building Access

North Lakes Academy's main entry door (#1) shall be open between 7:30a.m. and 3:30p.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. Students must take the bus home or be picked up by 2:30pm unless involved in an after school activity. **NLA does not provide regular after school supervision at the Upper School for students who remain in or outside the building, therefore, students must leave the building and grounds by 2:30pm unless involved in approved after school activities, athletics, or prior arrangements have been made with an instructor.**

14.2. Locked Doors

Interior doors of classrooms must remain unlocked during school hours, except in the case of an emergency lockdown. Students must not lock any doors, nor open any outside doors during the school day.

15. Transportation

15.1. Busing

North Lakes Academy's bus transportation is provided by Forest Lake Area School District #831 for families living in the Forest Lake Area School District. 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.

NLA also offers busing opportunities for the Ham Lake/Blaine areas through Kottke's Bus Service. This is a student based fee that is payable to North Lakes Academy. For additional details regarding the fees, locations, schedules, please click the [Ham Lake Blaine bus link](#).

Both bus options have rules to follow while students ride the bus:

- **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 Building Lead (Principal), or 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 directly in front of the NLA main entrances. When unloading, students are to exit the bus and proceed directly into the building through the main doors. When loading, students must stay on the sidewalk until the adult monitors indicate it is safe to board the bus.

15.2. Drop Off and Pick Up

To ensure student safety at the Upper School, parents should enter and drop off or pick up students on the north side of the parking lot (Walmart side), and exit through the south side exit (nearest Helping Hands). Parents should also park in the north parking lot (Walmart side & closest to Door #1 - main entrance) or the east parking lot (closest to road) while waiting for your student. This will ensure that the buses can enter and exit without delays or safety concerns for drivers or students walking in front of vehicles. Handicap parking and drop off are reserved for those needing this service, and with appropriate permits displayed, during all hours.

All cars (including student drivers) should enter on the north side (closest to Walmart) and exit on the south side (closest to Helping Hands) during school hours (7:00am-2:30pm). Please avoid parking in

front of buses during drop off and pick up, or cutting off buses as you enter and leave. Students who drive to school will be parking in the south parking lot (gym side).

The entire north parking lot (closest shed) - starting at Door #3 - is for NLA personnel parking. Handicap parking and drop off are reserved for those needing this service, and with appropriate permits displayed, during all hours.

For safety reasons students should not be dropped off or picked up on the street in front of the school.

15.3. Additional 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 designated storage 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. The above items should be secured, and NLA is not responsible for any of these items.

Bikes, skateboards, roller blades, and scooters that are ridden in defiance of this policy will be confiscated and will only be returned to a parent who attends a safety conference with the Director, Building Lead or Dean, and the student. The student will not be able to bring the item onto school property for the remainder of the year.

15.4. Parking Passes

Parking by students at any NLA campus is a privilege and not a right. This privilege is extended to students of NLA who 1) exhibit acceptable school attendance; 2) adhere to the established NLA Code of Conduct; 3) perform at an expected level of academic achievement; 4) practice safe driving practices and; 5) have a copy of their current driver's license on file with the upper school office.

Student vehicles are not to be accessed during the school day. Students may not treat their vehicles as lockers, and should take all necessary items into the building with them each morning. Students will not be allowed to go to their vehicles if they forgot something.

Under the guidelines of the Parking Permit (available for purchase from the Upper School receptionist), the student and parent understand that the vehicle may be subject to periodic inspection by school officials and may be searched at any time and for any reason. A student who chooses to park on any NLA campus will be considered to be in possession and control of the vehicle and all its contents. The search of vehicles on school campuses is a part of the continuing effort on the part of the Board of Education and school officials to maintain a campus free from weapons, alcohol, drugs, tobacco, vaping, and other items which may pose a danger or risk to students and faculty.

NLA is not responsible for damage incurred to vehicles parked on any NLA campus. Student drivers must complete the parking registration process and receive a parking permit PRIOR to parking on any campus. In order to maintain their parking privilege on any campus, student must have fewer than five (5) unexcused tardies for any reason in one semester. On the fifth (5th) tardy,

parking privileges will be revoked for the remainder of the semester and no refund will be given. Failure to abide by above regulations may result in the suspension of a student's parking privilege.

Parking passes are available to purchase from the Upper School receptionist. The fee is \$8/month or \$75/school year and are due prior to obtaining a pass. Payments are non-refundable as they are used to finance NLA scholarships, thus considered a donation. There is a family maximum contribution of \$100/year. Please make checks payable to Forest Lake Community Scholarship Foundation.

16. Public Policies

16.1. Anti-Bullying Policy

School Board recognizes the negative impact that bullying can have on the health and safety of students and the learning environment. Bullying can create distress, anxiety, lower levels of self-esteem, and feelings of isolation. Bullying materially and substantially disrupts the rights of others to an education and is unacceptable in the educational environment. NLA endeavors to maintain a learning and working environment that is free of bullying. Toward that end, bullying is prohibited on school grounds, at school-sponsored events and activities, on school buses and other school-sponsored transportation and at school bus stops. NLA acknowledges that for this policy to be effective, school personnel must fulfill their responsibilities assigned by this policy.

DEFINITION OF BULLYING

"Bullying" means chronic, repeated and/or egregious behavior by an individual student, an individual student within a group of students, or group of students that is intended to cause the victim(s) to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized, or physically abused. Bullying implies an imbalance in power or strength in which the student being bullied has difficulty defending him or herself. Bullying can take many forms, including physical, verbal, social/relational, cyberbullying or via any other method of communication. Bullying occurs in many forms, including but not limited to, the following: written, verbal, or nonverbal threats, intimidating or threatening gestures, unwanted physical contact, violence, or assault, an intentional display of force that would give the victim reason to expect or fear physical contact or injury, jeering, taunting, or mocking, teasing, degrading, insulting, or derogatory comments, extortion, theft of money or possessions, vandalism of a student's personal property, unauthorized exercise of control over a student's personal property.

PREVENTATIVE MEASURES

A copy of this policy will be provided to staff, students and parents on an annual basis. Staff will discuss bullying with students and will provide age appropriate examples to assist students in identifying bullying and understanding why it is inappropriate. All students shall be informed that bullying will not be tolerated in any form. All students shall be encouraged to report any bullying regardless of whether they are the victim or an observer. When bullying has occurred and it has been dealt with in accordance with this policy, preventative measures shall include: administrator or designee checking in with the student who has been bullied, and administrator or designee checking in with parents/guardians to see if the bullying has continued. Additional preventative measures may include encouraging students to become involved in activities such as friendship groups, peer support groups, new student orientation groups and extracurricular activities and clubs.

REPORTING PROCEDURES

- a. **Victims/Targets.** All students who believe they have been the victim/target of bullying shall promptly report the bullying to a teacher, school administrator or other staff member.
- b. **Parents/Guardians.** All parents/guardians who become aware of any bullying are encouraged to report the bullying to a teacher, school administrator or other staff member. Any bullying that occurs on the school bus or at the school bus stop should be reported to the school administrator.
- c. **Student Witnesses.** All students who witness or become aware of bullying shall immediately report the bullying to a teacher, school administrator or other staff member.
- d. **School Personnel.** Any staff person who witnesses bullying shall immediately intervene and take appropriate action to stop the bullying. In addition, any staff person who witnesses or receives a report of bullying shall make a report to the school administrator, or their designee and follow any other processes put in place by the school for reporting bullying incidents.
- e. **School Administrator.** An administrator who observes bullying or receives a report of bullying shall document the incident and ensure that the school process for investigating and following up on bullying incidents is implemented in a timely manner. An administrator is the contact person for any bullying that takes place on school buses or at school bus stops.

16.2. 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 unbiased, validated for the purpose for which they were intended without regard to gender, disability, and race.

16.3. 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

16.4. Harassment and Violence Policy

The purpose of this policy is to maintain a learning and working environment that is free from all forms of harassment and violence. North Lakes Academy (NLA) prohibits any form of religious, racial or sexual harassment and violence.

- a. It is the policy of NLA to maintain a learning and working environment that is free from harassment and violence. NLA prohibits any form of harassment and violence based on race,

- color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, insurance benefits, health services, pregnancy, employment assistance, and/or disability.
- b. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of NLA to harass a pupil, teacher, administrator or other school personnel through conduct or communication as defined by this policy. (For purposes of this policy, school personnel includes Board of Directors (BOD), school employees, agents, volunteers, contractors or persons subject to the supervision and control of NLA.)
 - c. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of NLA to inflict, threaten to inflict, or attempt to inflict violence upon any pupil, teacher, administrator(s) or school personnel.
 - d. NLA will act to investigate all complaints, either formal or informal, verbal or written, harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator(s) or other school personnel who is found to have violated this policy.

REPORTING PROCEDURES

- a. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of NLA, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school official designated by this policy. NLA encourages the reporting party or complainant to use the report form available from the Building Lead or Director or available from NLA's office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the Building Lead, Director or a School Board member.

16.5. 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.

16.6. 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.

16.7. Student Drug and Alcohol Policy

North Lakes Academy (NLA) has developed the Student Drug and Alcohol policy to send a powerful message that the use, possession, distribution or sale of illegal drugs, alcohol, narcotics, drug paraphernalia, tobacco, prescription drugs, or simulated drugs is not permitted on school grounds at any time, or at off-campus events sponsored by the school. Secondly, but certainly equally important, the policy and the disciplinary and guidance actions are intended to generate a school climate that will engage the broader school community in comprehensive and thoughtful efforts to stop the use of alcohol and illegal drugs by adolescents.

Specific Policy Elements

Use, possession, distribution or sale of illegal drugs, alcohol, narcotics, drug paraphernalia, tobacco, prescription drugs, or simulated drugs is a violation of School District Policy.

To maintain a safe and healthful educational environment, random searches of school lockers and vehicles involving law enforcement canine units may be conducted throughout the year.

Any NLA student found to be in possession or under the influence of alcohol or any other illegal substance or involved in a sale, distribution, attempt to sell or attempt to distribute in school, on school property, school bus, at any school sponsored event, will be subject to the following actions:

1. Parent(s)/Guardian(s) will be notified.
2. After a determination beyond reasonable doubt has been made that the student has violated the drug and alcohol policy, he/she will be temporarily suspended from school for a time period sufficient to develop the plan.
3. The plan will determine the length of suspension from school and extracurricular activities.
4. The plan is based on the specific situation, the specific misbehavior, the age of the student and any other considerations the administration considers relevant and important.
5. The decision of the School Administration (building administrator, dean, co-directors, and school board) is final and made at the sole discretion and judgment of the school administration.

Guidelines to follow when determining the specifics of suspension:

- Under the influence of illegal drugs, alcohol, or tobacco on school property or at a school event: consequence ~ up to a ten (10) day suspension. More than one offense will lead to more severe consequences, which may include expulsion.
- Possession and/or use of illegal drugs, alcohol, tobacco, simulated drugs with others on school property or at a school event: consequence - up to a ten (10) day suspension and consideration for expulsion based on type and quantity of drug.
- Selling, intent to sell, distributing or intent to distribute illegal drugs, prescription drugs, alcohol, tobacco, or simulated drugs on school property or at a school event: consequence ~ ten (10) to fifteen (15) day suspension with consideration for expulsion.
- Suspension from Arts, Athletics and Extra-Curricular Activities see Policy # 103 Extracurricular Activity Eligibility.
- Administration will follow the Minnesota State Laws as reference to actions taken.
- An educational assignment may be included in the suspension.
- The police will be notified.

NLA reserves the right to require chemical testing prior to re-admittance at the cost of the student.

16.8. Tobacco-Free Environment

The purpose of this policy is to maintain a learning and working environment that is tobacco-free.

GENERAL STATEMENT OF POLICY

- a. It shall be a violation of this policy for any student, teacher, director, other school personnel of the North Lakes Academy (NLA) or person to use tobacco or tobacco-related devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that NLA owns, leases, rents, contracts for, or controls. This prohibition includes all NLA property and all off-campus NLA-sponsored events.
- b. It shall be a violation of this policy for any elementary school, middle school, or secondary school student to possess any type of tobacco or tobacco-related device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a NLA owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of NLA operation. This prohibition includes all NLA property and all off-campus NLA-sponsored events.
- c. NLA will act to enforce this policy and to discipline or take appropriate action against any student, teacher, director, school personnel, or person who is found to have violated this policy.

TOBACCO AND TOBACCO RELATED DEVICES DEFINED BUT NOT LIMITED TO:

- a. "Tobacco" means cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices.
- b. "Tobacco-related devices" means cigarette papers, lighters or pipes for smoking, and simulated smoking devices.
- c. "Smoking" means inhaling smoke from any lighted cigar, cigarette, simulated smoking devices, pipe, or any other lighted tobacco or plant product intended for inhalation. Smoking also includes carrying a lighted cigar, cigarette, simulate smoking device, pipe, or any other lighted tobacco or plant product intended for inhalation.
- d. "Chewing" means any form of smokeless tobacco as stated above and including but not limited to: nicotine gum, tobacco lozenges, or snus, (sniffed tobacco).
- e. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance including THC, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

ENFORCEMENT

- a. All individuals on school premises shall adhere to this policy.
- b. Students who violate this tobacco-free policy shall be subject to NLA discipline procedures as defined in the NLA Drug and Alcohol Policy #304.
- c. NLA administrators and other school personnel who violate this tobacco-free policy shall be subject to a permanent reprimand in their personnel file.

- d. NLA action taken for violation of this policy will be consistent with Minnesota or federal law, and NLA policies.
- e. Persons who violate this tobacco-free policy may be referred to the director or other NLA supervisory personnel responsible for the area or program at which the violation occurred.
- f. The school Building Lead may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- g. No person shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke free environment provided by the Freedom to Breathe Act of 2007 or other law.

16.9. 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 Building Lead to the Director and to the School Board for suspension, expulsion or dismissal. All such actions by the Board are governed by the Pupil Fair Dismissal Act.

16.10. Tennesen Warning for Students and Parents

The following notice is published according to law.

The purpose of the Tennesen Warning, per Minnesota Statute 13.04: “An individual asked to supply private or confidential data concerning the individual shall be informed of:

- (a) the purpose and intended use of the requested data within the collecting government entity;
- (b) whether the individual may refuse or is legally required to supply the requested information;
- (c) any known consequence arising from supplying or refusing to supply private or confidential data; and
- (d) the identity of other persons or entities authorized by state or federal law to receive the data.”

The Tennesen Warning can be given orally or in writing.

It is the position of the Minnesota Department of Administration that the data may only be used in accordance with the notice, or subsequent consent.

17. Student Activities

17.1. Student Council

The student council 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. A staff member oversees student council activities.

17.2. 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 are welcome to suggest and help form additional clubs with assistance from faculty and/or parents who pass background checks. All clubs must be approved by the school Director, Building Lead, or Dean. Fees relating to these clubs are the responsibility of the students involved. Fundraisers may be conducted according to school guidelines.

17.3. Athletics

NLA offers boys and girls sports three times each year. Fall sports include soccer (boys and girls), cross-country (boys and girls), and volleyball (girls); basketball (boys and girls) is the winter sport; and spring sports are baseball, softball (girls), track and field (boys and girls), and trap (boys and girls).

17.4. National Honor Society

The National Honor Society chapter of North Lakes Academy is a duly chartered and affiliated chapter of the prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, service, leadership, and character. Students are selected for membership by majority vote of a five-member principal-appointed faculty council, which bestows this honor upon qualified students. Students in grades 11 and 12 are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.0 or better on a 4.0 scale.

18. 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 Lead 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.

18.1. 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.