2022-2023
Student and Family Handbook
(Updated 7/6/22)

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

The Parent and Student Handbook includes information about the policies, procedures at Lakes International Language Academy’s Upper School. It is intended to serve as a guide and reference for students and families. While we strive to keep this document current, the policies in this document are subject to change without notice.

About Upper School
Building Information
Camera Surveillance
Academic School Practices

Assessment and Standardized Testing

Middle Years Programme (MYP) Overview
  Curriculum- Subject Group Overviews
  Grading - Formative and Summative Assessment
    Formative assessments
    Summative assessments
Diploma Programme (DP) Overview
  IB DP Grades and LILA (School) Grades
  IB Diploma Programme Grades
  LILA (School) Grades
  DP Formative and Summative Assessments
  Missing or Late Summative Assessments
  Important End-of-Quarter and Reporting Dates
  Grade Reporting System
    MYP (Grades 6-10) AND NON-DP COURSES
    DP COURSES
  Course Credit

Student Life

Academic Honesty
  Academic honesty agreement
Activities/Athletics Eligibility
Add/Drop Classes
Announcements
Backpacks
Bikes
Breakfast
Behavior Expectations and Procedures
  Common Agreements
Cell Phones and Electronic Devices
  General Internet Guidelines
  Social Media Best Practices
Cafeteria Expectations
Directory Information
Dress Code
Extra Help
Food/Beverage Guidelines
Headphones
About Upper School

Building Information
The supervised building hours are 7:25 am- 2:30 pm. Students who are in the building before/after that time must have an appointment with a teacher, be involved in a before or after school activity, sport, or study group. Any student staying after school, who is not involved in a sport, activity, or study group, will need to wait outside the building or walk to the local YMCA or Hardwood Creek Library to wait to be picked up.

Camera Surveillance
Our school staff make every effort to maintain a safe learning environment for our students.
Please be aware that we use electronic monitoring devices throughout the building, indoors and outside, to assist us.

Closed Campus
Students may not leave the school building after they arrive until the end of the school day. Exceptions to this include students who have parent/guardian permission and have signed out in the front office.

Emergencies
In the event of a family emergency, please contact the front office at 651-464-8989. Emergency messages will be delivered to students immediately in a safe and confidential matter.

We ask that parents do not text or call students directly during class time. Phones are a distraction to the person receiving the message or call, and to those around them.

General School Year Information

Calendars
All District and Upper School Calendars are available on the LILA website.

Please note that Upper School and Lower School follow a similar calendar, with the following exceptions:

→ Conferences
  Upper School conferences will be held on the evenings of November 10, 2022 and March 22, 2023.

→ Inclement Weather Days - Unscheduled - Synchronous Online Learning Day
ALL inclement weather days at Upper School will become Synchronous Online Learning Days. Because LILA students ride Forest Lake District 831 buses, we have to follow their School closure decisions.

Notification of an unscheduled - synchronous online learning day usually occurs by 5:30 a.m. LILA will send out an email, and phone message using the contact information parents have submitted via Infinite Campus. Please be sure your contact information is up to date at all times. → Scheduled - Synchronous Online Learning Days - Virtual Learning Day
March 13 and April 6 will be Synchronous Online Learning Days for ALL Upper School students.
Bell Schedules
LILA follows a 7 period year long schedule, with a Day 1 & Day 2 rotation.

Delayed Start
If the start of school is delayed for two hours, the following usually occurs:
All schools will start exactly two hours later than usual.
- Buses will run two hours later than usual.
- Continue to monitor the district website for updates and changes.
- All LILA staff should report as close as possible to their usual starting times

Upper School Administrative Staff Directory
651-464-8989

- Shannon Peterson - Extension 304  
  Executive Director
- Nancy Hawkinson - Extension 330  
  Principal
- Adrienne Cauldero - Extension 317  
  Assistant Director of Student Services
- Jennifer Richert - Extension 306  
  Dean of Community, 504 Coordinator
- Molly Scanlon - Extension 329  
  Academic School Counselor
- Natalie Kainz - Extension 327  
  Middle Years Programme Coordinator
- Gina Graham - Extension 341  
  Diploma Programme Coordinator
- Sarah Ray - Extension 372  
  Instructional Leader
- Kaari Rodriquez - Extension 235  
  Language Acquisition Coordinator
- Scott Holland - Extension 369  
  Technology
- Jenni Muras - Extension 364  
  Athletic and Activities Director
- Nicolette DeLoye - Extension 303  
  Upper School Health Office

LILA Lower School Office 651.464.0771
Student Services

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.

Special Education
The LILA Special Education Team is made up of the following professionals: special education teachers, paraprofessionals, speech/language clinicians, occupational therapists, developmental adaptive physical education teachers and school nurses. 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.

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.

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.
Information About Student and Family Responsibilities

Attendance Procedures

School Hours
The school day is 7:47 a.m. - 2:15 p.m. at Headwaters Campus. Please arrive between 7:30 a.m. and 7:43 a.m.

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, unless given principal approval in advance, using the Pre-Arranged Absence Form, linked below. 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. If a student will miss school for an extended period of time, a Pre-Arranged Absence form must be completed. In addition, the absence needs to be discussed with the student’s teachers. It is the student’s responsibility to communicate with teachers and arrange to make up work missed due to any absence. Failure to do so may result in the student not receiving credit for the makeup work.

Absences and Assignments

- Students can view the missed assignments in Google Classroom and/or Infinite Campus. They may also email the teachers.
- It is recommended that a student turn in make-up work as soon as possible after returning to school. At a maximum, the student will be given two make-up days for each day of absence to turn in missing work without late work consequences.
- For every other day classes, students will be given two class meeting days to make up missed work. In other words, if a student is absent on Day 1 for one day, the student will have a maximum of two Day 1’s to turn in make-up work.
- Long-term assignments / projects are due on the day the student returns from an absence. If students were aware of a due date prior to an absence the student should be able to comply with that due date.
- For field trips, discipline-related suspensions, and unexcused absences, assigned due dates still apply. It is the student’s responsibility to obtain the work assigned.
● Vacations/Trips - A plan must be established with teachers prior to the trip, and any work missed during the absence should be completed promptly. To repeat, to be excused, vacations/trips must be pre-approved by the school principal, using the Pre-Arranged Absence Form above.

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

Early Dismissal

● If your student needs to leave early, please send a note with them to school. This helps minimize disruptions to classrooms. If you forget to send a note or if leaving early is unplanned, please call the office to release your student.

● For students who are transported by an adult to school: Students who need to leave school early must report to the front office. The adult picking up should call the office prior to arrival or when outside the building. The student will be called down/and or released when the parent is outside the building.

● If returning, please call the office upon return and have the student check-in at the front desk.

● For students who transport themselves to school: Parents/Guardians must call the front office and give permission, before students may sign out and be dismissed.

Truancy
A letter from the school will be emailed to parents when 3 unexcused absences occur. After 5 unexcused absences for illness or 10 excused absences for illness, we may request a doctor’s note which states the illness and when the student can return to school. More than 7 unexcused absences without a significant health problem are unlawful absences and are considered educational neglect. School officials are mandated to report educational neglect to county authorities.

After School Procedures

1. Students riding the bus are to go directly to their bus and load according to the driver’s directions.
a. **Riding a Friend’s Bus** - Students who would like to ride the bus home with a friend will need to have a parent/guardian send an email to [us.upperschool@mylila.org](mailto:us.upperschool@mylila.org) stating who they are riding the bus with and their friend’s bus number. Include a number where they can be reached to verify. Students should pick up their “bus boarding pass” in the Main Office BEFORE school starts or during their lunch period.

2. **Students being picked up after school** will exit Door 1 toward the parking lot for pick-up.

3. **Drivers** will exit from Door 1.

4. **After 2:30pm building access will be RESTRICTED to students participating in Upper School Activities, Sports, or Study Groups.**
   a. At 2:30 pm, students are to proceed to the following destinations:
      i. Their assigned after school activity or
      ii. The cafeteria to wait for the activity to begin.
   b. Parents need to promptly pick students up at the activity, sport, or study group’s end time or make arrangements for pick up at another location such as a friend’s house, the YMCA, or the Washington County Library.
   c. After 4:00 pm or when evening activities are completed, any students waiting for a ride are to be outside Door 1 at the front of the building or in the heated entry area of Door 1.

   **Note:** Students will not have access to the school building, lockers, or bathrooms after 4:00 pm unless participating in scheduled evening events.

All student expectations are to be followed after school. Staying after school is a privilege which can be revoked at any time, at the discretion of school administration.

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**Communication**

**Phone/Email**

Parents will receive most official communication from teachers and administrators via email, sometimes directly, sometimes via the weekly Community Update. If communication is of an urgent nature (eg. a student is ill and needs to be picked up) parents will be called on the telephone numbers listed in Infinite Campus.

- Parents are expected to keep their contact information up to date on Infinite Campus.
• Parents are welcome to contact teachers and administrators directly, preferably via email to avoid disrupting classes or meetings with a phone call. If a response is required, staff will nearly always be able to respond within one workday.

Infinite Campus Portal

It is essential that students and parents consult Infinite Campus on a regular basis. This is your most valuable tool in keeping apprised of the student’s overall academic performance. If students or parents have any questions, please feel free to contact the teacher. If you experience any difficulty accessing the Infinite Campus Portal, please contact the Technology Department at 651-464-8989.

Accessing Infinite Campus

• Visit myLILA.org
• Click on "Quick Links" in the drop down menu.
• Click on Infinite Campus.
• Enter your login name and password.
  • Parents - If you have multiple students, you will need to select your student from the drop down menu.
• Use the navigation menu on the left hand side to access different areas of the portal.

Understanding Infinite Campus Formative/Summative Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turned In</td>
<td>The student turned in the assignment, but the teacher has not yet graded it</td>
</tr>
<tr>
<td>Excused</td>
<td>The student had an excused absence on the day that the assignment was turned in and is NOT expected to complete the assignment</td>
</tr>
<tr>
<td>Missing</td>
<td>*Student is expected to complete this assignment</td>
</tr>
<tr>
<td>Incomplete</td>
<td>*Student is expected to redo this assignment</td>
</tr>
<tr>
<td>Late</td>
<td>The assignment was turned in late</td>
</tr>
<tr>
<td>Cheating</td>
<td>The student was cheating on an assignment. Refer to Academic Honesty Policy</td>
</tr>
</tbody>
</table>

If no grade or code is present, the teacher has not yet recorded the grade or code.
Google Classroom for Students

Google Classroom (GC) is an effective way for teachers and students to interact within courses. Teachers set up classrooms within the platform to easily share documents and resources with students. Students are able to mark their own assignments “turned in” on Google Classroom, so this is NOT the place for concerned parents to monitor their student’s work completion.

*Infinite Campus is where parents and students will see attendance, grades for formative and summative assignments, and missing assignments.*

Newsletter – Upper School Community Update

The *LILA Upper School Community Update* is an electronic newsletter sent to parents’ 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, and more. 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.

Technology and Internet

All members of the community are responsible for good behavior on the school’s networks and websites, as well as external ones. Students and parents should be knowledgeable of LILA’s INTERNET ACCEPTABLE USE AND SAFETY Policy 316.

Bring Your Own Device

At Upper School, a technology device is a necessary school supply item. We ask that students in grades 6 - 12 acquire a device to use both at school and home.

What kind of device can my student bring?

The requirements to consider when choosing a device for your student are:

- **Wi-Fi capabilities** - Our educational resources are web-based (Google, Infinite Campus, and textbooks), so a device with the ability to connect to a wireless network and a web browser is mandatory.
- **Types of devices that best meet the student’s needs:**
  - Laptop (Mac/PC) with good battery life (6+ hours) or
  - Chromebook
Note: Phones are not acceptable, as they are not allowed during the school day, nor are they conducive to long writing assignments.

## Policies - District Policies

More detailed information regarding Lakes International Language Academy policies can be found on our school's website, myLILA.org.

The inappropriate behaviors listed below are examples. This is not an exhaustive list including every possible inappropriate and/or unlawful behavior.

**Inappropriate Behaviors**

<table>
<thead>
<tr>
<th>Alcohol and Chemicals</th>
</tr>
</thead>
<tbody>
<tr>
<td>See Policy 304: Chemical Use and Abuse</td>
</tr>
<tr>
<td>Possessing, using or being under the influence of any narcotic, drug or controlled substance (without prescription), alcohol or other mood-altering substance is prohibited. Selling or distributing, or intending to sell or distribute above is also prohibited. This also includes a student sharing/selling prescription medication or over-the-counter medication for inappropriate use.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assault, Physical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intentionally inflicting bodily harm upon another person or attempting to inflict bodily harm.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assault, Verbal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal confrontation with a student or staff member which causes or could cause fear. The language could be but is not limited to, language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people</td>
</tr>
</tbody>
</table>
### Bullying

See Policy 302: Anti-Bullying

"Bullying" means

1. intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
2. there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and
3. the conduct is repeated or forms a pattern; or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

"Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network, internet website or forum, transmitted through a computer, cell phone, or other electronic device.

### Careless Act

Committing a careless act, which inflicts bodily harm, or attempts to inflict bodily harm, upon another person, even though accidental or a result of poor judgment.

### Dishonesty - Academic

See Policy Academic Honesty

Academic dishonesty includes but is not limited to cheating on a school assignment or test; copying someone else's work or allowing one's work to be copied; revealing test content, questions or answers; altering answers, scores or records, plagiarism or collusion.

** Academic consequences may also be assigned

### Driving, Careless or Reckless

Driving any motorized or non motorized vehicle on school locations in such a manner as to endanger people or property is prohibited.

### Disruptive Behavior

Disruptive behavior means acts that disrupt or threaten to disrupt the educational process in the classroom, hallway or other area of the school or at any school function, including but not limited to disobedience and disrespectful behavior.
| **Dress Code** | - Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.  
- Clothing must cover undergarments, waistbands and bra straps excluded.  
- Fabric covering all private parts must not be see-through.  
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoods must allow the student face and ears to be visible to staff.  
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.  
- Specialized courses may require specialized attire, such as sports uniforms or safety gear. |
| **Fighting** | Physical conflict in which both parties have contributed to the situation. Engaging in any form of fighting is prohibited, regardless of who initiated the fight or whether the student believes he/she was acting in self-defense. This prohibition includes hitting, slapping, pulling hair, biting, kicking, scratching or any other acts in which a student inflicts or attempts to inflict bodily harm on another person. |
| **Gambling** | Playing a game of chance for stakes. |
| **Harassment** | Harassment -includes but is not limited to- unwelcome physical or verbal conduct or communication when  
  1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or  
  2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or  
  3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile or offensive employment or educational environment. |

See Policy 312: Harassment and Violence
<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazing</td>
<td>Committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization. Student organization means a group, club, or organization having students as its primary members or participants. Consent to be hazed or permission to be hazed will not lessen the consequences. Harassment by ways of initiation, ridicule or criticism is prohibited at all times.</td>
</tr>
<tr>
<td>Inappropriate Display of Affection</td>
<td>Engaging in any overt, excessive and/or inappropriate groping, fondling, kissing, embracing, or touching of another student.</td>
</tr>
<tr>
<td>Inappropriate Material</td>
<td>Possession or distribution of slanderous, libelous or pornographic material or materials containing obscene, harassing or degrading or other similarly inappropriate material. Includes digital images on devices.</td>
</tr>
<tr>
<td>Inappropriate Language</td>
<td>Use of language that includes, but is not limited to obscenity, profanity, swearing, cursing, or impertinent language that degrades another person is prohibited.</td>
</tr>
<tr>
<td>Inappropriate Physical Conduct</td>
<td>Physical conduct that is inappropriate. Examples are but are not limited to aggressive behavior, posturing, intimidation, pushing, shoving, grabbing and wrestling.</td>
</tr>
<tr>
<td>Insobordination</td>
<td>Willful refusal to follow a direction given by a staff member.</td>
</tr>
<tr>
<td>Leaving School Grounds</td>
<td>Leaving school grounds during the school day without permission.</td>
</tr>
<tr>
<td>Sexual Conduct/Misconduct</td>
<td>Engaging in consensual or nonconsensual sexual contact or sexual intercourse with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments or other inappropriate sexual conduct. This includes indecent exposure.</td>
</tr>
<tr>
<td><strong>Threat / False Reporting of Threat</strong></td>
<td>Threatening, directly or indirectly, to commit violence or to cause the evacuation of school property, which terrorizes another person or group of people, causes a disruption or where such statements and/or actions are made in reckless disregard of the risk of causing such terror or disruption. The threat could be verbal or nonverbal. Such behavior is prohibited regardless of any actual intent to carry out the threat. False reporting includes the staging or reporting of dangerous or hazardous situations. (i.e. a riot, armed intruder, bomb threat, fire,) that do not exist.</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Thieves, or Knowingly Receiving or Possessing Stolen Property</strong></td>
<td>Taking, possessing, using or receiving the property of another without that person’s consent.</td>
</tr>
<tr>
<td><strong>Tobacco/E-cigarettes/Ignition Device</strong></td>
<td>Possessing, distributing, selling or using tobacco or smoking paraphernalia (i.e. pipes, papers, lighters or matches). Using or possessing an ignition device, including a butane or disposable lighter, or matches, except when the device is used in a manner authorized by the school.</td>
</tr>
<tr>
<td><strong>Vandalism</strong></td>
<td>Defacing, cutting or otherwise damaging property that belongs to the school, to other students, to staff members or any other individuals.</td>
</tr>
<tr>
<td><strong>Insubordination</strong></td>
<td>Willful refusal to follow a direction given by a staff member.</td>
</tr>
<tr>
<td><strong>Weapon or Look-alike Weapon Possession</strong></td>
<td>Possessing, using or distributing any weapons in school grounds. 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. The school also bans any object that appears to be a weapon, and such objects will be treated as weapons, due to their ability to cause fear, panic, or disruption equal to that of a functioning weapon.</td>
</tr>
</tbody>
</table>

**Consequences for Inappropriate Behavior**

**Factors Considered in Determining Consequences:**

Specific consequences for inappropriate behaviors depend on many factors including the nature and severity of the behavior, the potential impact of the behavior, circumstances surrounding the behavior, the age, maturity, Special Education status of the student,
relationship between parties, and whether or not the student has engaged in previous inappropriate behaviors, among other factors.

Possible Consequences Include (but are not limited to):

- Take a Break
- Social Conference
- Loss of Privilege
- Apology of Action
- Referral to Dean
- Conference with parents
- In School Suspension
- Out of School Suspension
- Police Involvement
- Expulsion

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**Academic School Practices**

**Assessment and Standardized Testing**

Relevant stakeholders (State of MN, School Board, Charter School Authorizer, Staff etc.) are given a summary of assessment results annually. LILA’s [assessment policy](#) is posted on our website. See our [Upper School Assessment Calendar](#) for more details.

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**Middle Years Programme (MYP) Overview**

The MYP approach to assessment varies in that the students are assessed on a set of four criteria in each subject area. The four criteria in each of the MYP courses are weighted equally. Each criteria is assessed at least twice a year to determine the final summative grade for the course. The criteria below represent the holistic nature of the MYP.

Parents and students will be updated quarterly on the student’s progress in the course. Reports are available on Infinite Campus approximately one week after each quarter ends. The official grade for the course is determined and reported at the end of the school year.
Curriculum - Subject Group Overviews

The IB MYP framework includes presenting curriculum in documents called Subject Group Overviews. See an overview of each subject area’s curriculum in the documents linked below. Please note that Year 1 is 6th grade, Year 2 is 7th grade, and so on. Please also note that these are *living documents*, and teachers adjust them throughout the year.

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Sciences</th>
<th>Individuals and Societies</th>
<th>Language Acquisition - Chinese</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>Chemistry</td>
<td>Language</td>
<td>Language</td>
</tr>
</tbody>
</table>

Criterion A | Criterion B | Criterion C | Criterion D
---|---|---|---
Language and Literature | Analyzing | Organizing | Producing Text | Using Language
Language Acquisition | Listening | Reading | Speaking | Writing
Individuals and Societies | Knowing and Understanding | Investigating | Communicating | Thinking Critically
Science | Knowing and Understanding | Inquiring and Designing | Processing and Evaluating | Reflecting on the Impacts of Science
Math | Knowing and Understanding | Investigating Patterns | Communicating | Applying Mathematics in Real-world Contexts
Arts | Knowing and Understanding | Developing Skills | Thinking Creatively | Responding
P.E./Health | Knowing and Understanding | Planning for Performance | Applying and Performing | Reflecting and Improving Performance
Design | Inquiring and Analyzing | Developing Ideas | Creating the Solution | Evaluating
Graduation - Formative and Summative Assessment

Formative assessments

Used in the instructional part of each unit to inform students and teachers about the students’ understanding. Formative assessments are considered practice and help us to understand how the student is progressing in each criterion. Quality and completion of formative assessments influence the student's overall numerical grade.

Summative assessments

Given at the end of a learning period to allow students to demonstrate what they know. Summative assessments are the primary measure used to determine the student’s overall numerical grade.

Diploma Programme (DP) Overview

IB DP Grades and LILA (School) Grades

All LILA Diploma Programme courses are awarded both a final IB DP grade and a final LILA (school) grade.

IB Diploma Programme Grades

Students will be notified of their official DP scores in the summer after high school graduation.
• Internal assessments (IA): Completed according to IB DP procedures. Scored by LILA teachers with IB rubrics, then moderated by official, trained IB examiners. These IB grades do not go into the LILA grade book and are not calculated into a student’s GPA.

• External assessments (EA): Completed according to IB DP procedures. Scored by official, trained IB examiners. These IB grades do not go into the LILA grade book and are not calculated into a student’s GPA.

LILA (school) Grades

Students will receive these grades through Infinite Campus throughout the year.

- Earned by all students enrolled in courses at LILA; go toward progress reports as well as final course grade, as well as GPA on a student’s LILA transcript:
  ○ Formatives
  ○ Summatives

DP Formative and Summative Assessments

Formative assessments are used in the instructional part of each unit to inform students and teachers about the students’ understanding; these assessments are considered practice and help us see how the student is progressing toward course objectives. Teachers of these courses will create formative rubrics that use IB subject standards for each subject group as well as task-specific descriptors of the assessment. Formatives in DP courses will be assessed and reported on Infinite Campus on a DP 1-7 point scale. Quality and completion of formative assessments influence the student’s overall numerical grade.

Summative assessments are given at the end of a learning period to allow students to demonstrate what they know. Summative assessments are the primary measure used to determine the student’s overall course numerical LILA-level school grade on a 1-7 point scale, which is also used to calculate a student’s GPA. Like formatives, summatives are necessary to prepare students for IB DP assessments and to build important skills. Summative assessments are the primary measure used to determine the student’s overall numerical grade.

Teachers of DP courses will align their summative assessments as closely as possible with IB DP assessment criteria. Official rubrics for DP assessments (internal and external assessments) vary greatly in terms of criteria, total marks/points, etc. from course to course. Teachers will convert their LILA summative grades from the score on a completed rubric to a grade on the DP 1-7 scale for reporting purposes on Infinite Campus. The table below shows the conversion for DP summative grades that use a rubric designed with a point system other than 1-7. IB grade boundaries and global exam statistics are key factors in how these percentage ranges are decided.
### Missing or Late Summative Assessments

Assessment is integral to all teaching and learning that involves a partnership between students and teachers. Student work helps inform, enhance, and improve the teaching and learning process.

- Learning is best supported around the time it is occurring in the classroom.
- Timely, specific feedback and strong relationships between teachers and students are effective ways to engage students in timely submission of high-quality work.
- Positive and proactive communication regarding assessment and learning from both the teacher and student supports the learning process.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Type</th>
<th>MYP-assessed courses in Grades 6, 7, and 8</th>
<th>MYP-assessed courses in Grades 9 and 10 DP-assessed courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late work, including absent on due date</td>
<td>Formatives</td>
<td>Prior to submitting the Unit’s Final Summative Assessment</td>
<td>Prior to submitting the Unit’s Final Summative Assessment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Formatives submitted <strong>AFTER</strong> the unit’s summative assessment is given/due may receive feedback, but will not receive a grade from the teacher.</td>
<td></td>
</tr>
<tr>
<td>Summatives</td>
<td></td>
<td>2 weeks</td>
<td>1 week</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Late summative assessments that are <strong>submitted AFTER the late work time limit will</strong> earn teacher feedback, but will remain a zero in the gradebook.</td>
<td></td>
</tr>
<tr>
<td>Retakes, one (1) retake per assessment</td>
<td>Formatives</td>
<td>Prior to submitting the Unit’s Final Summative Assessment</td>
<td>Prior to submitting the Unit’s Final Summative Assessment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Retakes of summatives submitted</td>
<td>Retakes of summatives submitted</td>
</tr>
<tr>
<td></td>
<td>Summatives</td>
<td></td>
<td><strong>• Late summatives cannot be</strong></td>
</tr>
</tbody>
</table>
In order to retake a summative assessment, students must make a plan with the teacher, perhaps involving work after school, to create a plan for retakes.

Prior to the summative retake, teachers may require specific, quality formative work, for that unit of study, to be turned in and/or the original summative assessment be corrected/edited.

What should I do if I am missing assignments?
If a student is missing assignments:
  - Reach out to the teacher and make a plan to meet with them after school

Progress Reports are available on Infinite Campus approximately one week after each quarter ends.

### Important End-of-Quarter and Reporting Dates

<table>
<thead>
<tr>
<th>IMPORTANT DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>• <strong>November 4, 2022</strong> - End of Quarter 1</td>
</tr>
<tr>
<td>• <strong>January 20, 2023</strong> - End of Quarter 2</td>
</tr>
<tr>
<td>• <strong>March 31, 2023</strong> - End of Quarter 3</td>
</tr>
<tr>
<td>• <strong>May 31, 2023</strong> - End of Quarter 4 - End of Year Final Grade</td>
</tr>
</tbody>
</table>
Grade Reporting System

MYP (Grades 6-10) AND NON-DP COURSES

At LILA, the MYP and Non-DP approach to assessment is based on four criteria for each subject area. The four criteria in each of the courses are weighted equally and are used to determine the **final grade at the end of the school year**.

**Progress Reports**: The progress reports that your student received for Quarters 1 - 3 are NOT averaged to determine the final summative grade at the end of the year. These grades are used only to help the student and parent see the progress your child is making and to help determine if support may be needed to help them succeed.

**Final End-of-Year Grade**: Our approach to feedback is based on a growth-based model. Teachers use evidence of student learning in each of the equally weighted four criteria to determine a final grade at the end of the school year.

For an overview of assessment in the Middle Years Programme at LILA, please see our [guide](#).

For a more detailed overview see this [Video Presentation](#) explaining our MYP grading practices. If you have any questions, please feel free to reach out to LILA MYP Coordinator, Natalie Kainz (nkainz@mylila.org).

DP COURSES

Students taking DP courses will earn two grades for each course: an “IB grade,” and a “LILA grade.”

They earn the “IB grade” directly from the International Baccalaureate Organization, based on their performance on the externally graded test they will complete in spring of their senior year. The IB grade helps the IB determine whether or not students earn the full IB Diploma (in addition to the Minnesota High School Diploma.) The IB grade is also used by many colleges and universities to determine how college credit and college course exemptions each DP graduate is eligible to receive for their DP coursework.
Each student in a DP course will also earn a “LILA grade” from their teacher, based on their performance in the class at LILA. This grade goes on their high school transcript and allows them to earn a Minnesota High School Diploma.

DP courses vary greatly from course to course. In addition, they do not align with each other; therefore, a cumulative approach to quarter and final grades is necessary for school grades in DP courses.

DP course grades at the school level:
- are calculated each quarter by finding the average summative score for the quarter, then taking the student’s average formative grades for that quarter into account.
- are reflected in Infinite Campus.
- contribute to the student’s high school grade point average (GPA).
- contribute to the MN High School Diploma requirements.

To calculate a student’s final LILA grade for a DP course, teachers average the four quarter grades. Note: Fourth quarter grades are present in Infinite Campus only for DP-labeled courses.

The DP coursework at LILA prepares students for the IB-required components, known as internal and external assessments (IA and EA), for an individual DP course. While the IB-awarded grades for these assessments are not reflected in Infinite Campus and do not directly impact a student’s high school GPA, a student enrolled in a DP course is required to complete the IB internal and external assessments for that course, including submission of these assessments by teacher-set deadlines.

For an overview of assessment in the Diploma Programme at LILA, please see our guide. If you have any questions, please feel free to reach out to LILA DP Coordinator, Gina Graham (ggraham@mylila.org).

The MYP uses rubrics to communicate assessments and learning. All rubrics are on a 0-8 international scale. These are converted quarterly to a (1-7) scale - see below. We use our online grade book, Infinite Campus, to report on the IB achievement levels and to report out a final number grade (1-7).

<table>
<thead>
<tr>
<th>LILA Levels of Achievement (IB)</th>
<th>Unweighted GPA</th>
<th>Related Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>very limited quality, many significant misunderstandings, rarely demonstrates critical or creative thinking</td>
</tr>
<tr>
<td>2</td>
<td>1.25</td>
<td>Limited quality, significant gaps, Infrequent critical/creative thinking</td>
</tr>
<tr>
<td>3</td>
<td>2.0</td>
<td>some, acceptable, basic understanding of many concepts</td>
</tr>
<tr>
<td>4</td>
<td>2.75</td>
<td>good, adequate, basic understanding of most concepts</td>
</tr>
</tbody>
</table>
Course Credit in High School Courses

High School students (grades 9-12)

Students will be awarded credit for the successful completion of each academic course at the end of the school year. Credit is not awarded for study hall. Successful completion is defined as a final grade of 3 through 7.

Students who complete a daily course are awarded one credit, while every-other-day courses are awarded half a credit.

A final grade of 1 or 2 in a required course will require a student to repeat the course in a subsequent year or in summer school.

Middle School students (grades 6-8)

Students will be awarded credit for the successful completion of a language course and/or high school geometry at the end of the school year. Successful completion is defined as a final grade of 3 through 7.

Students who complete a daily course are awarded one credit, while every-other-day courses are awarded half a credit.

A final grade of 1 or 2 in a sequential course will require a student to repeat the course the following year or in summer school.

Middle school students who take high school level courses will earn high school credits that will be averaged into their running grade point average. Parents and students must be aware that a poor performance in any high school course, regardless of the age at which a student attempts the course, can have a lasting impact.
Student Life

Academic Honesty

Upper School’s Academic Honesty Policy is posted on our website.

We, the Lakes International Language Academy community, seek to foster the IB Learner Profile Attributes in all students. The LILA faculty believes that academic integrity is crucial to the core values implicit in the Learner Profile. As the Learner Profile is taught to our students, the faculty will explore the Principled attribute in its definitions as it applies to core values as well as both personal and academic integrity. We wish to uphold the educational philosophy of the IB and our school.

Academic honesty agreement

The LILA community seeks to highly discourage academic misconduct. Examples of academic misconduct are outlined in this agreement. Students are expected to agree to refrain from engaging in academic misconduct for all formative and summative assignments/assessments.

All students in the LILA community agree to refrain from engaging in the following breaches to IB regulations:

- Plagiarism: The representation, intentionally or unwittingly, of the ideas, words, or work of another person without proper, clear and explicit acknowledgment.
- Collusion: Supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another student.

Consequences for violation

Violation of the above standards on/during a LILA-level formative or summative assessment could include a zero on the exercise, a referral to administration, and parent/guardian contact.

Activities/Athletics Eligibility

Students interested in athletic activities are asked to listen to the daily announcements for details on how to sign up. There is also information in the Community Update newsletters sent to parents.

To participate in a school related activity students must:
• Students participating in athletics must complete all school participation forms as well as a physical examination according to the Minnesota State High School League rules.

• Be in attendance for at least half of the school day of the activity. This is mandatory for participation in the evening activity.

• Maintain scholastic eligibility, by making satisfactory progress as defined by Lakes International Language Academy administration and staff. Must have a grade of 3 or above in all classes. Credits are checked quarterly.

• Students must adhere to LILA and MSHSL’s code of responsibilities. As a student participating in my school’s interscholastic activities, I understand and accept the following responsibilities:
  ● I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
  ● I will be fully responsible for my own actions and the consequences of my actions.
  ● I will respect the property of others.
  ● I will respect and obey the rules of my school and the laws of my community, state and country.
  ● I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.
  ● A student whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the principal and/or AD.

Add/Drop Classes

Each year we spend many hours organizing the master schedule. In the event of conflicts, closed classes, or classes not offered, we will use the alternate courses listed on your registration form to adjust your schedule.

Student schedule changes may be requested through the first 5 days of the school year. After the first five days, student schedules can only be changed at the request of administration for special circumstances. Schedule changes are discouraged, and in many cases not possible, as staffing decisions are based on student schedule requests.

Changes in a student schedule can only be honored if it is educationally best for the student and there is room in the desired course. Examples of “acceptable” schedule changes include:

● Inappropriate course placement.
• Course prerequisites have not been met.
• Course has been taken and cannot be repeated for credit.
• Special circumstances as determined by an administrator.

Announcements
Announcements are posted each morning.

Backpacks
Students are encouraged to bring only necessary items to school/class. Students may bring their backpacks to class with them.

Bikes
Students may ride bikes to school. Bikes must be parked in the racks near the cafeteria and locked when not in use. All students should wear helmets.

Breakfast
Breakfast should be eaten in the cafeteria from 7:25 - 7:45. Students who arrive at 7:45 or later may not have time to eat in the cafeteria, and can get a special breakfast pass to bring their unopened breakfast food to class.

Behavior Expectations and Procedures

Common Agreements
LILA students and staff strive to embody the attributes of the International Baccalaureate Learner Profile. We value community and strive to build trust in a positive and supportive environment. Students are expected to adhere to the rules and common agreements of the school, as well as to act respectfully to all members of the community. Violations of school expectations and policies listed in the handbook, which is a non-exhaustive list, may result in discipline up to and including suspension or expulsion from LILA.

The following are some guidelines intended to help ensure that the educational program can function to the best advantage of all students and staff.

• Be present in classes daily.
• Be prepared and in class on time.
• Bring all required materials to class.
• Show respect for staff, other students, school property and yourself.

Cell Phones and Electronic Devices

Cell phones and ear buds will be allowed before and after school and in the cafeteria during lunches. There will be no cell phone or earbud use during class unless specifically directed by staff to do so. All cell phones and earbuds must be silenced and completely stowed during class time.

Before and After School and IN the Cafeteria at Lunches:

• Cell phone and earbud use is allowed.

During Class Time:

• All cell phones and earbuds must be silenced and stowed.
• No cell phones or earbuds will be allowed in hallways or bathrooms during class time.
• Teachers are asked to remind students that cell phones are not allowed in hallways and bathrooms before allowing them to leave the classroom with a pass.

Class Exceptions:

• Occasionally, a teacher or other staff member may temporarily allow cell phone and/or earbud use during class time for educational purposes.

Consequences:

• If a student has their phone out at inappropriate times during the school day, a staff member will ask the student for his/her cell phone or electronic device. The student must give it to them without incident. The student will then be able to pick it up at the end of the school day in the office.
• If a student refuses to give the cell phone or electronic device to the staff member, the Dean will be called and the cell phone or electronic device will be confiscated and may be held in the office until a parent is contacted about the cell phone use and the student's insubordination by refusing to give the teacher the cell phone.
General Internet Guidelines

- Do not use obscene, profane, lewd, vulgar, rude, threatening, hostile, bullying, or disrespectful language. These actions not only violate the school’s policy, but may also violate laws in the United States and elsewhere.
- Never say anything via email or online that you would mind the entire world seeing.
- Use common sense at all times; if an action seems questionable, then it probably is.
- Abide by the terms and conditions of all websites and online services you access.
- Do not violate any intellectual property rights of others, including, for example, copyrights and trademarks.
- Never transmit or publish any information, software, or content that violates or infringes on the rights of others.
- Always give credit to others whose work you use. Do not copy or plagiarize internet content. Always appropriately acknowledge the source of materials and obtain appropriate consent.
- Do not capture or distribute the contact information, image, or likeness of any LILA student or staff member without explicit permission of the person whose information, image, or likeness is to be shared.
- Security on any computer system is a high priority. If you feel you can identify a security problem in the School’s computers, network, websites, etc. notify the administration immediately.
- Never access files or information that you do not have permission to access.
- Protect your IDs and password. Never share your password with another, and never use the password of another. Users of LILA’s network and computer resources have a responsibility to properly use and protect those information resources and to respect the rights of others.

- Students have a limited right to privacy when using LILA’s electronic communications resources, which includes LILA-provided electronic devices such as computers and internet resources.

- LILA has the right to monitor all communications on its server and electronic equipment. Students have no expectation of privacy when utilizing LILA’s internet resources.
resources, including when using a personal electronic device on the School’s internet or wireless network, or when communicating on a LILA social media account, or that of a LILA team, club, group, or activity, or any account that might reasonably be believed to belong to LILA.

Social Media Best Practices

Social media is any form of online publication or presence that allows interactive communication, including social networks, blogs, photo sharing platforms, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, YouTube, Google+, and Snapchat. Students should understand the following principles in order to create the kind of digital footprint and record with which they can feel comfortable. Many colleges and employers will search social media before making hiring and admissions decisions, and it is important to remember that online actions leave a permanent record.

- Be your best self online – post accurate information and be accountable for what you say.
- Get your parents’ input about what information they feel should remain private and what is fine to post publicly. Your parents may provide guidance and supervision of your online activities by having access to your passwords and usernames.
- When you use social media for academic purposes, such as for a school assignment, treat the platform as a digital extension of your classroom – the same rules apply online as they do at school.
- Take a few extra minutes to think about whether a post will be hurtful or embarrassing to you or others or whether it could negatively affect a future opportunity.
- While at times, it is easy to tell whether a social media use is school-related or personal, at other times, it may be difficult to distinguish fully between different uses. Sometimes, personal social media use, including off-hours use, may result in disruption at school and the school may need to get involved. This could include disciplinary action such as a parent conference or suspension. It is important to
remember that LILA rules prohibiting certain types of communication, like bullying and harassment, also apply to electronic communication.

- Privacy settings are automatically set by social media providers governing who can see your posts, how information is linked, and what data is available to the public. Each social media platform has different privacy setting defaults and some change those settings without making it obvious to you. As a user of social media, you should determine whether to change the default settings to make access to postings more or less private.

- Protect yourself online. Try not to post too much identifying information that could risk your safety or increase the chance of identity theft.

- Take cyberbullying seriously. If you are being cyber-bullied or hear about/observe someone else being cyber-bullied, report the behavior and get help. You can tell a parent, school staff, another adult family member, or a trusted adult. If no adult is available and you or someone else is in immediate danger, call 911. It is important not to respond to, retaliate, or forward any harassing, intimidating, or bullying content. “Unfriend,” block, or remove people who send inappropriate content. It may also be a good idea to save screenshots of harassing messages, as this evidence could be important to show an adult if the behavior continues.

Cafeteria Expectations

- Walk to the cafeteria.
- Show courtesy and respect to everyone who shares the lunchroom.
- Eat your own lunch; leave others’ lunches alone.
- Keep voices at a conversational level.
- Clean up after yourself.
  - Pick up all papers or goods that have dropped on the floor and place them in the receptacles provided.
  - You are responsible for stacking at least one chair, if last lunch.
  - Be a responsible table member by taking turns cleaning the table.
- Return to classrooms only when dismissed by lunchroom staff.
Directory Information
Reference: Lakes International Language Academy - District 4116 Board Policy 330

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Lakes International Language Academy–District 4116 (LILA), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the District may disclose appropriately designated *directory information* without written consent unless you have advised LILA in accordance with District procedures.

*Directory information*, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent or guardian’s prior written consent. At LILA, *directory information* includes the following information relating to a current or former student:

- Name
- Mailing address
- Height and weight 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 graduation

*Directory information does not* include student email, student phone number, or any identifying data that references religion, race, color, social position, nationality, or date of birth.

If you do not want LILA to disclose any or all of the types of information designated above as *directory information*, you must notify LILA in writing by October 1 of each school year. To opt out, email LILA’s [Data Practices Responsible Authority](#) with your student’s name, grade, and *directory information* you do not want disclosed.

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Dress Code

We adhere to the following LILA Policy:

Allowable dress code is below:

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
Clothing must cover undergarments, waistbands and bra straps excluded.

Fabric covering all private parts must not be see through.

Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.

Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.

Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Extra Help
Students are encouraged to talk with their teacher about their assignments and get support if needed.

Food/Beverage Guidelines

- Bringing a water bottle is encouraged.
- Eating in the classrooms will not be permitted.
- Students are not allowed to order food from outside vendors or restaurants for lunch. Parents and guardians should also refrain from bringing in food from outside vendors.
  - Federal regulations, along with the Health Department, govern the school meal program and they have very strict guidelines that prohibit food being brought in from outside sources other than the students' homes.
- Students are not allowed to leave the building or school grounds for lunch. Students who are in violation of these guidelines may be subject to disciplinary actions.
- There are a few students at the Upper School who have allergies to peanuts/nuts that can be life-threatening. All snacks with peanuts or tree nuts should be eaten ONLY in the cafeteria!
○ If you are eating any food containing peanuts/nuts, wash your hands before returning to class after lunch.

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### Headphones

Use of headphones in the classroom are at the discretion of the teacher.

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### Health Office

The school nurse or health aide is available to help with health concerns.

The school health office can be reached by calling 651.464.8989. A licensed school nurse and supervised health aide provide health services, including health counseling, education, and screenings for students.

Notes for exclusion from participation in Physical Education class should be brought to the Health Office.

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### Library Expectations

- Items checked out can be kept for 2 weeks and renewed twice.
- Damaged items are charged to student accounts.
- Lost items are charged to student accounts.
- Students have until graduation day (Seniors) or until the last day of school to return items, provide replacements, or pay fees.
- Students and staff may not remove items from the library without the librarian present.
- Shareable technology must be checked out by a library staff member prior to its removal from the library.
Lockers

Locker assignments will be issued for the 2022-2023 School Year. Students are expected to use only the locker assigned to them and keep them locked at all times. Hall lockers are “on loan” to students for the school year and remain the property of the school. The school reserves the right to inspect student lockers when building administrators, in their reasonable judgment, deem such action necessary to insure the safety and welfare of students and staff. It is the individual student's responsibility to keep the assigned locker clean and neat and the locker combination confidential at all times.

Students are NOT to share lockers with other students. Students are advised not to keep money or other valuable items in their lockers. THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN PROPERTY. Search of Student Lockers Policy Link

Lost and Found

Lost books that are found will be returned to the department/library. Other items that are found may be claimed in the lost and found (outside of the South gym). Unclaimed items will be turned over to charitable organizations at the end of each quarter.

Medications

See LILA Policy 344

We follow LILA Policy 344 regarding medications in the school setting.

If your child takes ANY medication, including over-the-counter medicines or lotions, please submit the Medication Dispense form. If your Upper School student in grades 6-12 is allowed to take non-prescription pain medication at school, we must also have your permission on file. We cannot dispense medicine without these forms on file.

Medication Dispense Form
Self-Administration of Nonprescription Pain Medication (Upper School only)
Upper School students in grades 6-12 are allowed to take non-prescription pain medication at school, if their parent or guardian has submitted written authorization for the student to self-administer the medication each school year.

- The medication must be a non-prescription pain medication (for example, Tylenol, Ibuprofen, Motrin). All other over-the-counter medications must follow Policy 344 LILA Medication Policy.
- The Medication may NOT contain ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.
- The medication must be used as stated on the label (for example, one tablet every four hours as needed).
- The medication must be brought to school in a properly labeled bottle and not expired.
- **The student must not share the medication with anyone else.**

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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, except in the cafeteria during the student’s lunch period. At no other time are students allowed to use cell phones during the school day.

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

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**Pledge of Allegiance**

The Pledge of Allegiance is recited on the first day of school each week. Minnesota Statute 121A.11 mandates that, “Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person’s right to make that choice.”

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**Religion in the Schools**

Reference: Lakes International Language Academy - District 4116 Policy 144
LILA supports 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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**School-issued Materials**

Students are expected to return school-issued materials at the conclusion of the class or when the item is due back. Materials that are lost, stolen, or damaged must be paid for by the student/family.

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**Student Records**

**Education Data**

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

Education data are data on individuals maintained by a public educational agency or institution. At LILA, a cumulative school record containing educational progress and developmental information is maintained for each student. For instance, the record may contain academic progress reports, examples of student work, standardized test scores, disciplinary notices, and health and attendance records. Data held by contractors performing an institutional service or function are also considered education data.

In general, education data is protected by law and only available to parents, legal guardians, eligible students (defined as 18+ years old), and school officials. While other persons cannot access education data without the written permission of parents, legal guardians, or eligible students, there are exceptions. Data such as directory information may be public—see the Directory Information section of this handbook for more information. Additionally, education data may be shared, without permission, when requested by another school district where the student seeks or intends to enroll, with
law enforcement or other investigative agencies, in health and safety emergencies, or in the case of alcohol and controlled substance violations.

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**Family Involvement**

**Conferences**

**Fall:** Student Orientation (Only for incoming 6th graders and others transferring to LILA Upper School for the first time)

**Fall and Spring:** These are conferences that include the parent, student, and teacher. These review the student’s progress, share information about the grading criteria, and student work samples. Goals will be discussed to determine how everyone involved can support the achievement of these goals.

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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. It’s best to email teachers, to avoid interrupting classes or meetings with phone calls. If a phone call is best for the parent, please do leave a voicemail if the teacher is unable to pick up. Calls going to voicemail will be returned within one working day, except in rare circumstances.

**Fundraisers**

All fundraising efforts (by clubs, sports teams; for LILA-specific purposes, personal purposes, etc.) which are conducted at school must be pre-approved by the Building Principal, without exception. Additionally, all fundraising must be conducted outside of school hours (which are 7:47 AM - 2:15 PM). All funds raised through fundraisers must be spent for the purpose for which the money was collected or raised. Failure to follow this directive could result in the loss of funds collected or raised, the loss of items related to the fundraiser, and/or disciplinary action.
Many groups coordinate 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 LILA's intent for students to sell any product door-to-door. **Participating in fundraisers is purely voluntary.**

**LILA Booster Club**

The LILA Booster Club is open for membership to all parents/guardians, grandparents and teachers connected with the Upper School. The LILA Booster Club primarily functions to support the staff and students by providing volunteers and financial assistance to support our school’s activities and athletics programs. They meet monthly (check the activities calendar for dates and times). General meetings are open to the public and everyone involved with LILA is encouraged to attend.

**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. LILA uses a sign-in system that will read government issued ID cards (e.g. a drivers’ license). The system will then complete a quick background check, including for protection orders, before issuing a visitor sticker.

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.

**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.

- All volunteers will have a supervisor designated prior to starting an assignment.
Volunteers shall be given appropriate supervision and assignments that support the educational objectives of the school, class, or curriculum. 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. 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. 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 651.464.8989. 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 volunteers will be required every three years.

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.
(Insert Google form for student acknowledgement of policies and expectations. Must be complete by September 30th, 2022 - All students).