



**LILA LOWER SCHOOL**



# **2021-2022 Student and Family Handbook**

***“Think for myself. Think about others. Think beyond today.”***

*Note: Updated information about LILA’s Safe Learning Plan can be found by visiting the [COVID-19 Information](#) page of our website.*



**LAKES INTERNATIONAL LANGUAGE ACADEMY**  
An IB World School

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*All Lakes International Language Academy (District #4116) Board Policies in their entirety can be found on the LILA website - [www.mylila.org](http://www.mylila.org)*

## Section 1 - LILA's Approach to Learning

### A Global Vision and Lifelong Learning Approach

The vision for Lakes International Language Academy is to deliver a high-caliber education from a global perspective that combines second-language acquisition with a proven inquiry-based learning approach, enhancing individual achievement and building community connections.

Children, families, teachers, and the community are valued as owners of LILA. We carefully select our faculty to help guide each child's success and the success of the school. All of us share the International Baccalaureate Organization's philosophy that seeks to develop students as "active participants in a lifelong journey of learning."

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### Our Action Statements

Think For Myself  
Think About Others  
Think Beyond Today

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### Our Mission Statement

LILA prepares tomorrow's critical thinkers and global citizens through language acquisition and inquiry-driven study.

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### International Baccalaureate Primary Years Programme

The Lakes International curriculum is modeled on the International Baccalaureate (IB) Primary Years Programme (PYP) which focuses on the development of the whole student as an inquirer in the classroom and in the world community. This unique international program of guidelines encompasses these principal domains: Languages; Mathematics; Science and Technology; Personal, Social, and Physical Education; Social Studies; and Arts. It sets high standards for instructors and high expectations for our students. The Minnesota Department of Education acknowledges the benefits of the IB program, stating on its website, "International Baccalaureate (IB) is recognized as a superior education, preparing students for rigorous academic work so they may succeed at postsecondary institutions around the world. The program encourages students to think from an international perspective, while first developing an understanding of their own cultural and national identity. Students learn a second language and develop the skills to live and work with others internationally—essential for life in the 21st century.

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### Language Immersion Education

Foreign language immersion education is a method of teaching a second language (also called L2 or the target language). Unlike a standard language course, where the target language is simply the subject material, language immersion uses the target language as a teaching tool,

surrounding or immersing students in the second language. In-class activities, such as science, math, social studies, technology, and history, are conducted in the target language.

Today's immersion programs are based on those founded in the 1960s in Canada when middle-income English-speaking parents convinced educators to establish an experimental French immersion program enabling their children to appreciate the traditions and culture of French-speaking Canadians as well as English-speaking Canadians.

Immersion programs are the fastest growing and most effective type of foreign language program currently available in U.S. schools. Immersion students can be expected to reach higher levels of second language proficiency than students in other school-based language programs. Becoming bilingual opens the door to communication with more people in more places, and many parents want to provide their children with skills to interact competently in an increasingly interdependent world community.

One of the key principles of immersion education is that linguistic and cultural knowledge is a resource—the more you know, the better off you are.

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### **Social-Emotional Learning**

LILA's social/emotional learning is developed around the philosophy and tenets of the Responsive Classroom approach. Our program provides teachers with a comprehensive guide on how to educate their students socially and emotionally, establish positive working relationships with parents and students, engage the students in learning and provide a collective support that red. Through LILA, teachers improve their intercultural competences and thus become better educators. Having a common social curriculum aids in the building of community throughout the school for teachers and students. Our approach is highly student-centered with the ultimate goal of fostering the students to become internationally-minded citizens.

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## Section 2 - Academics and Student Services

### Academic Standards

Every Student Succeeds Act (ESSA) requires states to establish statewide academic standards for all students in reading/language arts, math and science. ESSA also requires statewide testing on those standards and a comprehensive reporting system to demonstrate progress and improvement in several categories. Minnesota has created a set of academic standards indicating what a child should know and learn at each grade level. Minnesota has decided that in addition to the ESSA required standards in reading, math and science, standards will also be developed for social studies and required in the arts. Arts standards may be locally developed.

Required content areas for Minnesota schools include mathematics, language arts, science, social studies and arts. Reading standards are included in language arts. Standards and benchmarks for mathematics, language arts, science, and social studies were established by the Minnesota Department of Education and authorized by the Minnesota Legislature. Each school district is responsible for selecting curricula and educational materials that align with state academic standards.

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### Assessment

Assessment is a natural, on-going, and positive process through which students examine and report their own work and progress, and adults provide feedback and guidance about student learning and achievements.

Assessment involves informal measures such as:

- Verbal and written feedback
- Use of checklists
- Observation
- Self-evaluation
- Informal conferences

Formal assessment includes:

- Curriculum testing
- Performance assessment
- Formal conferences
- State testing (MCA, Access for English Learners)
- District testing (FAST)
- Report Cards

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### English Learner Program

Some of our students speak a first language other than English at home. To assist students in acquiring English, the school employs specialized teachers who provide direct instruction in English. The teachers provide a range of direct and indirect instructional support based on the needs of the student. Each student will be provided an instructional program that is based on the World Class Instructional Design and Assessment standards (WIDA), as required by the State of Minnesota.

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## **Special Education**

The LILA Special Education Team is made up of the following professionals: special education teachers, paraprofessionals, speech/language clinician, occupational therapist, developmental adaptive physical education teacher and school nurse. This staff provides a continuum of services to students who meet the State of Minnesota criteria for a variety of specific disabilities which may include: specific learning disabilities, speech/language impairment, other health disabilities, emotional/social/behavioral disorders, developmental cognitive disabilities, deaf/hard of hearing and autism spectrum disorders.

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## **Section 504**

LILA supports the aims of Section 504 of the Human Rights Act and is committed to providing accommodations for students in our schools.

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## **Title I / Basic Skills Program**

LILA qualifies for federal support under the Title I program, which is part of ESSA. LILA implements a Targeted Title I Program. As a Title I program, we receive additional federal funding which allows us to focus on instructional reform throughout the school with the goal of raising academic achievement for under-performing students.

## Section 3 - About LILA Lower School

### School Hours

#### Kinder Center

Kindergarten starts at 8:00 AM and dismisses at 2:00 PM. Student drop-off at Kinder Center begins at 7:30 AM. Pickup is from 2:05-2:20 PM. (If you are also picking up Main Campus siblings at Kinder Center, you must wait until 2:10 PM to enter the Kinder Center lot.)

#### Main Campus

Grades 1-5 start at 7:50 AM and dismiss at 2:10 PM. Student drop-off at Main Campus begins at 7:25 AM. Pickup is from 2:10-2:25 PM.

If your child does not attend the Explorer Club childcare in the morning, **please do not drop off prior to posted times** as there is no adult supervision available before this time.

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### Important Phone Numbers

| Name              | Title                      | Phone Number      |
|-------------------|----------------------------|-------------------|
| Kathy Griebel     | Principal                  | 651.464.0771 x205 |
| Larry Dunigan     | Dean of Students           | 651.464.0771 x227 |
| Shirley Volk      | Special Education Director | 651.464.0771 x231 |
| Kimberly Gallegos | Explorer Club Director     | 651.464.0771 x229 |
| Laine Krohnke     | Transportation Coordinator | 651.464.0771 x276 |
| Sari Alsaker      | Food Service Supervisor    | 651.464.0771 x224 |
| Shannon Peterson  | Executive Director         | 651.464.8989 x304 |

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|   |              |
|---|--------------|
| LILA Main Campus Office                       | 651.464.0771 |
| LILA Main Campus and Kinder Center Fax Number | 651.464.4429 |
| LILA Kinder Center Office                     | 651.252.6729 |
| LILA Headwaters Office                        | 651.464.8989 |
| LILA Headwaters Fax Number                    | 651.464.8990 |



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## 2021-2022 Calendar

The approved calendar can be found online at [www.MyLILA.org](http://www.MyLILA.org) under the calendar tab.

### SEPTEMBER

7 First Day of School

### OCTOBER

21 Conferences - No School

22 Holiday – No School

25 Teacher Workday/In-Service – No School

### NOVEMBER

8 Teacher Workday/In-service – No School

25-26 Holiday – No School

### DECEMBER

20-31 Winter Break – No School

### JANUARY

3 Teacher Workday/In-service - No School

17 Teacher Workday/In-service - No School

24 Teacher Workday/In-service - No School

### FEBRUARY

21 Holiday - No School

### MARCH

7-11 Spring Break

14 Conferences - No School

### APRIL

1 Teacher Workday/In-service - No School

4 Teacher Workday/In-service - No School

15 Holiday - No School

18 Teacher Workday/In-service - No School

### MAY

30 Holiday - No School

### JUNE

9 Last Day of School

## Section 4 - Information About Student and Family Responsibilities

### Attendance/Absence/Tardy

Reference: Lakes International Language Academy - District 4116 Policy 332

Lakes International Language Academy believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. LILA encourages regular school attendance. Class attendance is a joint responsibility to be shared by the student, parent or legal guardian, teacher and administrators.

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22, the students of the school are required to attend school every day school is in session, unless the student has been excused by the school from attendance or has a valid excuse for absence.

#### *Types of Absence*

There are two types of absences: excused and unexcused.

Excused absences:

- **Illness** of a student. A parent or guardian must verify the student's illness. If school personnel determine the illness absences are excessive, Minnesota law permits the school to require the family to provide medical verification or to see the school nurse.
- **Religious observances** required by the student's religion.
- **Extreme family emergency** (e.g. house fire, critical injury to parent/guardian, funeral of a close family member).
- **Medical appointments** that cannot be scheduled outside of school hours.

All other absences are considered unexcused. Family reunions, vacations, and camps are considered unexcused absences, **without principal approval in advance**. Families should schedule vacations during breaks from school. Under Minnesota law, school administration has the right to determine the validity of any request for an excused absence.

LILA carefully monitors unexcused absences and will send written notification to parents regarding school attendance issues. Failure to improve may result in referral to the family's county attorney whose office will assess for educational neglect.

#### *Absent Today*

Please fill out and submit this [Absent Today Form](#) as soon as you know that your child will be absent from school (email is the preferred and easiest method). Or, you may call our Attendance Line instead at **651-252-6710** and record the requested information.

#### *Pre-arranged Absences*

To request a prearranged absence, complete [this form](#) prior to the absence.

### *Tardy Arrivals and Early Dismissals*

Lower School attendance is calculated in half days, AM and PM. Being in class on time is important to the child's transition from home to school each day. Being punctual for school helps kids to develop stronger relationships, be involved in learning from the beginning of the day and to keep up academically. The same goes for early dismissal. Students who are in class until the end of the day are not rushed to get their belongings, they are engaged in learning until the teacher has finished and they have the opportunity to get everything they need without interrupting the learning of the other students.

To see the complete Student Attendance Policy 332, refer to the district webpage.

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### **Age Requirement**

Reference: Lakes International Language Academy - District 4116 Board Policy 142

Minnesota State Statutes require that kindergartners be five years old on or before September 1 of their kindergarten year. Requests for early entrance are handled by the district, with procedures for testing to determine if a child is developmentally and emotionally ready for school. For more information, contact the front office at 651.464.0771 for early admit procedures and deadlines.

To see the complete Early Entrance Procedures Policy 142, refer to the district webpage.

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### **Bikes**

Students who wish to ride their bike to and from school must have a signed waiver on file. All students riding a bike MUST wear a proper helmet and have a lock for their bike.

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### **Bullying Prohibition**

Reference: Lakes International Language Academy - District 4116 Board Policy 302

Lakes International Language Academy's Anti-Bullying Policy 302 complies with the requirements of the Safe and Supportive Schools act, MN Statutes 121a.031. This policy assists the district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other prohibited conduct.

Bullying means: repeated intimidating, threatening, abusive, or harming conduct that substantially interferes with a student's educational opportunities or performance, ability to participate in school functions or activities or receive school benefits, services or privileges. This includes cyberbullying which is the use of technology or other electronic communication transmitted through a computer, cell phone or other electronic device to bully.

No teacher, administrator or other employee of the school district will knowingly permit, condone or tolerate bullying. The school district will investigate complaints of bullying by students and take appropriate action against any student who is found to have violated this policy.

To see the complete Anti-Bullying Policy 302, refer to the district webpage.

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## **Bus Transportation**

Reference: Lakes International Language Academy - District 4116 Board Policy 328

This option is available for students living within the Forest Lake School District #831 busing area. Lakes International Language Academy uses Forest Lake Area Schools District 831 bus transportation and all students will be subject to their policy.

To see the complete Transportation Policy 328, refer to the district webpage.

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## **Change in Family Status/Residence and/or Telephone Numbers**

You are asked to inform the school immediately of any changes in your family status. This might include change of residence, telephone number (home, work, or emergency), email address, or parent's change of marital status. Please give advance notice if the change requires a change in bus transportation. All of this information is necessary for our records in case of emergency and is kept confidential.

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## **Computer Access and Internet Use**

Reference: Lakes International Language Academy - District 4116 Board Policy 316

LILA has set forth rules and guidelines for acceptable use of and access to the district computer systems and the Internet.

The use and access to the school district computer systems and internet is a privilege, not a right. Use of the district computer system and Internet access shall be consistent with the mission, core values and instructional program of the school district. The school district may inspect, copy, store or remove any information or files created, stored, processed or communicated by or through its computers and networks without further notice to users.

All users are notified of the school policies relating to Internet use. User's internet use is subject to compliance with school policies.

LILA has limited liability relative to:

- Information stored on school storage devices, hard drives or servers.
- Information retrieved through school computers, networks or online resources.
- Personal property used to access school computers, networks or online resources.
- Unauthorized financial obligations resulting from use of school resources/accounts to access the Internet.
- A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

LILA notifies users that:

- Even though the school may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
- Goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents/guardians.

- The collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by the Public and Private Personnel Data policy and Use of Student Records policy.
- Should the user violate the School's acceptable use policy, user privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.
- All provisions of the acceptable use policy are subordinate to local, state and federal laws.

To see the complete Internet and Acceptable Use Safety Policy 316, refer to the district webpage.

## **Directory Information**

Reference: Lakes International Language Academy - District 4116 Board Policy 330

Directory information at LILA generally means information contained in the education records of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information shall include:

- Student's name
- Address
- Height and weights of athletic team members
- Participation in officially recognized activities and sports
- Awards received
- Videos and photographs of students in school and at school activities
- Last known addresses and telephone numbers of alumni
- Year of LILA graduation, and other similar information.

Directory information does not include identifying information on a student's religion, race, color, social position, nationality or date of birth.

This information will be public information that the district may disclose from student records without consent. In order to make the directory information listed above "private", the parent/guardian must make a written request to the principal by October 1 of each year.

To see the complete Use of Student Data Policy 330, refer to the district webpage.

## **Dress Code**

Reference: Lakes International Language Academy - District 4116 Board Policy 358

The primary responsibility for a student's attire resides with the student and parents or guardians. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Students will engage in many activities during the school day. During the winter months, students go outside almost every day. Be certain that you send your child to school in clothes that are comfortable, warm, properly fitted, and suitable for the extreme weather conditions. Please keep the following guidelines in mind:

- During cold weather, we EXPECT students to wear hats, mittens or gloves, coats, and boots to go outside for recess and environmental science class. **All outer clothing should be clearly labeled with the student's name.**
- Boots and other outdoor footwear are not to be worn during the school day. Children should have a pair of indoor shoes available at school.

To see the complete Dress Code Policy 358 refer to the district webpage.

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### **Drug-Free / Tobacco-Free Environment**

Reference: Lakes International Language Academy - District 4116 Board Policy 102, 304, 324

The purpose of these policies is to maintain a safe and healthful environment for LILA employees and students by prohibiting the use of alcohol, tobacco, toxic substances and controlled substances without a physician prescription.

To see the complete Drug-Free Workplace Policy 102, Chemical Use and Abuse Policy 304 and Smoke and Tobacco Free Environment Policy 324, refer to the district webpage.

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### **Emergency Contacts**

In the event of an emergency, we will refer to the authorized emergency contact information provided in enrollment paperwork. If a child becomes ill or injured in school, parents will be contacted first. If the school is unable to contact the parents, then an authorized alternate person will be called.

Please ensure all contact information is current in Infinite Campus.

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### **Emergency Management**

Reference: Lakes International Language Academy - District 4116 Board Policy 512

In crisis situations, it is critical that students, staff, and the public are protected and that school activities are continued with the least amount of disruption. LILA's Emergency Plan provide key information on whom to call and recommendations on what to do if a crisis should occur.

The Emergency Plan provides guidelines, instruction, and a process in dealing with a range of crisis situations which may interrupt the normal operation of school. This plan provides a process to deal with any situation that has the potential to result in physical injury to one or more students, staff, or community members. The Plan provides information about what Lakes International Language Academy (LILA) personnel will do to prevent and manage crises and to minimize their impact on our school community.

#### Fire Drills

Students will be instructed on proper evacuation procedures. Fire drills will be conducted five times a year. When the signal is given, everyone must clear the building quietly and as quickly as possible along the designated routes made for each classroom. The routes are posted in each of the classrooms. Students remain with their teacher until the all-clear signal is given.

#### Lockdown/Lockout Drills

Safety drills will be conducted to prepare students in case of threats both inside and outside the building.

### Severe Weather

A tornado drill will be conducted during the Severe Weather Awareness Week.

To see the complete Crisis Management Policy 512, refer to the district webpage.

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### **Explorer Club School Age Childcare**

We offer before and after school childcare (also during many non-school days) through Explorer Club. We provide a multiage, inclusive environment for all children. The program gives children time to socialize, develop skills, work on special projects and participate in relaxing activities. Because every child has special and unique needs, we strive to work with families to create an atmosphere that encourages growth. The partnership between parents, child, school and staff is key to our success.

Hours are 6:00-7:30 AM and 2:10-6:00 PM. This is a fee-based program. For information about fees, financial assistance, or enrollment, go to [www.mylila.org](http://www.mylila.org)

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### **Field Trips**

Reference: Lakes International Language Academy - District 4116 Board Policy 340

Most classrooms take field trips each year. These trips either tie directly to the curriculum at the grade level or provide enrichment. All necessary arrangements, plans, and precautions will be taken for the care and supervision of the students during field trips and parents/guardians will be notified before each field trip takes place. It is the responsibility of the parent/guardian to notify the school immediately if you do not want your child to attend a particular field trip. Students who do not attend the field trip are still expected to attend school. Teachers will provide an alternate learning experience for those who do not attend the field trip. Students who stay home will be considered unexcused.

Teachers will send notifications to student's parents or guardians indicating an upcoming field trip. Field trip donations are requested, but not required for participation. Donation payment or request for scholarship is considered permission to participate. In the event that neither is received, the student will not be allowed to participate in the field trip.

To see the complete Field Trip Policy 340, refer to the district webpage.

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### **Harassment and Violence**

Reference: Lakes International Language Academy - District 4116 Board Policy 312

It is LILA's policy to maintain learning and working environments that are free from sexual, racial and religious harassment and violence. The school district prohibits any form of sexual, racial, and religious harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through

conduct or communication of a sexual nature or regarding race and religion as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict sexual, racial, or religious violence upon any pupil, teacher, administrator or other school personnel.

To see the complete Harassment and Violence Policy 302, refer to the district webpage.

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## **Hazing Prohibition**

Reference: Lakes International Language Academy - District 4116 Board Policy 314

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

To see the complete Hazing Prohibition Policy 340, refer to the district webpage.

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## **Health Services**

Reference: Lakes International Language Academy - District 4116 Board Policy 344

The school health office can be reached by calling 651.464.0771. A licensed school nurse and supervised LPN provide health services, including health counseling, education, and screenings for students.

## **Accidents/Injuries**

Parents will be notified of accidents/injuries as soon as possible. If emergency treatment is needed and we cannot contact you, we will attempt to reach your emergency contacts, if provided, or call 911.

## **Immunizations**

State law requires children to show evidence of completion or exemption of immunizations before they enter school. Requirements for immunizations can be obtained from the health office.

## **Student Medications**

- The Health office must be informed of students taking any medication at school.
- Our guidelines follow those set by the State Department for the administration of medication.
- Giving medication in unmarked bottles or envelopes violates any medical code of ethics.
- The administration of medication to students shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it.
- Prescription medication may be given at school. Medications must come in the original container correctly labeled by the pharmacist or doctor. The pharmacist will give you two prescription bottles upon request. Medication authorization forms are available in the nurse's office or on our school website in the health section under the parent tab.



- If medication is to be given no more than three times daily, please arrange to give it at home (before school, after school, and before bedtime) unless specifically indicated otherwise by the physician.
- Over-the-counter medication, including acetaminophen and ibuprofen may be given when accompanied by a note from the parent/guardian for up to 10 days and then will require authorization by the physician. Over the counter medication must be in the original container with printed instructions on the bottle or box. Cough drops may be given when accompanied by a note from the parent/guardian. For more detailed information please see our Medication Administration policy on our school website in the student section of the School Policies.

### **When to keep your child home**

The following information is intended to help with this decision.

- If your student has a fever of 100 degrees or more, they should stay home for 24 hours after the temperature returns to normal without the aid of a fever-reducing medication.
- If your student has vomited or had diarrhea, they should stay home until 24 hours after the last episode without the aid of an anti-emetic or anti-diarrheal medication.
- If your student has had a rash that may be disease-related or the cause is unknown, check with the family health care provider before sending your student back to school.
- If your student has any symptoms of a communicable disease such as; head lice, chicken pox, measles, pink eye, ringworm, fifth disease, etc., we suggest you contact your family physician for verification of disease. The school health office needs to be informed of any communicable disease and we will inform you of the school's policy and procedure for the specific disease.

### **Illness at School**

The health office will notify the parent/guardian or the next person on the emergency form when your student becomes ill or is injured at school. The following are some reasons the health office may contact a parent/guardian:

- If your student has a fever of 100 degrees or more.
- If your student has vomited or has diarrhea.
- If your student has any symptoms of a communicable disease such as head lice, chicken pox, measles, fifth disease, etc.
- Any time there are health concerns or injuries that necessitate a phone call or parent letter.

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To see the complete Administering Medication 344, refer to the district webpage.

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### **Homebound Instruction**

Homebound instruction may be made available to students who are chronically ill or are expected to be absent from school more than 15 days due to a serious illness or accident. A physician's authorization is necessary to coordinate the student's educational program with medical treatment. Please contact the school nurse if your student has a diagnosed medical condition that prevents regular school attendance.

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### **Leaving School**

There are times when it is necessary for a child to leave school early for an appointment. When possible, please schedule those appointments either before or after school, or on the

non-school days. When it is necessary for your child to be excused during school hours, please complete a pre-arranged absence request form.

Elementary children are not allowed to leave the school grounds for ANY REASON from the time of their arrival through dismissal without an authorized adult.

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## Library

This central area of our school serves as the resource for our print and non-print materials. Books, computers, videos and other learning aids are located here. Library materials may be checked out for one week. Payment will be requested for lost materials. Your assistance in ensuring books are returned on due dates will keep our library circulation efficient.

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## Lost and Found

Elementary children frequently misplace clothing or items brought to school. **Please put your child's name on everything your child brings to school.** A "LOST AND FOUND" collection is kept in the building. Parents and students are welcome to check the collection anytime. Periodically during the school year we will donate unclaimed items to a local charity.

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## Lunch/Breakfast Programs

### Breakfast and Lunch

We are pleased to be able to offer meals at no cost to families for the entire 2021 – 2022 school year!

### [PLEASE Apply for Educational Benefits](#)

Even though meals are free through June 2022, all families are encouraged to complete an Application for Educational Benefits, often referred to as the free and reduced-price meal form. You can complete the [application online](#) or you may request a paper copy. You can fill out a new form any time your family's income changes.

This form not only determines benefits for students and families such as no-cost meals at school, but also provides discounts and scholarships for a range of education-related expenses such as child care, field trips, and activities.

It also impacts your school's funding and the district's budget including state and federal dollars that allow us to provide the best education possible for our students. The results of these applications are crucial to our school and district funding.

[Complete an application online today.](#)

### Home Lunch

Students may bring their own lunch to school. A carton of milk costs 50¢. Please make sure that your child's name is on their lunch box and thermos. We ask that no soda-type beverages be sent with lunch. We are not able to warm up items brought from home. Students are not allowed to share food with others. Please do not send extra items.

## **Joining Your Child for Lunch**

Parents may join their child for lunch. Please complete our Lunch Visit Request Form.

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## **Money and Sending Money to School**

As much as possible, we try to make all fees payable electronically through LILAPay, and strongly prefer that parents use electronic payments whenever possible.

To ensure that money you send to school arrives at the proper destination, always send it in a sealed envelope. Label the envelope with your child's name, the amount, and teachers' name. If at all possible, checks are preferable to cash. Checks should include your name, address, phone and driver's license number. If your check is returned, it may be represented electronically. You authorize service charges and processing fees, as permitted by state law, to be debited from the same account by paper draft or electronically at our option.

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## **Newsletter – *LILA Lower School Life***

The *LILA Lower School Life* is an electronic newsletter sent to email inboxes every Monday morning. It brings information of interest and value to you and your child. The newsletter includes reminders of important school dates, notes from the principal, LILA PTO information, and youth programs. Let us know if you have suggestions, or are not receiving the newsletter. The newsletter will include items that may add to or modify information contained in this handbook.

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## **Non-Discrimination and Equal Opportunity**

Reference: Lakes International Language Academy - District 4116 Board Policy 306 and 310

It is the policy of the school district not to discriminate against students or qualified employees on the basis of race, color, creed, religion, gender, national origin, age, marital status, disabilities, familial status, status with regard to public assistance or sexual orientation in its education programs or employment policies and practices as required by state and federal law.

The district will provide equal educational opportunity for all learners and will identify, evaluate, and provide an appropriate public education to learners who are disabled within the definition of Section 504.

The school district will provide a means for the prompt and equitable resolution of complaints alleging discrimination or any action prohibited by district policy or state and federal law.

To see the complete Student Disability Nondiscrimination under Section 504 Policy 306 and Equal Educational Opportunity Policy 310, refer to the district webpage.

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## **Non-School Items / Personal Property**

There is no reason to bring any articles to school or on the bus that do not pertain to a school activity. Such articles may interfere with learning. These articles include, but are not limited to the following items: game systems, radios, roller blades, trading cards, toys, skateboards, laser

pens, headsets, perfume, footballs, basketballs, or balls of any type. Such items may be confiscated and will be returned to the parent/guardian.

If students bring cell phones, they must be kept in backpacks or turned in to their teacher. Cell phones must be turned off or placed on silent. Students are not allowed to use cell phones during the school day.

The school is not responsible for lost, broken or stolen items.

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### **Peanut Aware Environment**

LILA is a peanut-aware environment. We have a number of students in our school with peanut allergies that can include great danger of significant health issues related to ingesting, inhaling, or having contact with anything containing peanuts. At LILA we treat each student's allergy individually and adopt plans that emphasize continued vigilance. School staff are trained to understand and accommodate student needs. It is our intent to provide a safe environment for all students.

What does this mean for our school?

- Our cafeteria is a peanut-aware environment with all menu items.
- Nutrition services make ingredient lists available; however, there is no guarantee of the absence of major food allergens in menu items. In accordance with the Food Allergen Labeling and Consumer Protection Act, major allergens are identified on food labels. Food manufacturers are not required to declare these same allergenic ingredients that may be introduced through cross contact.
- We use one of the lunchroom tables for students with peanut and tree nut allergies during lunch.
- Any food sent in to share for snack or special celebrations should be pre-packaged and contain an ingredient label. Please give these items to your child's teacher for distribution.
- Please instruct your child to not share food with other classmates both in the classroom and cafeteria.

If you have questions or concerns, please contact the school nurse or cafeteria manager.

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### **Pledge of Allegiance**

Reference: Lakes International Language Academy - District 4116 Policy 334

By law, schools are required to recite the Pledge of Allegiance at least once a week. Students will be allowed to opt out. Parents/guardians are required to send a note to their child's teacher if they do not want their child to recite the Pledge of Allegiance.

To see the complete Pledge of Allegiance Policy 334, refer to the district webpage.

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### **Recess and the Weather**

Students will be outside for 25 minutes of supervised recess each day. Please dress your child with this in mind throughout the school year. On rainy or extremely cold days the students will stay inside for recess. In winter, we use the National Weather Service recommendations for

wind chill to determine if students should go outside for recess. *Generally* when the temperature at recess time is below 0 degrees Fahrenheit or the wind chill is -5 degrees Fahrenheit students will remain indoors.

A doctor's note must be received in order for a child to have indoor recess for any other reason.

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## **Religion in the Schools**

Reference: Lakes International Language Academy - District 4116 Policy 144

Lakes International Language Academy (the "School") to support a climate of academic freedom in which ideas, including those associated with religion, can be discussed in an objective way, for their educational value, with emphasis on their impact on history, literature, art, music, science, ethics, and social institutions.

LILA's policy describes rights and responsibilities, religion in the curriculum, and holiday programs and observances.

To see the complete Religion in the Schools Policy 144, refer to the district webpage.

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## **Report Cards**

Report cards and conferences are two of the traditional means of reporting progress of students to their parents/guardians. At LILA, we emphasize the need for two-way communication throughout the school year. Report cards will be completed two times per year. Parents can view report cards through the Infinite Campus Portal.

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## **School Closing (Bad Weather)**

Because LILA students ride Forest Lake District 831 buses, our school closes when Forest Lake Area Schools cancel. Any weather-related school cancellation announcement for the Forest Lake schools also applies to LILA. Cancellations usually occur by 5:30 AM.

When school is canceled, LILA sends automated phone calls, sends out an email, posts to Facebook and Twitter, and adds a notification to the website homepage at [www.mylila.org](http://www.mylila.org)

LILA students come from about 25 different zip codes, including western Wisconsin. The weather at your home in the morning may be different than the weather in Forest Lake. If your home district closes but LILA remains open, and you determine that it is not safe for your family to travel to and from school that day, please email or call the school before 7:50 AM to alert us and your student will be excused.

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## **School Supplies**

Parents will receive a list of school supplies prior to the start of the new school year. If you find it difficult to purchase the required school supplies, please contact the school office for supplies that have been donated.

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## **Silent Dismissal**

Silent Dismissal is the online tool that parents use to tell the school how they want their children dismissed at the end of the day. This system is in alignment with our school's commitment to keeping students safe and improving the efficiency of dismissal. This means that every family must use the system to set where their children go at dismissal time. Families will receive information from our transportation coordinator regarding setting up and managing your Silent Dismissal account prior to the start of the school year.

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### **Snacks and Celebration Treats**

There is a powerful link between quality nutrition and learning so healthy snacks and celebration treats are strongly encouraged at LILA. Snack time is part of the daily schedule - please send a healthy snack with your child each school day.

We like to celebrate milestones at LILA. Classroom teachers have many creative ways to recognize a student's birthday.

As a reminder, a healthy treat is recommended. If you choose to send a sweet treat, mini versions are best. Please provide any utensils, napkins, cups, plates, etc.that may be needed.

If you choose to send a treat, please follow these guidelines:

- All food items must be pre-packaged and be inclusive to any classroom community with strict adherence to the peanut/tree nut restrictions.
- Consider non-food items (e.g. pencils, stickers, etc.)

We do not allow distribution of party invitations at school.

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### **Student Discipline**

Reference: Lakes International Language Academy - District 4116 Board Policy 308

Learning best takes place in an orderly environment—one that is organized to encourage students' independence, cooperation and productivity. Students can best learn individual and collective responsibility and gain maturity if they are provided opportunities to exercise responsibility. This School Discipline policy is intended to communicate expectations regarding acceptable conduct in school in order to provide a positive learning environment for all students.

This policy shall apply to all LILA students during the regular school day, while using any form of school transportation, and while attending any school sponsored events or activities, regardless of whether they occur during the school day, before the school day, or after the school day, and regardless of whether they occur on or off school grounds.

This policy applies to any student whose conduct interferes with or obstructs the educational mission or operations of the school district or the safety or welfare of others.

### **Student Code of Conduct**

School discipline will be consistently enforced in accordance with disciplinary procedures determined by the Campus Administration. Parental/guardian involvement and cooperation is vital in the discipline process. Staff and parents/guardians will work together to correct the misbehavior of the student and to maintain a written record of incidents of serious misbehavior.

The following rules will apply to all students:

1. Students will show respect and courtesy to others at all times.
2. Students will show respect for school property.
3. Students will behave in a manner that does not endanger themselves or others.

### **Disciplinary Action**

The general policy of the school district is to utilize a preventative and positive approach to discipline aimed at creating a safe and quality learning environment for students, characterized by: understanding and addressing the underlying function of behavior; resolving conflicts and repairing harm; teaching appropriate replacement behaviors; restoring relationships in the school community; and reintegrating students into the school community. Disciplinary action for acts of unacceptable behavior may include any or all of the following, but are not limited to the following. The building administrator and/or school district administrator will exercise his or her professional judgment in determining appropriate consequence(s) or disciplinary action(s).

- Re-teach the behavioral expectations
- Provide a reflective activity
- Student/teacher/administrator conferences
- Mediation, conflict resolution and/or restorative practices
- Loss of school privileges
- In-school suspension
- Suspension, under Pupil Fair Dismissal Act
- Expulsion under Pupil Fair Dismissal Act
- Exclusion under Pupil Fair Dismissal Act
- Reference to diversion program
- Reference to police or other law enforcement agencies for criminal action
- Petition County Court for juvenile delinquency adjudication

The school uses the Responsive Classroom (RC) approach to behavior management and social learning at the Lower School. The school uses the RC techniques of: 1. reflective break 2. buddy room (temporarily moving student to another classroom for a short time) 3. loss of privilege 4. restitution (“You break it, you fix it—the power of apology”) The characteristics of logical consequences, under RC are respectful, related and realistic.

To see the complete Student Discipline 308, refer to the district webpage.

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### **Student Records**

Reference: Lakes International Language Academy - District 4116 Board Policy 330

A cumulative school record containing progress and developmental information is maintained for each student. The folder contains such items as copies of progress reports, student work, standardized test scores such as the MCAs, suspension notices, and attendance records. These records are confidential. Access to a student’s record is restricted to the parent/legal

guardian and persons with a need to know who are directly associated with the student (i.e. teacher, counselor, nurse, etc.). Persons other than authorized school officials will not have access to student records without the written permission of a parent, except where a student's record is formally requested by an authorized investigative agency.

To see the complete Use of Student Data Policy 330, refer to the district webpage.

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## Student Transportation Expectations

Minnesota State law requires that school bus safety education be taught in schools during the first weeks of school. The law also suggests that young students receive school bus safety training before they come to school the first day. As a parent, you are your child's most influential teacher. We ask that you teach your child about school bus safety. This is an important message; the information below will help you explain to your child how to be safe on and around and on the bus. Spend some time with your child on these points. Explain the reasons why they are important, and go over them again three or four times on different days so that your child will have a safer bus ride when school starts.

### Bus Safety Guidelines **with Explanation**

1. Be ready for the bus at the scheduled time. Bus times are set based on the streets that they run on and with a standard loading time. If a student is late to the stop, and the bus has to wait, the bus may be late to all the rest of the stops and to school. Another concern is that bus riders who are late to stops often don't act safely, and so are in more danger than if they were ready on time.
2. Wait until bus is stopped before moving toward the bus and getting on. Often students get anxious to get on the bus as it arrives, so they run forward while the bus is still moving. This is a dangerous practice because a student could slip or fall in front of the bus.
3. **After getting on the bus, go to a seat, sit down and stay seated.** Law requires that students be seated while a bus is moving. Students should sit down quickly so that the bus runs on time. If a student is standing when the bus is moving, he or she may get knocked down or around by the movement of the bus. This could cause injury.
4. **Remain quiet on the bus, so you don't distract the driver.** While the bus is moving, kids often talk, and that is OK unless it gets too loud. Then the driver can't hear important things like sirens or train whistles, or can be distracted by having to pay attention to the kids and miss something important like a stoplight, or a car coming from another direction.
5. **Do what the driver tells you to do.** The driver is in charge of the bus, and sometimes has to tell students to be quiet, or to sit down, or to wait to get on or off of the bus. The driver is trying to keep students safe, and so kids should do what he or she says.
6. **Make sure that you get on the right bus - know your bus numbers.** The bus which takes a student to school may be different than the one that brings her or him home. A student should always know the bus number which will bring her/him home because that is the one at school where there may be other buses to choose from.
7. **Always carry your bus card.** The bus card provided by the school contains the student's name, what buses he/she rides, and where the bus stop is. If there is a question about what the bus or bus stop is, the student should get out the bus card and show it to the driver or teacher. This should be carried in the back pack all the time.
8. **Be ready to get off the bus when it gets near your stop, but don't get up until the bus stops at your stop.** A lot of times, young students get so involved in a conversation or the ride or whatever that they forget that they are on a ride home. They don't watch for their



stop. When, and then when they arrive they aren't ready to pick up their backpack and get off of the bus. This delays the bus and makes everybody else late. Sometimes, the student misses his or her stop, and then the bus has to go back to the stop, making the bus late to all the other stops.

9. After getting off of the bus, walk away from the bus. Don't stay near it. If you have to cross the street, go at least 5 big steps in front of the bus, and wait until the driver waves for you to cross the street. If there are older children crossing at your bus stop, younger students should cross the street with them as well. **NEVER GO BACK TO THE BUS AFTER YOU GET OFF OF IT. IF YOU DROP SOMETHING, WAIT UNTIL THE BUS IS GONE, AND THEN GET YOUR MOM OR DAD TO GO WITH YOU TO GET IT.** This is the most important instruction. According to statistics, this is the area where most student fatalities occur.

The **three key points** are to **go 5 big steps in front of the bus, wait until the driver tells you to cross, and never go back to the bus.** If your student doesn't have to cross (we try to avoid it) still take time on these points, because the route may change with new riders or for the next school year.

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## Textbooks

LILA provides textbooks, workbooks, and other instructional supplies. Proper care and use of these items should be stressed to help the child develop a feeling of personal responsibility for books or supplies furnished for their use. Children who lose or damage school books or other school property may be held accountable for that loss or damage.

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## Weapons

Reference: Lakes International Language Academy - District 4116 Board Policy 320

No student or non-student, including adults and visitors, shall possess, use, or distribute a weapon when in a school location.

Students who become aware of a weapon being brought to school or on school property must immediately notify an adult staff member. Students should not, however, pick up or transport the weapon.

A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; pocket knives; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

“School Location” includes a school building, school grounds, school activities or trips, school buses, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.

"Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

While the school takes a “Zero Tolerance” position on the possession, use or distribution of weapons (non-firearms) by students, the Executive Director may use discretion in determining whether an investigation for the purpose of pursuing an expulsion from school is warranted. Other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

To see the complete Weapons Policy 320, refer to the district webpage.

## Section 5 - Family Involvement

### Conferences

Parent conferences are considered valuable and important in developing understanding and mutual cooperation. Parent/teacher/student conferences are held twice a year and are planned to make them convenient for everyone. Notices will be sent home prior to conference dates.

The education of our children requires a team effort. Therefore, our teachers are always available to discuss any issues or concerns relating to your child. The principal is also available for parent conferences. However, these conferences should be arranged only after you have first taken the opportunity to talk with the teacher. Your child's teacher is available for calls before and after school. Calls going to voicemail during the day will be returned within 24 hours.

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### Fundraisers

The LILA PTO group coordinates several fundraising activities throughout the year. All funds earned are used to enhance educational programs and provide funds for activities not available through the school district. *It is NOT our intent for the children to sell any product door-to-door. Participating in fundraisers is purely voluntary.*

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### Parent-Teacher Organization (PTO)

The LILA Parent-Teacher Organization (PTO) group is open for membership to all parents/guardians, grandparents and teachers connected with the elementary school. The PTO primarily functions to support the staff and students by providing volunteers and financial assistance for various annual expenses. The PTO meets every other month (check the activities calendar for dates and times). General meetings are open to the public and everyone involved with LILA is encouraged to attend.

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### Visitors

Reference: Lakes International Language Academy - District 4116 Policy 502

The School Board reaffirms its position on the importance of maintaining an environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or the employee working environment.

All visitors must sign-in in the front office and obtain a visitor sticker so we know who is visiting. As a courtesy to teachers, if you wish to visit your child's classroom, please notify the teacher in advance, so that the teacher can accommodate you. If you would like to visit your child during lunch, please complete the Lunch Visit Request Form.

To see the complete School Visitors Policy 502, refer to the district webpage.

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### Volunteer Opportunities

Reference: Lakes International Language Academy - District 4116 Board Policy 204, 502

LILA enjoys and values volunteer participation at all levels throughout the school. The school will develop, implement and maintain guidelines for its volunteers.

- o All volunteers will have a supervisor designated prior to starting an assignment.
- o Volunteers shall be given appropriate supervision and assignments that support the educational objectives of the school, class, or curriculum.
- o Volunteers shall agree to actively perform their duties to the best of their abilities and to adhere to the mission, vision, values, goals and procedures of the school.
- o Volunteers are required to follow the requirements of all applicable school district policies, and specifically the policies on tobacco use and possession, alcohol use and possession, harassment, discrimination, weapons, discipline and data privacy.
- o Volunteers in classrooms are not assuming primary responsibility for student instruction but are reinforcing skills taught by professionally licensed staff.

There are many opportunities for parents/guardians to be actively involved at LILA. We want you to participate in ways that are of interest to you. If you are interested in volunteering during school, for special field trips, special school programs, to work with teachers or to work at home on school or teacher projects, we would appreciate your help and your ideas. Teachers will also be inviting you to participate in classroom activities, events and projects. Opportunities are listed periodically in the newsletter, or please contact the front office at 651.464.0771. We believe the most important family involvement is your involvement at home with your child/children, providing a safe and supportive environment for your child/children to grow and develop all of their potential.

### **LILA Volunteer Guidelines**

LILA promotes and values the involvement of community members and parent/guardian volunteers. Volunteers are welcome and are required to check in at the front office, sign in, and wear a nametag.

#### **Adult Volunteers:**

All volunteers that will be interacting with the students on a one-to-one basis, including classroom helpers and field trip volunteers, will be required to complete a criminal history background check. Generally the fee is the responsibility of the volunteer. Background re-checks for volunteers will be required every three years. The schedule and type of background check may change periodically at the Discretion of the school administration.

#### **Student Volunteers:**

Former students or older siblings of students occasionally request to volunteer when they are on break from school. Former students or older siblings are welcome; however, there are some procedures to follow if a student would like to volunteer. All requests must be done prior to the time the student will be volunteering. Parents/guardians must provide transportation for volunteers; volunteers cannot ride a school bus to or from school. Volunteer requests should be made through the principal.

To see the complete Background Checks Policy 204 and School Visitors Policy 502, refer to the district webpage.