



FOREST LAKE

— CHRISTIAN SCHOOL —

MIDDLE & HIGH SCHOOL PARENT/STUDENT HANDBOOK 2023 - 2024



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INTRODUCTION

In order to assure the smooth operation of Forest Lake Christian School (“FLCS”), the Board of Directors (the “Board”) and administration have established policies and regulations. This handbook contains some of these policies and regulations, and also describes various aspects of the school program. It is the desire of FLCS that students mature in Christian character, and strive to be pleasing to the Lord in all aspects of life. Attendance at a Christian school is a privilege, and cooperation between parents, students, faculty and administration is fostered by working together to abide by the policies in this handbook. This cooperation between school, parents, and student will foster a positive spirit on campus, and will allow everyone to enjoy a productive and rewarding school experience.

Core Values

1. **Biblical Worldview:** At the heart of our educational philosophy is the integration of Biblical teachings into every aspect of our students’ lives. We believe in instilling values, morality, and a deep sense of purpose rooted in faith.
2. **Critical Thinking:** We are committed to developing critical thinkers who can navigate an ever-evolving world with wisdom and discernment. Our students learn to question, analyze, and engage thoughtfully with the work around them.
3. **Education Freedom:** Recognizing the uniqueness of each student, we prioritize education freedom, offering a diverse and flexible range of learning opportunities tailored to individual needs and interest.
4. **Parental Autonomy:** We value the vital role parents play in their child’s education. Parental autonomy is at the core of our partnership, where parents, students, faculty, and administration collaborate to provide the best educational experience possible.

Working Together for Success

In order to ensure the smooth operation of Forest Lake Christian School, our Board of Directors and Administration have established policies and regulations designed to create a positive and production learning environment. This handbook contains a selection of these policies and regulations, along with valuable information about various aspects of our school program.

A Commitment to Christian Character

At FLCS, our goal extends beyond academic excellence. We desire that our students mature in Christian character, striving to be pleasing to the Lord in all aspects of life. We view attendance at our Christian school as a privilege, and we encourage cooperation among parents, students, faculty, and administration in upholding the policies outlined in this handbook.

PHILOSOPHY STATEMENTS

1. Mission Statement

Forest Lake Christian School provides an education based upon the truth of God's word so that students are able to discern right thinking and action from a Biblical worldview and are thereby empowered for a life of enduring commitment to Christ, moral integrity, and intellectual growth.

2. Statement of Faith

This Statement of Faith shall be deemed to constitute the official belief and policy of the corporation of Forest Lake Christian School. This policy shall be expressed at all educational levels. Forest Lake Christian School shall support, espouse, and in all respects give allegiance to the following statement of faith:

- While adhering without reservation to the teachings of the Bible, no attempt is made to force upon students' views of a denominational or sectarian nature.
- We believe the Bible to be the verbally inspired Word of God, and that it is the supreme and final authority in all matters of faith and conduct.
- Salvation is through grace by faith in the person, and the atoning work of the Lord Jesus Christ.
- We believe that there is one God, eternally existent in three persons - Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, through His shedding of blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe in the special six-day literal creation as taught in the book of Genesis.

3. Student Learning Goals

Follower of Christ - Students will integrate Biblical principles into their lives to provide a firm foundation which equips them to be true disciples of Christ.

Students will be able to:

- identify and apply Biblical passages and principles that are relevant to life situations and issues;
- construct a reasoned defense of one's Christian worldview in order to respond Biblically to conversations, opinions, or debates;
- understand Christian worldview and other worldviews in order to develop a personal philosophy that effectively communicates Biblical truths;
- view themselves as unique products of God's creation and recognize their body as the wonderful vehicle of their personalities and the intended dwelling place of the Holy Spirit.

Lasting Learner - Students will demonstrate academic achievement and have a thirst for learning which lasts a lifetime and allows them to reach their greatest potential.

Students will be able to:

- master curriculum goals throughout various disciplines and enjoy the learning process;
- apply Christian truths which provide principles for interpreting facts and the study of all subject matter;
- create intellectual, artistic, practical, and physical products;
- research, document, and express thoughts clearly in oral, aural, written and technological communication.

Critical Thinker - Students will demonstrate logical and effective decision making, communication and analytical skills.

Students will be able to:

- apply critical thinking skills to solve problems logically and creatively knowing that God is a God of order;
- think critically, investigate the world, analyze information, draw conclusions and apply these skills to demonstrate verbal, written and technological competence;
- construct a deductive and inductive line of reasoning from premise and worldview to conclusion.

Servant Minded - Students will develop a desire to impact the world by serving others.

Students will be able to:

- practice Biblical principles in dealing with others and act in an ethical, kind, and responsible manner;
- learn how to interact with people from various backgrounds and cultures to serve and communicate the love of Christ to others;
- develop servant-leadership qualities which will equip them for life and service for Jesus Christ.

STANDARDS OF CONDUCT

1. Spiritual Life and Conduct

One of the unique purposes of FLCS is to prepare young people for effective service for Christ in whatever career they choose. Forest Lake Christian School desires that each student develop a vital, personal relationship with God through faith in Jesus Christ, and asks all students to measure their lives by scriptural standards of conduct. Each student should understand that attending Forest Lake Christian School is a privilege granted to those who will demonstrate a spirit of harmony with the philosophy and goals of the school.

2. Chapel

Chapel is an important part of campus life at Forest Lake Christian School. Students are required to attend chapel.

3. Christian Lifestyle

Students are expected to live by a Biblical standard of behavior. Students must at all times (at or away from school) while enrolled at Forest Lake Christian School refrain from:

- Fighting.
- Lying, stealing, and cheating.
- Swearing, coarse jesting, or using unwholesome speech.
- The use of illegal drugs, marijuana, alcoholic beverages, vapes, or any form of tobacco.
- Involvement in immoral activities, including physical acts of sexuality (whether heterosexual, homosexual, or transsexual).
- Possession, distribution, or viewing of pornographic images.
- Using the internet, cell phones, any electronic device or posting on social media in any manner contrary to Christian lifestyle standards.

4. General Standards

In the interest of creating an orderly campus and wholesome atmosphere, the following behavior is not permitted:

- Defacing or abuse of any school property.
- Any verbal or physical abuse, aggressive behavior, or harassment.
- Being disrespectful or impolite to any school personnel, parents, officials, or teachers. School personnel must be addressed by their proper names.
- Demonstration of personal affection (such as holding hands, etc.) and inappropriate male/female manners.
- Displaying pictures or emblems that exalt groups or movements contrary to Biblical standards on one's clothing, lockers, or personal property. Lockers should be kept neat and locked at all times with a combination lock that the student provides. A locker inspection may be held periodically.
- Tampering with or taking items from another student's locker.
- Entering the supply room, faculty lounges, or faculty restrooms without permission.
- Texting during class or using any associated cell phone application without permission. See specific technology and cell phone policies. Cell phones will be confiscated if considered a distraction.
- Using phones, electronic devices, or cameras to take photographic images or videos of others without their written permission.

Violations of one or more of the above standards may result in disciplinary action.

5. Non-Discrimination Policy

Forest Lake Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Forest Lake Christian School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletics, and other school-administered programs.

6. Sexual Harassment Policy

Forest Lake Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. FLCS is prepared to take action to prevent, investigate, and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

Definition of Sexual Harassment

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from, or in, the workplace or educational setting. The possession and/or distribution of pornographic images on school property, on school transportation, or at school sponsored events are included in this definition of sexual harassment. Student-to-student and employee-to-student sexual harassment is prohibited.

What to do if you Observe or Experience Sexual Harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to an administrator. All complaints will be promptly investigated.

Where to Report Sexual Harassment

The following individuals may be reached by telephone at (530) 269-1540, or in person at Forest Lake Christian School, and are specifically authorized to receive complaints and respond to questions regarding sexual harassment:

Dr. Julie Hernandez – Director of Education, Middle and High School Principal
Mr. Randy Jackson – Middle and High School Assistant Principal
Mr. Matthew Mireles – High School Teacher

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, Forest Lake Christian School reserves the right to fully investigate every complaint and to notify a student's parent/guardian, and appropriate government officials as the circumstances warrant.

Protection Against Retaliation

It is against FLCS policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

Procedures for Investigation of the Complaint and for Taking Corrective Action

When one of the FLCS officials designated in this policy receives a complaint, he or she shall immediately inform the administration. An administrative team and/or the school officials designated above will conduct an investigation of the complaint. If the investigation confirms the allegations, prompt corrective actions shall be taken.

The individual who suffered the harassment shall be informed of the actions taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

7. Threats, Bullying and Physical Assaults

- a. Physical violence will result in automatic suspension or possible expulsion for the initiator of the fight. If witnesses confirm that only one person started an unprovoked attack, and the second person was only defending him/herself, it is possible that the second party will not be suspended.
- b. Bullying - Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time (National Prevention Bullying Center and www.stopbullying.gov).
 - Bullying may be overt and direct, with physical behaviors, such as fighting, hitting, name calling, making threats, attacking someone physically or verbally.
 - Bullying may also involve covert behaviors, with emotional-social interactions, such as gossiping, spreading rumors, or leaving someone out on purpose.
 - Bullying may take place in-person, online, with smart phones and texts, and/or through social media.
 - Students engaged in either overt or covert bullying may be suspended and if repeated offenses occur, the student engaged in bullying may be expelled.
- c. Bringing dangerous items onto campus (such as knives, pocket knives, firearms, matches, explosives, etc.) may result in suspension or expulsion. Law enforcement will also be notified.
- d. Verbal or written threats to bring a gun or explosives to campus to kill or maim someone, or destroy school property may also result in expulsion.

8. Classroom Environment

In order to maintain a classroom environment that promotes maximum learning, teachers will establish standards, rules, and procedures that they deem necessary and have also been approved by the FLCS administration. The following are standards for all classes:

- a. Students must always demonstrate respect for and cooperation with teachers.
- b. Students should be in their seats before the bell rings or they may be considered tardy.
- c. The teacher's desk, books, computer equipment, and other belongings are personal property, and may not be accessed by students.

- d. Students may not be in classrooms, offices, the gym, the multi-purpose room, the library, and/or other designated areas unless a teacher or staff member is present and is supervising.
- e. Students will be on time to each class and prepared with the necessary materials and textbooks. Students may receive a tardy for coming to class unprepared.

9. Disciplinary Philosophy

At FLCS, the purpose of any type of discipline is two-fold:

- To bring about a change in the student's heart that will cause him/her to live in conformity with Biblical standards, and also to willingly abide by the policies, procedures, and rules of FLCS which are designed to encourage a positive, supportive learning community (Psalms 119:67).
- To demonstrate love and concern for students by not allowing them do what is harmful to themselves or to others, but rather to develop servant leadership, character, and integrity in their relationships (Hebrews 12:7, 11).

When a student's behavior or attitude is in conflict with the standards of FLCS or the standards set forth in God's word, every effort will be made to encourage him/her to demonstrate the change and improvement necessary to understand and comply with these standards. As much as possible, misbehavior in the classroom will be handled by the teacher.

10. Levels of Discipline

When misbehavior occurs, there are three behavior levels, and the consequences will depend upon the severity and frequency of the misbehavior. Student age and appropriate developmental level will be considered determining the severity level of the behavior (i.e. plagiarism by a 6th grade student may be handled differently than plagiarism by a 12th grade student).

Student behaviors are first handled directly between the teacher and student to establish respect, trust, and authority within the classroom community. If, after a reasonable amount of time, the teacher feels there is a continuing problem in behavior or attitude, he or she will refer the student to the administrator for counseling or further disciplinary action. In some cases, serious misbehaviors such as disrespect to a teacher or staff member, fighting, bullying, bringing weapons on campus, making threats, or violating the Christian lifestyle standards, a student will be referred immediately to the administrator for disciplinary action.

Level 1

Level 1 behavior are often resolved by the teacher directly using consequences, corrective behavior, and interventions.

Behaviors include, but are not limited to:

- Dress code violation.
- Disruptive classroom behavior.
- Failure to follow classroom rules and/or procedures.
- Disrespect towards the teacher or staff member.
- Failure to follow teacher instructions.

- Failure to complete work.
- Unauthorized use of cell phone or electronic devices.
- Mild teasing or name calling.
- Personal displays of affection.
- Excessive horseplay or rough-housing.
- Property damage that is not intentional.
- Frequent tardiness or absences.
- Dishonesty or lying.

Consequences may include:

- Parent contact will be established.
- Occurrences of behavior will be documented in FACTs.
- Focused one on one discussions between student and teacher.
- Restorative actions.
- Frequent occurrence of offenses in Level 1 may move the infraction into Level 2

Level 2

Level 2 misbehaviors may result in parent contact, firm one-on-one discussion between teacher, administrator and the student, and/or the school detention system.

Behaviors include, but are not limited to:

- Frequent Level 1 offenses.
- Repetitive disrespect for authority.
- Defiance toward teacher, staff, or administrator.
- Repetitive disruptive classroom behavior.
- Repetitive failure to complete school work.
- Repetitive personal displays of affection.
- Inappropriate gestures.
- Inappropriate language including obscenity, profanity, vulgarity.
- Property misuse or damage with intent.
- Mild physical or verbal altercations
- Cheating or plagiarism.
- Stealing or vandalism.

Consequences may include:

- Student is informed through a one-on-one discussion and parent(s) will be made aware of the event.
- Detention will be issued for the student.
- Occurrences of the behavior will be documented in FACTs.

Level 3

Level 3 offenses are considered serious and are handled immediately by the teacher, staff, or coach with student referral to the office. The FLCS administration will contact parents and document occurrence of the event in FACTs.

Behaviors include, but are not limited to:

- Verbal threats with intent to harm.
- Inappropriate touching of another person.
- Fighting or excessive physical aggression.

- Bullying behaviors.
- Spitting on others.
- Excessive property damage with intent.
- Repetitive cheating or plagiarism.
- Harassment (verbal or sexual, including in person, on social media, or online)
- Viewing, possessing, or distributing inappropriate images or language.
- Sending or distributing texts, messages, photos that include sexually explicit language, profanity, or inappropriate content.

Consequences may include:

- Conference with parents and detention.
- Suspension from school.
- Expulsion or withdrawal from FLCS.

ZERO TOLERANCE BEHAVIORS:

- Racial Slurs,
- Bring weapons onto campus
- Use of Drugs, Alcohol, Vaping or Tobacco,
- Criminal Behavior

A behavioral contract, a letter to indicate discipline status, and/or suspension of a student may be used as a disciplinary procedure. If a student is suspended, he/she will be required to make up all assignments, projects, and/or tests that are missed on the following day that the student returns back to school from suspension.

Students may be expelled (withdrawn from enrollment in the school) for continued violations of FLCS standards, or if a single offense is warrants.

11. Parent Complaint Protocol for Teachers and Staff

Step 1: Informal Resolution

- **Contact the Person Directly:** If you have a complaint against a teacher or staff member, the first step is to address the issue directly with the individual involved. Schedule a private meeting or conversation to discuss your concerns. Clearly and calmly express the nature of your complaint and your desired outcome.
- **Document the Conversation:** After the discussion, document the details of your conversation, including the date, time, location, and a summary of what was discussed. This documentation may be useful if the issue escalates.

Step 2: Involvement of Supervising Administrator

- **If Resolution Isn't Reached:** If a resolution cannot be achieved through the direct conversation with the person involved, or if you believe it is inappropriate to approach them directly, contact the supervising administrator of the school.
- **Meet with the Administrator:** Schedule a meeting with the supervising administrator to discuss your complaint. Present your documented concerns and any evidence you may have. The administrator will initiate an investigation into the matter.

- **Administrator’s Involvement:** The administrator will work with you and the accused individual to explore potential resolutions, which may include mediation, counseling, or corrective actions as deemed necessary.

Step 3: Board Review (Rare Occasions)

- **Request for Board Review:** In rare cases where resolution isn’t achieved through the previous steps, and you remain dissatisfied with the outcome, you have the option to request a review by the school board. To do this, submit a written request for a board review to the supervising administrator.
- **Presentation of Evidence:** Along with your request for a board review, provide evidence of the preceding steps, including documentation of your initial complaint, the attempts at resolution, and the actions taken by the school administration.
- **Board Review Meeting:** The school board may schedule a meeting to review your complaint. During this meeting, you will have an opportunity to present your case, and the accused party will also have an opportunity to respond. The board will consider all evidence and testimony before making a final determination.

Important Considerations:

- **Confidentiality:** Throughout this process, every effort will be made to maintain the confidentiality of those involved, to the extent allowed by law.
- **Timely Resolution:** The school administration and board will work to resolve complaints in a timely manner while ensuring a fair and thorough investigation.
- **No Retaliation:** The school is committed to prevention retaliation against individuals who file complaints in good faith.
- **Feedback and Updates:** The school will provide periodic updates on the status of the complaint and its resolution to the complainant.

This protocol aims to ensure a fair and systematic approach to handling complaints against teachers or staff members while promoting open communication and conflict resolution within the school community.

DRESS CODE

1. Dress Code

Forest Lake Christian School strives to maintain a positive and professional learning environment that reflects God’s call to modesty and purity. Whether at Forest Lake Christian School, other Christian schools, or at a job, following the dress code is about choosing to honor and respect an institution or employer, as well as desiring to honor Christ by dressing modestly.

- Clothing should completely cover undergarments, including straps and necessary parts of the body at all times (this includes when sitting or bending over). Girls

should take care to ensure their tops are not plunging or revealing at the neckline and cleavage must not be showing.

- Boys and girls both should take care to wear clothing styles that consistently cover the midsection. Bare midriffs are not allowed and the midsection should not show during normal standing, sitting, bending over, and reaching up into lockers, etc. Shirts and tops must be 2 inches longer than the waistline.
- The general guideline for the length of skirts and dresses requires that they must be no more than 3 inches above the knee.
- For girls, leggings and all legging-type pants (i.e. jeggings) should not be worn to school unless worn under a mid-thigh-length or longer skirt or dress.
- Pants should have pockets on the back and should not be constructed in an overall style that is too tight or body shape revealing. Under no circumstances are leggings considered pants.

2. Dress Standards for School

Forest Lake Christian has a dress code policy that provides guidelines for student dress to be clean, neat, appropriate, and modest. External appearance and conduct are not to be interpreted as the essence of Christianity, but a dress code is important to create and maintain a safe campus environment and an atmosphere conducive to learning.

As such, personal appearance should not detract from the teaching and learning process.

The student dress code must be followed during the school day. The support of students and parents/guardians is both appreciated and expected when it comes to following the dress code.

- Clothing must be modest and provide body covering.
- Clothing that promotes unhealthy lifestyles choices (i.e. the use of alcohol, drugs, or other prohibited substances and/or behaviors) is not permitted.
- Sleeveless shirts/dresses are permitted when the shoulder straps are at least 2 inches wide.
- Clothing with the appearance of underclothing is not permitted as outerwear.
- Shirts and tops should be 2" longer than the waistband of bottoms. Midriff and backs should be covered at all times, including when seated, standing, and when the arms raised above the head.
- Underclothing should be covered at all times.
- Permitted shorts and skirts will reach past the middle of the thigh and be closer to the knee.
- Permitted pants and jeans will be free from rips or tears.
- Leggings/Jeggings may be worn under a dress or skirt only.

- Pants must be made from cotton, polyester or denim materials; however, sweatpants materials or athletic fabrics are not allowed. Pajamas or sweat pants will not be permitted.
- Sunglasses are permitted for outdoor wear only.
- Hoods are not permitted as indoor wear. With the exception of chapel, hats are permitted so long as they do not obscure the face and/or inhibit learning. Hats maybe worn in the classroom at the teacher's discretion.
- All swimwear should be modest and provide body covering.
- PE uniforms are not permitted as general campus wear.
- Sports specific clothing (bicycle, running shorts and tops, swimming gear, etc.) is only permitted during athletic practices and competitions.
- Hair is to be clean and should be kept a natural color.
- Small non-distracting piercings are permitted. Gauges, plugs and tunnels are not allowed.
- Visible tattoos are not allowed on students during the school day.

All teachers and staff members have the right to declare student attire unacceptable for school. In the event that a teacher or staff member concludes that student attire does not comply with the dress code, it is the responsibility of the student and/or their parent/guardian to find acceptable clothing alternatives in a timely manner.

3. Chapel Dress Code

Forest Lake Christian has two main reasons for chapel dress. We want to recognize that attending chapel is a special privilege. This is also an opportunity to teach our students to dress in a professional manner.

- Female students may wear dress pants or a skirt with a nice top, or dresses for chapel day. T-shirts are not allowed.
- Male students are required to wear collared shirt and dress pants.
- Dress pants are defined as slacks or khakis (denim material of any color is not permitted, unless as noted below).
- For all students, Chapel dress can be a FLCS shirt and nice jeans or pants. In winter FLCS sweatshirts are permitted over the FLCS shirt. No hats are allowed to be worn during chapel.
- Jeans are only allowed on Chapel days when wearing a FLCS shirt/sweatshirt.

4. Formal Event Dress

The principle of modesty remains the guiding standard for attire at these events. This includes selecting a dress that is appropriate in length (mid-thigh). It must also provide appropriate coverage, and cannot be low-cut, plunging at the neckline, backless, or see

through. Dresses must have straps. If a parent or student has a question regarding a specific garment or style, the time to check is **before** wearing it. Parental support of the FLCS dress code is important, and your assistance at home in selecting clothing that fits within the dress code standards is very much appreciated.

5. Consequences for Dress Code Violations

Each student will be held responsible for his/her appearance. The administration realizes that appearance and dress code may feel subjective, but Forest Lake Christian faculty, staff, and administration work to apply these standards consistently. When a student is asked to modify their dress, the expectation is a respectful response, even if a student or parent is not in agreement. Administration has final approval on all dress code policies and issues.

1st offense – verbal warning and possible change of clothes.

2nd offense – detention and parent to bring a change of clothes.

3rd offense – detention and student/ parent conference with administration and behavioral contract issued.

4th offense – suspension and possible expulsion.

ACADEMIC REQUIREMENTS

1. Graduation Requirements for High School Students

The curriculum has been designed to meet the needs of students desiring to attend college, and those desiring a general high school education.

- a. Two hundred and fifty units (1 year of a class is equal to 10 units) are required for graduation, and must include the following:
 - 4 years of English
 - 1 year of History per year of attendance at FLCS
 - 1 semester of Bible per semester of attendance at FLCS
 - 3 years of Math (must include 1 year of Algebra which may be taken in middle or high school)
 - 3 years of Science (must include 1 year of Biology)
 - 2 years of Foreign Language
 - 2 years of Physical Education
 - 1 year of Fine Art
- b. Courses required for graduation may not be taken at another school, online school, college, or university while the student is enrolled at Forest Lake Christian. Students may take courses that are not required for graduation from another school. The high school principal and vice principal or college counselor will evaluate all transfer credits and determine acceptance of units and grades.

BEFORE enrolling in an online class, the student must submit an FLCS “Online Class Agreement” form to the office for approval by the administration. If a student receives approval to take a college course either online or on campus, approved courses will receive the same GPA weigh as a FLCS honors or AP course. Do not sign up for a class until you have written approval from FLCS.

- c. Classes may be dropped up to the end of the second week of any semester without consequence. After the second week, the grade earned to that point will appear on the next report card, and on the student’s official FLCS high school transcript. The principal may make exceptions to the drop date for extenuating circumstances.

2. Grading Scale

- a. Grades in all classes will be based upon the following grading scale:

FLCS Grading Scale	
98 to 100	A+
93 to 97	A
90 to 92	A-
87 to 89	B+
83 to 86	B
80 to 82	B-
77 to 79	C+
73 to 76	C
70 to 72	C-
67 to 69	D+
63 to 66	D
60 to 63	D-
59 and Below	F

- b. For most classes in middle and high school, 40% of each class grade for the quarter should consist of homework, class work, quizzes, projects, etc.; and 60% of each class grade for the quarter should consist of tests and exams.
- c. Finals and mid-term exams are not given for middle school students. For high school students, mid-term exams and finals are worth 10% of the semester grade. The semester grade is based upon 45% from the first quarter/third quarter grade, 45% from the second quarter/fourth quarter grade, and 10% from the mid-term exam/final grade.
- d. Advanced Placement (“AP”), Honors Classes, and Online Classes may have different weighting for grading, and will be outlined in each class syllabus. In order to receive a weighted grade for any AP class, the AP exam must be taken.

3. Report Cards

- a. Report cards are issued at the end of each quarter.
- b. Five units per semester are received for each class that is passed with a grade of 60% or above.
- c. The semester grade is an average of the quarter grades for Middle School; and an average of the quarter grades and midterm/final exam for High School.
- d. Students will receive recognition for achieving the Principal's List and Honor Roll each quarter.
 - Principal's List students maintain a 93 or higher in all classes every quarter.
 - Honor Roll students maintain a 93 or above average.

4. Progress Reports

Progress reports are issued at the end of the fifth week of each quarter if the student is receiving below a 72% in a class. Progress reports are posted on FACTs for parent notification and review.

5. Homework

The broad topic of homework includes regular daily assignments, studying for tests and quizzes, as well as weekly or long-term projects. Students are encouraged to budget their time, and properly schedule their work. As much as possible, students should avoid procrastinating until the night before long-term assignments are due. Teachers assign these types of projects realizing that several sittings are necessary to properly complete the work. In the event of a lengthy illness, homework may be requested by contacting the teacher.

- a. Students should average between two and three hours of study each day. This includes adequate time for reading assignments, as well as necessary review of daily class notes. Students should consult with teachers individually to properly determine the approximate time needed to complete assignments.
- b. Late work will be accepted with a penalty of 25% per day for the first two days. After two days, students will not receive credit for work submitted. For 6th grade students, during the first semester late work will be accepted with a penalty of 10% per day. Beginning with the second semester, the late policy will be the same as the middle school/high school late policy stated above.

6. Academic Integrity Policy

Forest Lake Christian School does not tolerate cheating or any form of academic dishonesty. Forms of dishonesty include, but are not limited to, the list below.

- a. Looking at someone else's work product, or copying another student's homework, test or quiz.
- b. Using any kind of outside resources prohibited by the instructor for homework, tests, or quizzes.

- c. Copying any work assigned to be done independently, or letting others copy one's work or homework. (It is the responsibility of the individual teacher to clarify expectations about homework and projects with their classes. Preferably, this is in writing on their course syllabi.)
- d. Having unauthorized access to or using stolen exams, tests, or quizzes.
- e. Providing or selling exam, test or quiz information to other students.
- f. Using an electronic device (calculator, cell phone, camera, or other gadgets) to give, receive, or copy information before, during, or after an exam, test, or quiz.
- g. Collaborating on an exam, test, quiz, or other assignment with any other person without prior approval from the teacher.
- h. Lying about attendance, or about the ability to complete assignments and/or assessments.
- i. Claiming credit for work in a group project, when the work was done by others.
- j. Attempting to misrepresent the authorship of student work, (i.e. having someone else write the paper.)
- k. Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research, or plagiarism.
- l. Using the views, opinions, or insights of others without proper acknowledgement.
- m. Accessing and/or using copyrighted test bank questions, or any materials designed for instructors' use only (i.e. Teacher's Manual), including Internet resources.

1st offense - Zero on assignment, discussion with student, communication to parents.

2nd offense - Zero on assignment, conference with student and parents.

3rd offense - Up to, and including, suspension.

4th offense - Up to, and including, expulsion.

7. Academic Probation

Students who meet any of the following criteria may be placed on Academic Probation: earning an "F" in a class, maintaining an overall GPA below 2.0, or displaying consistent issues with assignments. Upon meeting these criteria, the school administration will notify both the student and their parent/guardian, specifying the reasons for probation, expected improvements, and the duration of the probation. During this period, restrictions will be imposed on the student's participation in extracurricular activities including ASB, Drama and Sports.

An improvement plan will be developed, outlining goals, strategies, and timelines for academic progress. Progress will be monitored closely with continuous communication between teachers, students, and parents/guardians. The probation's duration varies as

determined by the improvement plan. Once the student fulfills the plan conditions, they will be removed from academic probation and can resume extracurricular activities.

8. Computer, Internet, and Technology Use

In order to ensure safe and guided use of school computers, strict adherence to the following policies governing their use is required. Any violation may result in loss of computer and internet access privileges.

- a. Students may use the computers at Forest Lake Christian School for homework, class projects, school research, and college/career development only. Students will not visit websites that contain items not related to school work, including personal email, social media, or chat rooms. Students will not visit websites that contain illegal, defamatory, pornographic, or offensive material.
- b. Students agree to keep their password confidential. Students agree to log off of their account when they are finished using a computer, and not allow others to use their account.
- c. Students will not damage the computer equipment at Forest Lake Christian School physically or electronically. This includes the destruction of data, intentional infection with computer viruses, unplugging wires, cables or plugs, and changing computer settings. Students will be respectful and responsible with technology resources. Students will report any information regarding a computer that causes them concern.
- d. AI use for schoolwork is cheating, not allowed, and consequences apply.
- e. Students will follow all computer and internet use guidelines when they are using personally owned computer equipment and cell phones on school premises. Students will not use their cell phone for Internet access while at school without specific permission from a classroom teacher or an administrator.
- f. Students agree to follow all school policies, local, state, and federal statutes governing lawful use of computers and the internet. Students understand that misuse and violations may result in disciplinary action. Consequences for misuse will be determined by Administration based on the violation.

9. Cell Phone Use

Cell Phone Policy for Middle School Students:

Students in 6th, 7th, and 8th grades may not have cell phones out during school hours. If a student needs to use their phone during school hours for personal reasons, they must take their phone to the office with a hall pass from a teacher informing office personnel to allow cell phone usage for that student. Phones will not be allowed out during lunch, recess, breaks, or passing periods.

Cell Phone Policy for High School Students:

- Students in 9th through 12th grades may only have cell phones out during class time if given permission by a teacher during an academic activity.
- Texting during class or using any associated cell phone application including but not limited to Facebook, Instagram, and Twitter is not allowed.

- High school students may use cell phones during lunch, breaks, and passing periods.
- Cell phones will be confiscated if considered a distraction.

ATTENDANCE

Students are required by law to be in attendance at school each day. A student who is absent more than eight days per quarter or sixteen days per semester may lose credits. **Parents are required to verify each absence either by phone, email, or written note.** It is expected that the students will have parent verification of the absence when they arrive back at school, but if the verification is not received within two days, the absence will be considered unexcused. Students must check into the office upon their return to school and take an admit slip to their first period teacher. If a student is absent for five consecutive days, the school needs a doctor's written excuse sent with the student upon their return. Parents will be notified by email when a student receives his/her sixth absence in any quarter in hopes of avoiding the penalties associated with an eighth absence.

1. Excused Absences

Excused absences are defined as illness, death in the immediate family, and doctor or dentist appointments. Please do not request your student to be excused from school for reasons other than sickness or emergency. Students will have the same number of school days that they are absent to make up work and tests missed during the excused absence. For one day absences, tests are to be taken the day the student returns and assignments turned in unless there are extenuating circumstances that have been approved by the teacher.

2. Prearranged Absences

Pre-arranged absences may be requested if a student will be out of school for a reason other than those listed above. A Pre-Arranged Absence Form must be obtained from the office, and completed by the student's teachers. The student must take the Pre-Arranged Absence Form to each teacher for approval and to list the homework, assignments, or assessments that will be missed. This form must be completed and returned to the office at least two days prior to the absence. If the form is received less than two days prior to the absence, then the missed days will be treated as an unexcused absence. Homework and other assignments or assessments that are due during a prearranged absence must be completed in the same manner as an excused absence. Work not completed during the allowed time period is subject to late penalties.

3. Unexcused Absences

An unexcused absence is anything other than illness, medical/dental appointments, or a family emergency, even if the absence is called in by a parent/guardian.

4. Consequences for Excessive Absences

- a. Three unexcused or pre-arranged absences will be allowed per class per quarter without penalty, however the student is responsible for any work that is missed due to the absences.
- b. Class periods missed for school sponsored athletics, student leadership, field trips, internships, performance practices, etc., will not count toward the absence totals listed above.
- c. Students may request 2 days during their junior year, and 2 days during their senior year to visit colleges without penalty provided a Pre-Arranged Absence Form is completed and turned in to the office at least 2 days prior to the absence.
- d. Absences for mission trips will be considered excused. If approved by the administration, the absence will not count toward the total number of unexcused or pre-arranged absences.

5. Tardies

Punctuality is an important character quality. The definition of absent, as opposed to tardy, has to do with the length of time the student is absent from class. Less than twenty minutes late to class is considered a tardy, and over twenty minutes late to class is an absence.

Excused and Unexcused Tardies

- a. Excused tardies – illness, medical or dental appointments, verified major traffic problems, unavoidable car failure, school bus arriving late, and if the student is a rider in a carpool that is late (unless the student rider is the reason for the late arrival).
- b. Unexcused tardies – over-sleeping, unverified traffic problems, avoidable car failure (such as running out of gas), and the student driving the car pool is late (unless a rider in the carpool is the reason for the tardy).

Procedures for Tardies

- a. Tardy to school in the morning – if a student is tardy arriving at school in the morning, he/she must report to the school office to sign in and obtain a tardy slip before going to class.
- b. Tardy to a class – if a student is tardy to a class other than when first arriving at school, he/she should report directly to the class. The student will be charged with an unexcused tardy, unless he/she brings an excused tardy slip to the teacher.
- c. Tardies may be given to students who are not in their seats before the bell rings, or who come to class without their books and/or materials.

6. Consequences for Excessive Tardies

For each semester, on the fifth, cumulative, unexcused tardy, after-school detention will be issued. After a detention has been issued for tardies, every second tardy will result in another detention. The ninth tardy results in a parent and administration conference.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

1. Athletics

The interscholastic athletic program is an integral part of the total education at Forest Lake Christian School. We want every family to be aware of the policies and regulations used as guidelines for participation in any sport sponsored by the school. Please read the following procedures carefully, knowing that the staff, administration, athletic director, and coaches will refer to them in discussing questions pertaining to acceptable conduct with regard to a Forest Lake Christian student/athlete. We feel these guidelines will be helpful in ensuring that our athletic program will result in a rewarding experience for all involved.

In order to participate in FLCS athletics, students must meet the following requirements:

- Complete the Athletic Examination Form.
- Attend required tryouts.
- Complete the Athletic Participation Agreement.
- Pay all required participation fees.
- Abide by the guidelines and policies in the FLCS Athletic Handbook.

2. Eligibility

To encourage and promote academic excellence, all students participating in extracurricular activities shall demonstrate satisfactory minimum progress in meeting the requirements of graduation by undertaking the prescribed course of study, and meeting the standard of proficiency established by Forest Lake Christian School.

To be eligible for participation, the student must have earned an overall minimum 2.0 grade point average on a 4.0 scale with no failing grade in any class during the preceding grading period.

A grading period will constitute an eligibility period. The first grading period is the progress report. The second grading period is the end of each quarter. The grade issued at the end of each grading period (progress report and/or end of quarter) will be used to determine eligibility.

A student becomes **INELIGIBLE** for extracurricular sports if his or her report card for the preceding grading period indicates any of the following:

- If the student has a grade below a 60% in any class.
- One incomplete, unless caused by personal illness or death in the immediate family, and there must be evidence of progress in completing the work.

A student who is ineligible will continue to practice with the team but will not be permitted to play in games until they have reached eligible status. A student's eligibility may be reinstated (after being considered ineligible) two weeks after the grading period if they meet the eligibility requirements.

ILLNESS, SAFETY, AND EMERGENCIES

1. Accidents and Injuries

Parents will be notified in cases of accidents, injuries, or illness. If our staff is unable to reach the parents, emergency contacts will be notified. Please be sure your child's emergency contact information is up to date at all times.

2. Medication Policy

The following is the FLCS policy for the administration of all medication, including prescription and nonprescription (for example Tylenol, Acetaminophen, Ibuprofen, Benadryl, etc) medications to students. Please read this over carefully, and be certain to record any medication information on the Emergency Form.

- a. All medication must be kept in the school office. School personnel will cooperate with parents whenever physicians prescribe medication to be administered during school hours. However, the major responsibility for the student taking medication at school rests entirely with the student and the student's parents.
- b. The office staff, or other designated personnel, may assist the student in taking medication (including over-the-counter medication) provided the school office has previously received the following:

PRESCRIPTION MEDICATION

- Please check the box on Student Emergency Form to indicate the condition being treated by medication.
- When medication, including prescription and/or non-prescription is brought to the office, a Consent for Medication at School Form must be signed completed by the Health Care Provider and the parent.
- **All medication, both prescription and non-prescription, is required to be in the original container, and labeled for the student only.**
- **All medication is required to be stored in the school office.**
- FLCS staff can provide ice, bandages, juice, and water to students for medical reasons.

NON-PRESCRIPTION PAIN KILLERS

Aspirin, Tylenol, acetaminophen, ibuprofen and other "over the counter" medications will only be administered by FLCS with express permission by a parent or guardian as long as the student has the medication stored in the office.

3. Illness Policy

A healthy school community requires families and the school partner with each other to maintain a safe environment at school. Under no circumstances may a student who is sick be at school, if a student shows any signs of illness, please keep him/her at home. When students come to school ill, they can spread their illness to others as well as be

susceptible to secondary infections themselves. Colds, flu and other contagious diseases are a serious issue in a school environment because they can spread so rapidly.

Students cannot perform at their best academically if they are sick and need time at home for rest and recovery. A sick student who is unable to participate in school in a meaningful way should be kept home to rest and recover until symptoms resolve. Students who are too ill to participate in normal school activities should not be at school. Not only are they unable to benefit from education when ill, they also may infect others.

Please support and follow the FLCS illness guidelines so that the spread of illness is minimized to the students and staff.

Signs that Your Student is Too Sick for School:

The following signs can help you make a wise decision and keep your student home from school so both they and their classmates can be as healthy as possible.

- ***Fever*** - A temperature at or above 100 degrees Fahrenheit, means that a student should stay at home. A fever means the body is fighting off infection, so they are likely contagious. Fever can also be one of the symptoms of COVID-19 as well as many common childhood illnesses. Wait at least 24 hours until after the fever has subsided without any medications before sending students back to school. If your student has a fever at night, he/she should not attend school the next morning.
- ***Contagious Condition*** - A contagious disease is one that can be spread by close contact with a person or object. Scabies, impetigo, chicken pox, strep throat, measles, rubella, mumps, whooping cough, meningitis and conjunctivitis (pink eye) are contagious and must be properly treated and no longer contagious before your student may attend school.
- ***Respiratory Symptoms*** - Any type of respiratory symptom means that a student should stay home. Cough, shortness of breath, tightness in the chest, or difficulty breathing are all potential signs of infectious disease. A student with upper respiratory infection (symptoms: persistent nasal discharge that is discolored, elevated temperature, productive excessive cough) should stay home until symptoms are improved for at least 24 hours
- ***Diarrhea and Vomiting*** - It can be very difficult for students and staff to deal with diarrhea and vomiting in a school setting. Therefore, if your student is showing any of these symptoms, it's best to keep them home. Wait for a minimum of 24 hours after their last diarrhea or vomiting before allowing students to return to school.
- ***Eye Irritation*** - Watery, itchy eyes can make it a challenge for students to learn. If your student has eye irritation, take them to the doctor to make sure they don't have pink eye or another contagious condition that can spread in school.
- ***Earache*** - Never ignore an earache. Contact your physician and keep your student at home.
- ***Strep Throat*** - A strep infection requires a doctor's visit and medication. Strep can lead to a more serious illness if not properly treated. The student must be on medication at least 24 hours before returning to school.

- **Rash** - Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm. A student with a rash of unknown cause should stay home until seen and released by a doctor as being not contagious, or until the rash is gone.
- **COVID-19** - Students who are experiencing symptoms, have tested positive, or have been in close contact with an individual who tested positive must stay at home.
- **Pain** - If your student has a headache, stomach ache, or any other type of body ache or pain, they may be fighting the flu and they are too sick for school. Since the flu can easily spread to their classmates, you should keep them home until their pain has diminished.
- **Fatigue** - Students who are falling asleep while doing their homework or eating dinner are likely fatigued and should not be sitting in a classroom all day. Keep them home from school while encouraging them to rest and drink plenty of water. If they are extremely fatigued even if they get enough sleep, it could be a sign of an illness and you should consult a doctor.

Signs that Your Student is Ready to Return to School:

There are a number of signs that can indicate your student is ready to return to school after a sick day or several sick days. If they no longer have a fever, are only experiencing mild symptoms such as a runny nose, have taken doctor prescribed medications for at least 24 hours, and look and act like they feel better, it's likely safe for them to safely return to school. A student who has been receiving antibiotic medication for at least 24 hours, and is without fever and other otherwise well, may be at school.

Illness and Injury During the School Day:

Should students become ill at school, the staff does their best to make them comfortable but please keep in mind that the school is not staffed to care for ill students in the classrooms or in the office. In the event a student complains about not feeling well during the school day, the student will be taken to the office sick area and a parent will be contacted. It is expected that the child will be picked up as soon as possible and within one hour. If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come and pick up the student.

If a student is injured at school, first aid will be administered if the injury is minor. An accident report will be filed for injuries which require medical attention, including first aid. The student's emergency contacts and physicians will be called if the parents are unavailable. Emergency personnel will be called in the event of severe illness or injuries.

4. Immunizations

Students entering California schools for the first time must present written evidence from a physician or agency performing immunizations that they have been fully immunized as required by the State of California. Updated immunizations must be filed with the school at each benchmark year in accordance with SB 277.

5. Emergencies and Crisis Management

The rural surroundings of the FLCS campuses provide a peaceful environment where students feel secure and protected. The campuses are well-managed and have security systems so a feeling of calm and safety is evident. However, frightening events are

featured on the news and social media every day and no community is exempt from the possibility of random or planned violence. Forest Lake Christian School is aware of the threats that exist in our world and makes every effort to keep the students and staff safe.

Staff Screening and Training

The FLCS administrators, faculty, staff, coaches, and members of our transportation department have all been live scanned to ensure student safety. Staff have also received CPR training and are certified to know how to respond to medical emergencies. Teachers have emergency preparedness trainings, meetings, and drills regularly and each classroom is equipped with a Crisis Management Manual.

Drills

Safety drills will take place regularly at Forest Lake Christian School. These drills may include bus evacuations, fire drills, lock down drills, active shooter responses, and more. During this time, students are taken to a designated spot on campus to rehearse the proper response. Teachers are responsible for taking roll during the drill to ensure the safety of all students. Please speak to your student about the importance of cooperation during these drills.

Communication

The safety and well-being of each and every student is the most important consideration during any crisis. Effective communication is also critical to crisis management. FLCS has a designated Public Information Officer (PIO) who is the school spokesperson during times of crisis. The primary PIO at FLCS is Mrs. Lori Kirk, Director of Business and Transportation, and other administrators are also designated in the case that Mrs. Kirk is not available. The PIO will meet with first responders and assessments the crisis. The PIO will then provide up-to-date information to the office staff and webmaster to communicate with the school community

Cell phones are effective tools of communication in most situations, but they may not be reliable or available during emergencies. Reliable mobile communications devices are located in the FLCS office complexes on both campuses to ensure a consistent communication network even if cell phones are not working. These devices have sufficient range and programming capabilities to keep all relevant parties connected while on the move during a crisis or emergency situation.

Campus Evacuation

Most times in an actual emergency, students will remain with their teachers until all parents are notified and students are safely released to their families. In the event that one or both campuses must be evacuated as a consequence of a crisis, the Transportation Department will stage buses and vans in the parking lots. Students will be evacuated from their classrooms according to the fire drill procedures. Parents will be notified of the location where students will be transported.

Law Enforcement and First Responders

A positive and productive working relationship is maintained with local law enforcement agencies, first responders in fire and ambulance, along with our local departments of health services. Our location between Auburn and Grass Valley requires relationships with both Nevada and Placer County agencies. FLCS has a detailed Crisis Management Manual that is designed in cooperation with these agencies which provides direction and resources to administration and staff in the event of a crisis or emergency situation.

6. Search Policy

FLCS is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or school property under their control and may seize illegal, unsafe, or otherwise prohibited items.

Any search of a student or their personal belongings shall be conducted in the presence of another adult witness and shall be conducted by an individual of the same gender as the student. Further, the extent of the search by the school official must be reasonably related to the objectives of the search, and the search may not be excessively intrusive in light of the age and sex of the student.

In the interest of maintaining safe and drug-free schools, school officials may conduct random or "blanket" searches of student lockers, student belongings, desks, and the school parking lot. School officials will conduct such searches in a random and systematic manner that is minimally intrusive. Random searches may be conducted for any reason at any time without notice, and without student consent.

TRANSPORTATION AND PARKING

1. Requirements for Drivers Transporting Students to School Events

Whether it be to a sports game or practice, class field trips, retreats, or any other school-related event, all those who drive students (other than their own) in their vehicles are required to submit auto insurance verification as well as a Live Scan background check to FLCS. These forms are available to download or contact your campus office for the forms. Please complete and submit these forms to FLCS prior to driving students to any school events.

2. Parking Permits

Only students with an assigned parking permit may drive to school.

To obtain a FLCS parking permit, the student driver must submit:

- A valid California Driver's License.
- Current vehicle registration for the vehicle the student will be driving.
- Automobile insurance for the vehicle the student will be driving.
- Parking fee.
- Signed copy of parking agreement.

Students must assume liability for property damage. Students must drive carefully, and obey all state and school traffic laws. Parents will be notified of safety infractions, and driving privileges may be affected.

Students may only park on campus in assigned spaces, and only in cars that are registered in the office, unless a temporary parking permit is requested. Cars may not be backed into assigned spaces, and must be parked in a way so that they do not obstruct the bus routes. Overnight parking is not allowed, except with special permission. Parking a car at school without a valid permit, parking in a non-registered car, parking in an unassigned space, not parking within the space lines, or backing a car into a space will result in a parking ticket. Parking ticket fines are \$5.00, and are to be paid by the student within one week of the citation. Otherwise, the student may have their parking rights revoked.

If an assigned spot is taken (at any time during school hours) at the high school campus by someone other than the permit holder, the student should park in an unmarked space. The student must then proceed to the high school office to obtain a temporary parking permit. The temporary parking permit is good for that day only, and should be placed on the vehicle's dash board in plain view.

The parking permit sticker must be affixed to the inside of the lower rear window on the driver's side of the registered car. Remember, if more than one vehicle will be parking at school, please provide the office with all required information for any and all vehicles that will be used. If a third sticker is needed, it is available for an additional fee of \$5.00. Temporary permits may be used in lieu of additional stickers for vehicles driven only on rare occasions by students who have parking permits. Parking permit spaces and stickers are assigned by the office to individual students and may not be given away or transferred to other persons.

The maximum speed limit on all FLCS campuses is 10 mph. Vehicles are not to pass buses on campus or on Combie Road. Upon arrival on the school campus, all radios, music, etc. are to be lowered. Students are not to sit or congregate in the parking lot. Cars are considered off limits to students throughout the school day. A pass from the office is required for any student going out to his/her car for any reason during school hours. Students will not be allowed to leave school during school hours without written or verbal notice from a parent.

3. Middle School Parking Lot Procedures

We kindly ask you to follow these instructions to keep things safe and flowing smoothly in the parking areas.

Morning Drop Off Procedures:

- To drop off middle school students, drive up in the right lane and drop students off from the right lane as they enter the high school parking lot.
- Pull off to the right just before completing the turn into the parking area, there will be cars stopping in front of you as part of the process.
- Be patient and have students remain in the car, ready to disembark, until reaching the drop-off area.

- If students are not prepared to exit the vehicle, please move into the left lane and take a lap around the parking lot so that others may drop their student off in a timely manner while your student prepares to exit your vehicle.
- The left lane is designated for drivers proceeding to the high school parking lot; do not stop and do not exit your car while in the left lane.
- Do not enter the bus lanes for drop-off at any time. The bus area must be kept clear for student safety and bus arrivals.

Afternoon Pick Up Procedures:

- Enter the drive-through area closest to the middle school steps leading up to the building, which is the morning bus area.
- Students will be waiting for you on the upper walkway/ramp and ready for pick-up after the buses leave this area of the parking lot.
- Please be aware of the times that cars may use this area; a sign is posted in the entrance to this area listing the hours.
- Students will come to your car as you pull to the ramp area designated for pick up.
- Please do not exit your vehicle when picking up students. If you need to exit the vehicle, please park in a designated space.
- Be aware of other cars as you merge with those driving in the high school parking lot.

Please Note: If a student is consistently early (arrival before 8:15 am) or picked up consistently late (after 3:15 pm) FLCS may impose a fee of \$20 for every 15 minutes or fraction thereof.

4. High School Parking Lot Procedures

High School & Middle School Parking Lot Procedures We kindly ask you to follow these instructions to keep things safe and flowing smoothly.

Morning Drop Off Procedures:

- The left lane is designated for drivers proceeding through the HS parking lot; do not stop in the left lane, and do not exit your car while in the left lane.
- To drop off high school students, drive towards the high school in the left lane, merging to the right lane as you enter the high school parking lot.
- High school student drop-off is in front of the gym, there will be cars stopping in front of you as part of the process, please be patient and have students remain in the car, ready to disembark, until reaching the drop-off area.
- If students are not prepared to exit the vehicle, please move back into the left lane and take a lap around the parking lot so that others may drop their student off in a timely manner while your student prepares to exit your vehicle.

- If your student is driving and exchanging places with you, please park in a visitor parking spot to make the exchange - do not exit your car to switch drivers in the drop-off lane.

Afternoon Pick Up Procedures:

- For pick-up at the end of school, procedures are similar to the drop-off procedures in the morning with the following differences:
- Buses will be parked beginning in front of the gym on down the parking lot.
- Park behind the buses to pick up students
- Once you have received students into the car, please merge into the left lane to exit the parking lot.
- Do not exit your car while in the left lane, it is designated for through traffic.
- Staff members will be directing traffic after school, so please be aware and adhere to their directions.

STUDENT SERVICES AND SCHOOL INFORMATION

1. Work Permits for High School Students

FLCS issues work permits to exceptional students who maintain above average academic eligibility (B average) and good citizenship. Forest Lake students that are working in the community should be positive representatives of the school by displaying Christ-like conduct. The first priority for each student is academic success. Therefore, the added responsibility of a job is considered an earned right.

- a. The California State Department of Education requires all high schools to monitor working students' hours and grades.
- b. Students who have a grade below a C in any class are not eligible for attaining a work permit from FLCS.
- c. FLCS may withdraw working privileges if a student fails to meet any of the work permit requirements.
- d. Please allow three working days to process the Request for Work Permit Form.
- e. Forest Lake Christian school students who do not meet the academic and citizenship requirements listed above, may obtain a summer only work permit through the Nevada Joint Union High School District Office located at 11645 Ridge Road in Grass Valley.

2. Lunch

Students may bring a lunch from home or they may purchase a variety of lunch items from the student store.

- a. Students may eat lunch in class-rooms where a teacher is present, or in specified areas on campus.
- b. Payment for student lunches may be made online through FACTS.
- c. Students are to keep lunch areas clean, and should pick up after they have eaten.

3. Locker Regulations

School lockers are the property of Forest Lake Christian School and the following rules must be adhered to in order to have locker privileges:

Contraband – Articles must not be kept in a student’s backpack and/or locker if they are illegal or not allowed at school by FLCS board policy. FLCS reserves the right to have an administrator open, search and inspect the contents of student lockers and/or backpacks at any time. If items are found in a locker and/or backpack that are prohibited by law or by FLCS board policy, a FLCS administrator may remove the item(s) for safekeeping or investigation.

Locker Abuse – Kicking, hitting, slamming, defacing, using graffiti, bending, prying, jamming of lock, and other such abuse is not allowed.

Flammable or Incendiary Devices – Materials or liquids that might cause a fire must not be placed in the locker.

Food – All food and drink must be entirely removed from the locker by the end of each school day for health and to avoid attracting pests.

Tardy - Problems related to lockers will not be accepted as excuses for being tardy to class.

Cleanliness and Order – Items stored in the locker must be kept in a clean and orderly condition. Areas around and above lockers must be free of clutter at all times. Stickers are not allowed to be placed on the outside or inside of lockers. Failure to clean the locker out at end of the school year will result in a charge.

Failure to follow the above rules will result in penalties. Penalties range from a padlock placed on your locker (preventing the use of the locker for a specified period of time), a fine charged to the family FACTs account, and/or complete forfeiture of locker privileges.

4. Name, Photo, and Video Release

During the school year, photographs or videos may occasionally be taken at school or during school-sponsored activities that are held off campus. Parents have the option to choose whether or not photographs and/or videos of their child(ren) and their name(s) may be included in publications, presentations, or web pages produced by Forest Lake Christian School, and/or news releases sent to external media sources throughout the school year.

- a. The FLCS Student Name/Photo/ Video Release must be on file in the school office for each student, and is valid for the duration of the current school year. If parents desire to change the student’s release status, a new form must be submitted to the school office.

- b. The FLCS Student Name/Photo/ Video Release is included in the student packet before school each year, and parents must check either yes or no on the Policy Acknowledgement Form.
- c. By selecting “yes” on the FLCS Student Name/Photo/Video Release, parents are also giving permission for the student’s name, address, and phone number to be published in the FLCS High School Student Directory which is available to FLCS families.
- d. No payment will be made to a child photographed under terms of this release, or to his/her family if and when the photographs are used in publications, presentations, video productions, or websites.

5. Closed Campus

Forest Lake Christian School has a closed campus policy. Upon arriving at school, students shall remain on campus

a. Permission to Leave Campus

Before leaving the campus at any time prior to the normal end of school day dismissal bell, students must present a signed permission note from the parents, an email must be received from parents, or in an emergency, parents may call the office.

Students will not be allowed to leave campus at lunch for any reason.

Students leaving the school grounds at any time must sign out at the office, and check back in with the school office for an admission slip upon their return to school.

b. Visitors

Student visitors are normally not allowed to attend class during the school day because it is disruptive to the learning process. Occasionally, a student will be allowed to visit if they are interested in attending Forest Lake Christian School. Permission for a visitor to attend must be approved by the administration at least one day prior to the visit.

Parents are welcome to visit during the school day with an appointment. Please call, or come to the school office to arrange a visit to the class of your choice.

All visitors must register with the Middle School or High School office, and must obtain a visitor pass. Visitors may not be on the premises unless they have specific business to conduct at the school. Students should not invite friends to come and visit before school, during the lunch hour, or at the close of school.

6. Hours

Office Hours:

Monday through Friday: 8:00 a.m. to 3:30 p.m.

School Hours:

Middle and High School: 8:35 a.m. to 3:00 p.m.
MS and HS Minimum Day: 8:35 a.m. to 12:35 p.m.

Preschool and Elementary School: 8:45 a.m. to 3:10 p.m.
PS and ES Minimum Day: 8:45 a.m. to 12:45 p.m.

Student Drop Off and Pick Up Hours:

Middle and High School:	Drop off no earlier than 8:15 a.m. Pick up no later than 3:15 p.m.
Preschool and Elementary School:	Drop off no earlier than 8:30 a.m. Pick up no later than 3:25 p.m.

7. Contact Information

Middle School Office: 530-269-1540, option 2
MS.office@forestlakechristian.org

High School Office: 530-269-1540, option 1
HS.office@forestlakechristian.org

Tuition and Billing Office: 530-269-1540, ext. 133 - Kimberly Mitchell, Manager
k.mitchell@forestlakechristian.org

Forest Lake Christian School reserves the right to change any policy or procedure at any time, when in the sole discretion of the school, it determines that such change is in the best interest of the school or students. *(Revised 10-30-23)*