



2018 -2019

Upper School

Parent & Student Handbook

Introduction.....	5
Upper School Administrative Staff Directory	5
General Information.....	6
Building Hours:	6
Afterschool Procedures	6
Club and Activity After school Procedures	6
Closed Campus:	6
Visitors	7
Calendar:	7
Bell Schedules:	7
Emergencies:.....	7
School Practices	7
<i>Academic Honesty</i>	<i>7</i>
Academic honesty agreement.....	7
Consequences for violation	8
<i>Activities/Athletics Eligibility</i>	<i>8</i>
<i>Assessment</i>	<i>9</i>
Grade Reporting System.....	9
Standardized Testing	9
Civics Test	10
Language Tests.....	10
<i>Attendance</i>	<i>10</i>
School Hours.....	10
Excused and unexcused absences	10
Reporting an Absence.....	11
Leaving Campus Early	11
Pre-Arranged Absences	11
Tardies to Class.....	11
Truancy	11
Absences and Assignments:.....	12

<i>Behavior</i>	12
Common Agreements	12
Learner Profile in Action.....	13
Inappropriate Behaviors	14
Consequences for Inappropriate Behavior.....	18
<i>Communication</i>	18
Phone/Email	18
Infinite Campus Portal.....	19
Accessing Infinite Campus.....	19
Understanding Infinite Campus Formative/Summative Codes	20
Google Classroom for Students	20
Conferences	20
<i>Grading - Formative and Summative Assessment</i>	20
MYP Criteria.....	21
<i>Missing/Late Work</i>	22
Formative Work/Assessments	22
Summative Assessments	23
<i>Course Credit</i>	24
<i>Medications</i>	24
<i>Technology and Internet</i>	25
Bring Your Own Device	25
Cell Phones and Electronic Devices	26
General Internet Guidelines	27
Social Media Best Practices.....	28
<i>Student Life</i>	29
Add/Drop Classes.....	29
Advisory	30
Announcements.....	30
Backpacks	30
Bikes.....	30

Breakfast.....	30
Cafeteria Expectations.....	30
Food Recycling Program	31
Dress Code.....	31
Extra Help	31
Food/Beverage	31
Fundraisers	31
Health Office	32
Lockers.....	32
Lost and Found.....	32
Lunch Reminder	32
Pledge of Allegiance.....	33
School-issued Materials	33
Transportation.....	33

Introduction

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.

Mission Statement

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

Our Action Statements

Think For Myself

Think About Others

Think Beyond Today

Upper School Administrative Staff Directory

Shannon Peterson - 464-8989 x304

Director

Nancy Hawkinson - 464-8989 x330

Principal

Jennifer Wurscher - 464-8989 x306

Dean of Students, 504 Coordinator

Stacy Carpenter - 464-8989 x329

Academic School Counselor

Natalie Kainz 464-8989 x 327

Middle Years Programme Coordinator

Sarah Ray - 464-8989 x372

Diploma Programme Coordinator

Jenni Muras - 464-8989 x 364

Athletic and Activities Director

Stacey Julien - 464-0771 x303

School Nurse

Scott Holland - 464-8989 x369

Technology

Ceci Delbene - 464-8989 x328

Upper School Assessment Coordinator

General Information

Building Hours:

The supervised building hours of 7:25am- 4:00pm. Students who are in the building before/ after that time must have an appointment with a teacher, be accompanied by their parent/ guardian, be involved in a before or after school activity or have special permission.

After school, the front office area is off-limits unless students need assistance or need to make a phone call.

Any unsupervised student staying after 4:00pm, must wait in the heated front entryway and will not have access to bathrooms or phone.

Afterschool Procedures

Students staying after 2:30, with special permission, may work/sit quietly in the after school student study area. Students will not be permitted to go outside due to limited supervision.

Club and Activity After school Procedures

If the activity starts later than 2:15, the student should wait in the after school student study area until the activity begins.

After activities, student should be under the supervision of teacher or coach until they are released into the either the after school student study area or front entryway.

Once students leave the building, there is a no re-entry.

Pick-up Locations:

- 2:12 - 2:30: Front door
- **2:30 - 4:00: You will need to make arrangements for your child to know when you are picking up, as they will be in the after school student study area.**
- **After 4 pm:** Front door. Students will be asked to wait in the front entry after 4 pm. Note: they will not have access to the school building, their lockers, or bathrooms.

Closed Campus:

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

Visitors

All visitors must sign in at the front office. All visitors must identify themselves, state their purpose, wear a visitor badge, and be approved before they will be allowed access to the building.

Calendar:

The school calendar is located on the LILA website.

Bell Schedules:

LILA follows a 7 period year long schedule, with a Day 1 & Day 2 rotation.

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.

School Practices

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*

- Definition: The representation, intentionally or unwittingly, of the ideas, words, or work of another person without proper, clear and explicit acknowledgment.

- *Collusion*

- Definition: 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.

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 MSHL'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.

Assessment

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.

Grade Reporting System

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

Standardized Testing

The Minnesota Comprehensive Assessments (MCA) and alternate assessment Minnesota Test of Academic Skills (MTAS)

Staff will administer Standards- Based Accountability Assessments to students in Upper School as mandated by the State of Minnesota in the spring of each year. The test results are provided to families annually via Infinite Campus. The state tests that help districts measure student progress toward Minnesota's academic standards and also meet federal and state legislative requirements. Students take one test in each subject. Most students take the MCA, but students who receive special education services and meet eligibility requirements may take the alternate assessment MTAS instead.

The list below shows tests by subject along with the grades they are given in parentheses behind each subject.

Reading: MCA or MTAS (grades 8,10)

Mathematics: MCA or MTAS (grades 6-8, 11)

Science: MCA or MTAS (grade 8 and high school)

Civics Test

All students enrolled in Civics must complete and pass a state mandated Civics Test in order to graduate.

Language Tests

Upper School uses language tests to determine student placement and advancement in language acquisition courses, as well as to award Bilingual/Multilingual Certificates and the Minnesota Bilingual/Multilingual Seal.

Attendance

Students and parents should be knowledgeable of [LILA's Attendance Policy 332](#).

School Hours

School day is 7:49 a.m. - 2:11 p.m. at Headwaters Campus. Please arrive between 7:30 a.m. and 7:45 a.m.

Excused and unexcused absences

LILA recognizes the following legitimate reasons for an acceptable absence from school or class:

1. Illness verified by a parent or doctor
2. Family emergencies
3. Scheduled appointments with prior school notification
4. Religious holidays
5. Pre-arranged family travel

Unexcused absences are those not recognized by LILA as legitimate reasons for missing school. Examples of unacceptable reasons for absence and tardiness include but are not limited to:

1. Overslept (alarm clock didn't work/missed bus)
2. Shopping
3. Car trouble/needed at home (i.e., baby sitting, chores)
4. Family travel NOT pre-arranged with the school
5. No call or note from parent regarding absence

Reporting an Absence

A parent or guardian will need to send an Absent Today e-mail or call our Attendance Line at 651-252-6710 to excuse your absence.

In your voicemail or email, please note if your student has a communicable illness, so that we may inform your student's teacher to be on the lookout for similar symptoms in the classroom.

If your parent did not report the absence previously, the student should bring a written note when returning to school.

Leaving Campus Early

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 leaving early is unplanned, please call the Main 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 and be signed out by a parent/guardian listed with the school before leaving the building and must be signed back in upon return.

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.

Pre-Arranged Absences

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.**

Tardies to Class

Consequences for tardies are addressed in the following ways:

1st, 2nd tardy - Warning

3rd, 4th, 5th tardy - Contacts parent

6th tardy and higher - Teacher writes referral in Campus, consequence issued from office

Truancy

A letter from the school will be emailed to parents when 3 unexcused absences occur. After 5 unexcused absences or 10 excused absences, 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.

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 number make-up days for each day of absence to turn in missing work without late work consequences.
 - For example, assume that a student is absent on Day 1 for one day. At a maximum, the student will have 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.
- Field trips, discipline related suspensions, and unexcused absences, assigned due dates still apply and 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.

Behavior

Common Agreements

LILA students and staff strive to embody the attributes of the International Baccalaureate Learner Profile. We value a 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 immediate dismissal from the program.

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 teachers, other students, school property and yourself.

Learner Profile in Action

	Classroom	Hallway	Cafeteria	Assembly	Bathroom	Gym/ Athletic Fields	Bus
Principled I AM...	Be on time. Bring materials to class. Be respectful to others. Complete my work with academic honesty.	Think about what you need for your next class. Be in class on time. Lock your locker.	Wait patiently for your turn. Stay seated. Stay within the boundaries (provided by lunchroom staff)	Pay attention to the speaker. Raise your hand if you have a question or comment.	Get in, get out. Keep bathroom clean. Keep it technology free! Use passing time for bathroom breaks.	Wear appropriate clothing. Bring sports equipment. Pay attention and participate	Stay in your seat. Keep hands and head inside the bus. Keep walkways clear.
Communicator I SAY...	Ask for help when needed. Participate and encourage others to participate. Raise your hand. Follow classroom signals.	Walk and talk. Use appropriate language and volume level.	Use inside voices. Be polite to lunchroom staff. Be friendly and invite others to sit with you.	Ask your questions in a respectful manner. Use appropriate communication during the assembly - (clapping, cheering, or being quiet.	Tell an adult if bathroom supplies need replacing. Report vandalism.	Be encouraging. Cheer others on. Use appropriate language.	Use appropriate language and volume level.
Caring I DO...	Help others if they have a problem. Help others stay on task by being a positive influence.	Help others if they drop something. Keep the building clean.	Stack trays neatly. Pick up after yourself. Take turns cleaning the table. Push in your chair or stack, if last lunch.	Look at and listen to the speaker. Politely tell people to stop talking if they are talking.	Respect other's privacy. Practice good hygiene.	Safety first! Include others. Play fair and be a good sport.	Keep bus clean. Make room for other people to sit down. Be polite.

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 to assist us with this mission.

Policies - District Policies:

More detailed information regarding Lakes International Language Academy policies can be found on our schools 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

Alcohol and Chemicals See Policy 304: Chemical Use and Abuse	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.
Assault, Physical	Intentionally inflicting bodily harm upon another person or attempting to inflict bodily harm.
Assault, Verbal	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

Bullying See Policy 302: Anti-Bullying	<p>"Bullying" means</p> <ol style="list-style-type: none"> 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. <p>"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</p>
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
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.
Driving, Careless or Reckless	Driving any motorized or nonmotorized vehicle on school locations in such a manner as to endanger people or property is prohibited.
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
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 and Grooming	<p>Attire that is distracting or offensive to other students or staff is prohibited. Examples include:</p> <ul style="list-style-type: none"> • T-shirts showing or promoting vulgarity • Clothing promoting activities that are illegal for students' age (e.g. alcohol); • Clothing promoting articles that are illegal for any age (e.g. illegal drugs) • Exceedingly short, low, high, or transparent items that show undergarments or skin usually covered by undergarments. <p>Hats and hoods are to be removed while students are inside the building.</p> <ul style="list-style-type: none"> • Hats/hoods are removed indoors as a sign of respect in many countries of the world (including many places or events in the United States). To promote international mindedness, LILA will adhere to this policy. • Exceptions will be made for special days or events (eg. Spirit Week costume days, school plays, etc.).
Driving, Careless or Reckless	Driving any motorized or nonmotorized vehicle on school locations in such a manner as to endanger people or property is prohibited.
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 See Policy 312: Harassment and Violence	<p>Harassment -includes but is not limited to- unwelcome physical or verbal conduct or communication when</p> <ol style="list-style-type: none"> 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.
Hazing See Policy 314: Hazing Prohibition	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

Inappropriate Display of Affection	Engaging in any overt, excessive and/or inappropriate groping, fondling, kissing, embracing, or touching of another student.
Inappropriate Material	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.
Inappropriate Language	Use of language that includes, but is not limited to obscenity, profanity, swearing, cursing, or impertinent language that degrades another person is prohibited
Inappropriate Physical Conduct	Physical conduct that is inappropriate. Examples are but are not limited to aggressive behavior, posturing, intimidation, pushing, shoving, grabbing and wrestling.
Insubordination	Willful refusal to follow a direction given by a staff member.
Leaving School Grounds	Leaving school grounds during the school day without permission
Sexual Conduct/Misconduct	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
Technology and Telecommunications Misuse See Policy 316: Internet Acceptable Use and Safety	See School District Policy
Threat / False Reporting of Threat	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.
Theft, or Knowingly Receiving or Possessing Stolen Property	Taking, possessing, using or receiving the property of another without that person's consent.
Tobacco/E-cigarettes/Ignition Device See Policy 324: Smoke and Tobacco Free Environmen	Possessing, distributing, selling or using tobacco or smoking paraphernalia (ie. 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.
Vandalism	Defacing, cutting or otherwise damaging property that belongs to the school, to other students, to staff members or any other individuals.

Insubordination	Willful refusal to follow a direction given by a staff member.
Weapon or Look-alike Weapon Possession See Policy 320: Weapon	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.

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 of Students
- Conference with parents
- In School Suspension
- Out of School Suspension
- Police Involvement
- Expulsion

Communication

Phone/Email

Parents will receive most official communication from teachers and administrators via email, sometimes directly, sometimes via the weekly LILA 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 directly, preferably via email to avoid disrupting classes with a phone call. If a response is required, teachers will do their best to respond within 1-2 work days.

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 question, 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 “Infinite Campus” in the upper right
- 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.

Calendar

- View a calendar of upcoming assignments and attendance events

Schedule

- View the student's daily schedule

Attendance

- View your student's attendance history for this year

Grades

- View the student's grades/assignments by course
- Click on each course name to view the student's formative and summative assignments and grades

Reports

- View a missing assignments report
- View the student's report cards (once they are available)

Understanding Infinite Campus Formative/Summative Codes

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

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.

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

Conferences

Fall: Student Orientation

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

Grading - Formative and Summative Assessment

Formative assessments are 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 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 numerical grade.

MYP Criteria

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.**

	Criterion A	Criterion B	Criterion C	Criterion D
Language and Literature	Analyzing	Organizing	Producing Text	Using Language
Language Acquisition	Comprehending - Spoken and Visual text	Comprehending - Written and Visual text	Communicating	Using Language
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

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).**

LILA Levels of Achievement (IB)	Unweighted GPA	Related Terms
1	0	very limited quality, many significant misunderstandings, rarely demonstrates critical or creative thinking
2	1.25	Limited quality, significant gaps, Infrequent critical/creative thinking
3	2.0	some, acceptable, basic understanding of many concepts
4	2.75	good, adequate, basic understanding of most concepts
5	3.5	thoughtful, generally high quality, secure understanding
6	3.75	substantial, sufficient, competent, high quality, independent
7	4.0	justification, sophisticated, extensive, frequently innovative

Missing/Late Work

Formative Work/Assessments

Teachers will grade these using a rubric that is specific to the formative and give feedback on Infinite Campus with a score and a comment (rubric will be posted on IC and Google Classroom but not printed out for each student). The other in-class activities and work builds to these formatives and might not be graded or recorded in IC, just reviewed by teacher for planning and instructional purposes.

Late

Late formatives **are accepted** with the exception of deadlines coinciding with grading periods.

Missing

- If a student is consistently missing assignments, they may be referred to dean of students. The student will need to complete a **missing assignment reflection sheet** and bring it to the meeting.
- If a student is consistently not turning in assignments by the due dates, a parent/guardians and all-teacher meeting may be called.
- Teachers will post work promptly so that parents receive accurate information on the weekly Missing Assignment Reports that are automatically emailed on Wednesdays.

Summative Assessments

Late

Absent for the summative:

It is expected that within two consecutive classes of returning, students will schedule a date to take that summative and be able to communicate resources that may be needed. If students do not show up for the designated date, the summative will be scored as a zero and the retake policy will go into effect.

Missing/Incomplete

Summative incomplete during class time:

Students are expected to complete in-class summative assessments by the deadline set by the teacher. If a student does not complete the summative within the class time given, the teacher and student will make a plan for completing the summative. If needed, the student's family will be notified and an alternate time will be determined for the student to complete the assessment.

RETAKES

Summative Retake Policy:

Students are allowed to retake summative assessments within the following guidelines:

- In order to retake a summative assessment, students must make an appointment with the teacher to create a plan for retakes.
- Students complete the retake within 2 weeks from the day the graded summative is returned. Not following this requires that the student have a written plan with the teacher.

- No retakes can be submitted after the school set deadline for each quarter.
- Prior to the retake, all formative work for that unit of study must be turned in with quality work and the original assessment must be corrected.
- Once the student has retaken the summative, report the original score and the retake score in the comments section of IC.

Summative work submitted after Progress Report Deadlines

Teachers will give feedback on late summative work submitted past the Progress Report deadline; however, the Progress Report grade will not be changed. The summative assessment will still be factored into the final summative grade for that course.

Course Credit

High School students (grades 9-12)

Students will be awarded credit for the successful completion of an 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 that complete a daily course are awarded 1.0 credits, while every other day courses are awarded .5 credits.

A final grade of 1 or 2 will require a student to repeat the course the following 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 that complete a daily course are awarded 1.0 credits, while every other day courses are awarded .5 credits.

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

Medications

See LILA Policy 344

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

Administration of ANY medication, including over-the-counter medicines or lotions, must have either a Medication Dispense form or Self-Administration of Nonprescription Pain Medication Form on file. **These forms must be completed annually.**

Medication Dispense Form

Self-Administration of Nonprescription Pain Medication

Upper School students in grades 6-12 are allowed to take **nonprescription pain** medication at school, **if their parent or guardian has submit 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.**

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 minimum 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
 - Tablet (iPad or Android) with an add-on keyboard or
 - Chromebook

Note: Phones are not acceptable, as they are not allowed during the school day, nor are they conducive to long writing assignments.

Why require technology?

Using technology to enhance our learning experience has become part of Upper School’s culture. Students at the Upper School use Google Applications, Infinite Campus, and online textbooks. Through our dedicated use of technology, we are ensuring that our students leave Upper School with the ability to access, evaluate, use, and create information effectively and responsibly. They are developing information literacy skills that are critical to their future success.

What if our family cannot afford a device?

We understand that financial situations vary, and that sometimes there just isn’t money for that “one more thing.” If your family cannot afford to provide technology for your child for the upcoming school year, please contact Scott Holland at (651) 464-8989, sholland@mylila.org before August 1. After the student and one parent/guardian sign a usage contract, the student will be able to check out a device, to be used at home and school, for the duration of the school year.

If your family does not have wi-fi access at home, please contact the Building Principal to discuss how we can best support your student.

Cell Phones and Electronic Devices

Students are not allowed to use cell phones during the school day. **All cell phones must be stored in students’ lockers or out of sight. They should be set to silent mode.** Students may have their cell phones before school, during lunch (subject to change), and after school.

- 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.

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, instructor, 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, including when using a personal electronic device on the School’s internet or wireless network.

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 cyberbullied or hear about/observe someone else being cyberbullied, 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. “De-friend,” block, or remove people who send inappropriate content. It may also be a good idea to save harassing messages, as this evidence could be important to show an adult if the behavior continues.

Student Life

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.

Advisory

Advisory is held daily. Teachers meet with small groups of students for the purpose of advising them on academic, social, or future-planning issues. This time is also used to build community and to share important events and activities that are happening.

Announcements

Announcements are posted each morning in Advisory.

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 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 advisory.

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.
- Students will be responsible for cleaning up after themselves.
 - 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 lockers and/or classrooms only when dismissed by lunchroom staff.

Food Recycling Program

When discarding your lunch, there will be 3 bins. One of the bins is for forks, paper, milk cartons, etc. Another bin is for recycling cans and bottles. The third bin is designated for food items only. This bin is picked up by local farmers and used to feed their livestock; this process also helps to reduce waste that would ultimately end up in a landfill.

Dress Code

Attire that is distracting or offensive to other students or staff is prohibited. Examples include:

- T-shirts showing or promoting vulgarity
- Clothing promoting activities that are illegal for students' age (e.g. alcohol);
- Clothing promoting articles that are illegal for any age (e.g. illegal drugs)
- Exceedingly short, low, high, or transparent items that show undergarments or skin usually covered by undergarments.

Hats and hoods are to be removed while students are inside the building.

- Hats/hoods are removed indoors as a sign of respect in many countries of the world (including many places or events in the United States). To promote international mindedness, LILA will adhere to this policy.
- Exceptions will be made for special days or events (eg. Spirit Week costume days, school plays, etc.).

Extra Help

Students are encouraged to talk with their teacher about their assignments and getting support if needed. Teachers are available most Mondays and Wednesdays after school and before school by appointment.

Food/Beverage

Snacks, water bottles, and gum during class are up to teacher discretion.

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 7:49 AM - 2:11 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.

Health Office

The school nurse or health aide is available to help with health concerns. Notes for exclusion from participation in Physical Education class should be brought to the Health Office.

Lockers

Each student in grade 6 is assigned a locker. Students in grades 7 -12 have the option of being assigned a locker.

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 gym). Those items that are not claimed will be turned over to charitable organizations at the end of each quarter.

Lunch Reminder

Students are not allowed to order in 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.

Pledge of Allegiance

The Pledge of Allegiance is recited on the first day of school each week, typically Monday. 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.”

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.

Transportation

Riding a Friend’s Bus - Students who would like to ride the bus home with a friend will need to bring a written and signed note from their parent/guardian stating who they are riding the bus with and their friend’s bus number. Include a number where you can be reached to verify. Students should bring their note to the Main Office BEFORE school starts.



STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>

LOCKOUT GET INSIDE. LOCK OUTSIDE DOORS

Lockout is called when there is a threat or hazard outside of the school building.



STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.



STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.



STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.



SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students