# LAKES INTERNATIONAL LANGUAGE ACADEMY STAFF

## CLASSROOM TEACHERS

**Kinder**
Katie Henk (Srta. Katie)
Claudia Ramirez (Srta. Claudia)
Julie Swenson (Sra. Julie)

**1er Grado**
Nancy Bohada (Profesora Nancy)
Mandy Eilers (Sra. Mandy)
Jenny Miller (Profe Jenny)
Becky Swenson (Srta. Becky)
Amy Thorp (Srta. Amy)

**2o Grado**
Eva Cano (Profe Eva)
Janet Dieter (Srta. Janet)
Brita Larson (Sra. Larson)
Meg Stoltz (Srta. Meg)
Jeff Wittrock (Profe Jeff)

**3er Grado**
Melissa Andretta (Profe Melissa)
Melissa Cuddy (Seño Melissa)
Jade Hibbard (Sra. Jade)
Chelsay Nordtvedt (Srta. Nordtvedt)
Gail Wilkey-Diez (Sra. Gail)

**4o Grado**
Kelley Dunbar (Sra. Kelley)
Jocelyn Hylden (Srta. Jocelyn)
Kendra Lee (Srta. Kendra)

**5o Grado**
Tabi DeFelice (Sra. DeFelice)
Fred Moreno (Sr. Moreno)
Claire Gilbert (Profe Claire)

**6o Grado**
Raul Arroyo (Profesor Raul)
Kristina Kofski (Profe Kristina)
Jessica Nelson (Profesora Nelson)

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| **Director** | **Cam Hedlund** |
| **Assistant Director** | **Shannon Peterson** |
| **Administrative Assistant** | **Patricia Steichen** |
| **Finance, Budget and Reporting** | **Kim Paugel**<br>**Julie Lundgren** |
| **Building Instructional Leader** | **Aaron Arredondo** |
| **PYP Coordinator** | **Stefanie McAlpine** |
| **Dean of Students/Amigos** | **Frank Gallegos** |
| **Physical Education** | **Ismael Gómez**<br>**Jenni Muras** |
| **Música** | **Allison Foree** |
| **Chinese** | **Li, Na**<br>**Ying Liang** |
| **Technology** | **Stefanie McAlpine**<br>**Seth Erickson** |
| **Basic Skills** | **Kaari Rodriguez** |
| **Amiguitos** | **Olivia Klar** |
| **Media** | **Ellyn Venberg** |
| **Special Education/Enrichment** | **Dr. Chris Pellant**<br>**Dr. Sally Du**<br>**Lynda Peterson**<br>**Dr. Sue Montgomery**<br>**Nancy Hawkinson**<br>**Kelley Dunbar** |
| **Building & Grounds** | **Mick Haugen**<br>**Steve Benson**<br>**Samantha Benson** |

# GENERAL INFORMATION

**The school day is 7:50 a.m. - 2:10 p.m.**

## STUDENTS WALKING OR BEING DROPPED OFF

Buses arrive at 7:40 a.m. Students not arriving by bus should **NOT** be at school before 7:25 a.m. There is a student drop off zone in the front parking lot directly in front of the main entrance. Please have your child(ren) at school by **7:45 a.m**. so they are ready to start the school day at 7:50 a.m.

## DISMISSING STUDENTS EARLY

If a student is to be released during the school day a written note from the parent should be sent to the teacher. (In emergencies, a phone call to the office satisfies the requirement.) THE CHILD MUST BE PICKED UP IN THE OFFICE AND SIGNED OUT BY THE PARENT. Office staff will call him/her from the classroom.

## CHANGES IN AFTER SCHOOL PLANS

A written note from the parent should be sent to the school. If a note is not sent, the parent needs to call the school office **NO LATER THAN NOON** with this information. **When last minute calls come in towards the end of the school day the office cannot guarantee that the information will reach the child in time. Children without a note or a call will follow their usual routine.**

## TARDINESS

Always try to be on time. If a student is late, **the parent must accompany the student into the office and sign him/her in**. The office staff will then correct the attendance information for the student. Being on time is an important life skill as well as being considerate to your child's teacher.

## ATTENDANCE POLICY

Students are expected to be in school every day unless they are ill or there is an emergency in the family. For your child's protection, as well as recordkeeping, parents **must** notify the school at 464-0771 or by email at psteichen@lakesinternational.org when an absence occurs. Please contact us **before 9:00 a.m.** whenever possible. If telephone contact is not made, a written note should be sent with the child when he/she returns to school.

A letter from the school will be mailed to parents when **three 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 seven (7) unexcused absences without a significant health problem are unlawful absences and are considered educational neglect (Minn. Statute 206.015, Subd. 19).** School officials are mandated to report educational neglect to county authorities (Minn. Statute 127.19 and 127.70).

**EXCUSED ABSENCE – An acceptable absence from school or class for any of the following reasons which are recognized by the school as legitmate:**

1. parent/doctor verified illness
2. family emergencies
3. scheduled appointments with prior school notification
4. religious holidays
5. pre-arranged family vacation

**UNEXCUSED ABSENCE – An unexcused absence is an absence for reasons that are not recognized by the school authorities as legitmate. 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/visiting
3. car trouble/needed at home (i.e.; baby sitting, chores)
4. family vacation NOT pre-arranged
5. no call or note from parent regarding absence

# GENERAL INFORMATION

## FAMILY VACATION PROCEDURES

Family vacations are important and can be very educational experiences. However, please consider the school schedule and number of absences your child has already had when planning a vacation in order to maximize the number of days your child is present at school. Families need to notify the office in writing of the dates a child will be absent due to a family vacation. Please ask your child's teacher or the school office for a vacation form. The family must contact the classroom teacher as far in advance as possible in regard to classroom assignments. Any absence due to a vacation or a trip that is **NOT pre-arranged will be viewed as an unexcused absence.**

## VISITORS

To ensure a safe learning environment for our students, Lakes International Language Academy has put a security plan into effect. All visitors to our school (including parents) MUST sign in at the office.

Parents are welcome and encouraged to visit school. Please arrange classroom visits with the teacher. It is very important that we maintain our Spanish only setting. Parents should refrain from speaking English in the classrooms.

## SCHOOL PICTURES

School pictures will be taken in the fall. Prior notice will be given and payment envelopes will be sent home the day before. Re-takes will be done approximately one month later. Parents will again be given advance notice of the date.

## CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the school office of changes in address or telephone numbers. It is particularly important that we have current phone numbers for home and work listed on student emergency cards.

## DRESS CODE

Parents should anticipate weather conditions when children dress for the day. Layered clothing allows children to wear appropriate weight clothes and permits them to feel comfortable throughout a Minnesota school day. Good grooming promotes good attributes. Clothing which displays offensive messages is prohibited. Also, hats may not be worn during the school day.
**During warm weather months** children may wear shorts and light shirts. However, please make sure the clothing is age appropriate and will not be a distraction to others.
**During winter months** children need to wear a hat, mittens, boots, snow pants, and warm outerwear to school every day. Most of the time the temperature is warm enough to allow for a 20 minute outdoor recess. All students should dress appropriately and come prepared to go outside.
All students must have "indoor" footwear to wear during the day.

**Gym shoes with non-marking soles are required for gym class.**

## LABELING CLOTHING AND SUPPLIES

Each year many children misplace articles of clothing such as boots, caps, mittens, etc. We encourage you to permanently label each article of outer clothing, notebooks, pencil boxes, etc. with your child's full name to assist in locating the owner if they become lost. Unmarked items are placed in a lost and found which parents may want to check during school visits.

## PERSONAL EQUIPMENT

Personal bats, baseballs, hockey sticks, skateboards, tennis shoes with internal rollers, and other equipment are generally not allowed at school for safety reasons. Skates must have safety guards on the blades and be brought to school upon teacher request only. Portable listening devices (eg. iPods), cell phones, electronic toys, etc. are not permitted to be used in school. If you allow your child to use a cell phone or portable listening device as listed above or toy on the bus it must not be taken out at school and we cannot be responsible for its safety.

## NOTICIERO

**The LILA Noticiero is sent home via Instant Alert email. It is published periodically and brings information of interest and value to you including things such as a calendar of events, school news, and PTO updates.**

## TREATS

**In keeping with our school mission, healthy treats/snacks are encouraged.** State guidelines require that all treats for students are store-bought, not homemade. Please contact your child's teacher to make arrangements and to check for student food allergies. Please provide any utensils, napkins, cups, plates, etc, that may be needed.
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## LANGUAGE AMBASSADORS

Language Ambassadors are interns from Spanish-speaking countries who assist our teachers in the classroom. It's a proven program for enhancing the educational experience of both the host schools and the Language Ambassadors.

For our students, the Language Ambassadors offer a native perspective on the Spanish language. We gain insights to their home culture and country.

Language Ambassadors live with host families from Lakes International Language Academy for a part of the school year. Any Lakes International family can share a social, cultural, or family event with the Language Ambassadors – take them to sports events, museums, day-trips in the area, share a family meal, etc. Please call Sue Hervig (651-433-2898) to help make arrangements.

The Language Ambassadors program at Lakes International is supported and funded by the Lakes International PTO.

## HOME/SCHOOL COMMUNICATION

Conferences, open houses, emails, web site, report cards and newsletters are some of the ways you learn about your child's school experience. Call or email when you have questions or concerns. We also love to hear when things are going well!

**Report Cards/Conferences:** Student progress is reported on a report card as well as at parent conferences. Report cards are given out at the end of each trimester. Parent-teacher conferences are scheduled in August, December, and March. Please feel free to contact your child's teacher to check progress at any time.

**Homework:** Homework varies from classroom to classroom. Please speak with your child's teacher regarding any questions.

**www.lakesinternational.org**

## SCHOOL CLOSING

**Lakes International Language Academy is closed if the Forest Lake District is closed.** Television's Channel 5 "SCHOOLWATCH", FM96, and WCCO 830AM radio stations broadcast school closings. We will also send out an Instant Alert message. All after school activities are cancelled when school is closed.

It is imperative that you make emergency arrangements for supervision of your children in the event that the school must be closed once the school day is underway. It is a rare occurrence that LILA and/or District #831 (Forest Lake) closes school once the school day has begun, but please be sure your children know where to go in the event that it does happen.

## EMERGENCY DRILLS

All staff members and students are instructed in the proper procedures to use in the event of emergencies. Unannounced periodic drills take place in order to reinforce previous safety precautions taught and to reduce any anxiety that a child may have regarding these situations.

## INSTANT ALERT

LILA uses Honeywell's Instant Alert System to notify families of events such as school closings, field trip information, and other news pertaining to the school. Each parent may choose which types of messages (urgent, general, or email) to get on which devices. Parents may designate, for example, all telephones and a text message to receive emergency messages, while choosing to receive general messages only via email. To update your preferences, follow the Instant Alert links on the LILA website.

## OTHER FOREST LAKE AREA RESOURCES

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| Community Education | 651-982-8320 |
| Family Counseling | |
| Youth Service Bureau | 651-464-3685 |
| Lakes Area Human Services | 651-464-2194 |
| Chemical Health | |
| Hazelden | 651-257-4010 |
| Fairview Lakes Regional Medical Center | 651-982-7000 |
| Emergency Numbers | |
| **Police/Fire Emergency** | **911** |
| Crisis Connection | 612- 379-6363 |
| First Call For Help MN (confidential information and referral service) | 1-800-543-7709 |
| Poison Control Center (nation-wide) | 1-800-222-1222 |
| Forest Lake Police | 651-464-5877 |

# FOOD SERVICES

The Food Service Department provides the option of a daily, nutritious lunch for Lakes International Language Academy students. A monthly hot lunch menu is sent home in communication folders. The elementary costs are as follows:

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| **STUDENT LUNCH** | **$2.25** (includes milk) |
| | **.40** milk only |
| **ADULT LUNCH** | **$3.25** (includes milk) |
| **STUDENT BREAKFAST** | **$2.25** (includes milk) |
| | **.40** milk only |
| **ADULT LUNCH** | **$3.25** (includes milk) |

The average month consists of approximately 20 school days. The approximate cost per month for lunches is as follows:

Lunch: $2.25 x 20 lunches = $45.00

**Checks should be made out to ISD #831.**

When student lunch account balances become low, students are notified in the lunch line. If they become delinquent, a balance note is sent home at that time. Parents may also request an account activity report.

**Each payment should be sealed in an envelope well marked with the student's FIRST AND LAST NAME. If writing a check please write the student's full name in the memo area. This helps assure accuracy as many families have more than one last name. Make checks payable to I.S.D. 831. You may also pay online using a credit card through PayPams.com.** PayPams information is available at school if you are interested in paying electronically.

Applications for free and reduced lunch may be received by contacting the Food Services Dept. at 982-8396 or Lakes International Language Academy at 464-0771. You may also pick up an application from the brochure holder in the school lobby.

## LUNCH AND RECESS SCHEDULE

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| **Kindergarten** | **10:45 – 11:35** |
| **Grade 1** | **11:10 – 11:55** |
| **Grade 2** | **11:40 – 12:25** |
| **Grade 3** | **12:05 – 12:50** |
| **Grade 4** | **12:35 – 1:20** |
| **Grade 5** | **12:05 – 12:50** |
| **Grade 6** | **12:35 – 1:20** |

## LUNCHROOM EXPECTATIONS

1. Sit down quietly and stay at the table until you are through eating. When you are finished, throw your garbage away and then sit down in the same place.
2. Eat your own lunch; leave your friends' lunches alone.
3. Keep voices at a conversational level.
4. Pick up all papers or goods that have dropped on the floor and place them in the receptacles provided.
5. Show courtesy and respect to everyone who shares the lunchrroom.
6. When you are dismissed, line up quietly and wait for the playground supervisor.

# GENERAL INFORMATION

## BUILDING AND GROUNDS

We would sincerely appreciate your cooperation in keeping our school clean and free from vandalism. Help us teach your children to respect the school building and its property. Promptly report any information you may acquire concerning damage to the building or its grounds.

## SCHOOL BUSES

Riding the school bus is a privilege. Violations of the safety rules will be reported by the bus driver to the school principal, who will determine the consequence, which may result in the loss of bus privileges.

The bus driver will not pick up or discharge riders at places other than the regular bus stop without a note from the parent, approved in the office. Signed forms must be filed in the office for children who will be picked up or dropped off at places other than their home on a regular basis. These forms are available at school.

## BUS RULES

ALL STUDENTS are to remain seated while the bus is in motion. Students shall not extend any part of their body from a window. Students shall not tamper with any part of the bus equipment. No eating of lunches will be permitted on buses. No ANIMALS OR PETS of any kind are allowed on the bus. Further rules and courtesies are explained in transportation literature shared in the classrooms at least twice a year.

## BUS ROUTES

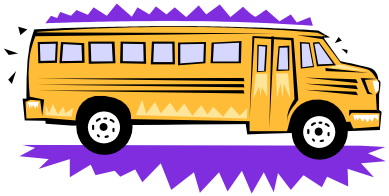
Bus routes are established during the summer by the transportation office and available in the school office the week before school begins in the fall. **Information concerning transportation should be directed to the District 831 transportation department at 651-982-8190.**

## PARENT TRANSPORTATION

All Lakes International Language Academy staff members place the utmost importance on the safety and well being of every student. Your children may be transported, at your request, to or from school at various times of the day or night to participate in a wide variety of programs and activities (i.e. Amigos, after school sports, clubs, etc.). Drivers who pick up or drop off students could be parents, guardians, siblings, neighbors, or other relatives.

We urge all drivers to use caution and care when transporting students to and from school. Specifically, please be aware of how the effects of taking alcohol, medication or other drugs can impede safe driving. Because of this concern, the staff at Lakes International Language Academy may not dismiss your child if we believe the situation may be unsafe. We will try to contact you immediately and may also contact the police.

If you have any questions, please contact the building Director.



## AMIGOS

This program offers:

- Child care for children who attend LILA in grades K-6
- Child care on week days when school is not in session
- Full-day summer child care program
- Three types of enrollment: full-time, part-time, occasional use
- Warm and caring, well-qualified staff

## AMIGUITOS

This program offers:

- Alternate Day childcare for kindergarten children.
- Additional time immersed in Spanish, doing age-appropriate activities.
- Warm and caring, well qualified staff.

# HEALTH SERVICES

The health office gives out medication and administers first aid when necessary. The health office is not a clinic and school staff cannot diagnose illnesses nor refer students to a doctor. On occasion however, they might suggest that a parent may want to consider having their student seen by a doctor.

## EMERGENCY CARDS

Emergency cards are necessary for each child. If a child becomes ill or injured in school, parents will be contacted first. If the school is unable to contact the parents, the alternate person on the emergency card will be called. Please notify the school when changes in telephone numbers and alternate persons occur during the year.
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## ILLNESS AND INJURIES

If your child becomes ill or is injured during school hours, the Health Assistant's duty is first aid. If your child cannot remain in school, the Health Assistant will contact a parent to pick up the child. Please keep your children home when they are ill. If your child is vomiting the night before or in the morning, running a temperature, has signs of a cold or sore throat, please keep him/her home for at least 24 hours before returning to school. This will help control the spread of illness to other students and staff. Please remember to call and report the absence on the attendance line at 651-464-0771.

## MEDICATION

Whenever possible medication should be administered at home. However, when a student needs to take medication at school, District 4116 has a medication policy which states that **NO MEDICATIONS** are to be given in school without a written order from the doctor and parent's written permission. Authorization forms may be obtained from the school. The medication must be in a current prescription bottle accompanied by the authorization form. It is better if parents can bring medication to school rather than sending it with their child. Also, whenever possible, medication should be administered at home. (This also applies to over the counter medications.)

## IMMUNIZATIONS

Minnesota Statutes 1980, Section 123.70 requires that all children who are enrolled in a Minnesota schools be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, allowing for certain specified exemptions. The law requires 5 DPT and 4 polio doses, 1 measles, mumps and rubella. All kindergarteners are required to have the Hepatitis B vaccination. Students are also required to receive a second MMR and a tetanus diphtheria booster before entering 7th grade.

## PUPIL'S HEALTH RECORD

A health record is kept for each child and includes information the parents put on the emergency card. The record follows the child from grades K-12. Please contact the director regarding special health problems.

## VISION AND HEARING SCREENING

Vision and hearing screening will be completed according to State Health Department recommendations and parents will be notified if a professional examination is necessary. All 1st and 3rd graders, along with teacher recommended students in other grades will be tested. Contact the school for special vision and hearing requests.

## STUDENT ACCIDENT INSURANCE

Lakes International Language Academy does not provide medical insurance coverage for accidental injuries suffered by students on school property or at school-sponsored activities. This includes any accidental injuries suffered during physical education activities. These types of injuries **must** be covered by your family medical insurance or by an individual policy that you would provide for your student. The School District cannot assume liability for accidental student injuries that occur during the school day or at school-sponsored activities

The LILA Foundation has been formed to ensure that Lakes International Language Academy will continue to thrive and provide the community with an exceptional public immersion education option for generations to come.

In its first years, LILA has demonstrated its ability to attract the highest quality teachers, manage school growth and expansion, ensure students and families a safe and healthy environment, and provide the highest-quality education and opportunities for individual growth. We are now ready to take on the new challenge of keeping LILA on the leading edge.

With your help, the LILA Foundation will continue to develop and expand its roster of exceptional programs and provide LILA students with the educational foundation necessary to become critically thinking, socially capable, and culturally aware young people who will thrive in a diverse, global society.

Specifically, the LILA Foundation expects to:

- Create a financial reserve that enables LILA to fully utilize all state funding.
- Promote global understanding through support of ideas and opportunities for LILA students and alumni.
- Continue to enhance and enrich the student learning experience by retaining talented staff.

Contact the LILA Foundation today! Email us at foundation@lakesinternational.org . Or for more information see: http://givemn.razoo.com/story/Lila-Foundation .

**MEDIA CENTER**

Worlds of information, adventure, and imagination welcome students to the Media Center (biblioteca) at the heart of Lakes International Language Academy. Bright clerestory windows and cozy reading nooks create an inviting atmosphere for readers to linger after they've checked out their materials.

This architectural gem also features a performance and special-studies area, as well as a separate Tech Room filled with Macintosh computers for guided use.

During the year, the Lakes International and the Media Center launch several big reading events, such as National Library Week, Children's Book Week, our annual reading incentive celebration, and other programs.

Reading is central to our studies here at Lakes International, and everyone—staff included—enjoy regular visits to the well-maintained media center.

# SUPPORT SERVICES

## SPECIFIC LEARNING DISABILITIES

Specific Learning Disabilities is a Special Education program designed to help students with identified academic problems. It provides service in the regular classroom or service in a resource room. These students must meet requirements established by the State of Minnesota,and Lakes International Language Academy.

## SPEECH & LANGUAGE CLINICIAN

A speech clinician provides therapy for children who exhibit significant delays in communication skills-articulation (speech sounds) skills, language (grammar, syntax) skills, voice quality and fluency. Children attend individual or small group therapy sessions where they receive specific instruction and practice on how to remediate the areas of delay.

## SCHOOL PSYCHOLOGIST

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A school psychologist works closely with adults in the school, community and home to provide expertise in the identification and treatment of emotional, behavioral, and cognitive needs of children within the school. The school psychologist uses a wide range of alternative intervention techniques for children with special needs using either school based and/or community based resources. Strategies are developed to meet the unique needs of each child, which may include strategies for use in the home. The school psychologist is also a member of the crisis intervention team and may be consulted or meet with students in crisis.

## ASSESSMENT TEAM

The school has an assessment team, which consists of the classroom teacher, special education teachers, school psychologist, director, and parents of the student referred. The team is used to determine what a child's needs are by discussing appropriate assessments, special services, and/or instruction to meet those special education needs according to state guidelines.

## NON-DISCRIMINATION STATEMENT

1. It is the policy of Lakes International Language Academy to comply with federal and state law (and all requirements imposed by or pursuant to regulations issued in support of such laws) prohibiting discrimination against any person on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age disability, or sexual orientation.

2. No person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program, nor in employment, recruitment, consideration, or selection for employment (whether full-time or part-time) in any education program operated by the district for which it receives federal financial assistance.

3. Faculty or students should contact the following individual regarding concerns or complaints about discrimination, or sexual, religious, racial harassment or violence:

   **Chad Bloomberg, Board of Directors Chair,** is the District Title IX Officer and the District Human Rights Officer. You may contact Mr. Bloomberg at chadboomberg@wdemail.com.

## STUDENT DISCIPLINE POLICY

The School Board firmly believes that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise responsibility within the school setting. The School Discipline Policy is intended to communicate expectations regarding acceptable conduct in school in order to provide a positive learning environment for all students.

It is the responsibility of the School Board, administrators and teachers to safeguard the health and safety of each student. The School Board and administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with State Law, State Board of Education Regulations, and School District policies.

The School Board recognizes its responsibility to meet the educational needs of students who did not respond well to normal school programs. Such efforts may include utilizing special services personnel and outside

referral agencies and/or adjusting normal school procedures. If a student does not respond to those efforts and consistently exerts a disruptive influence on the educational environment of the school, the needs of the other students and staff must become a major factor in planning alternatives.

With due consideration to these obligations, it is the responsibility of the School Board and administrators to make reasonable rules and regulations for the governing of student behavior and conduct. All rules and regulations regarding student behavior will be approved by the School Board.

The full policy contains the Elementary School Code of Conduct, Conduct on School Buses, and Consequences for Misbehavior and Removal of Students from Class. The policy is available on the school website.

## STUDENT DISABILITY NONDISCRIMINATION

1. PURPOSE
   The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive the required free appropriate public education.

II. GENERAL STATEMENT OF POLICY

A. Disabled students are protected from discrimination on the basis of a disability.
B. It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive the required free appropriate public education.
C. For this policy, a learner who is protected under Section 504 is one who:
   1. Has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
   2. Has a record of such impairment; or
   3. Is regarded as having such impairment.

D. Learners may be protected from disability discrimination and be eligible for services under the provisions of Section 504 even though they do not require IEP services pursuant to the Individuals with Disabilities Education Act.

**Privacy and Your Child's Education Records**

Lakes International Language Academy has adopted School Board Policy 330 in order to comply with state and federal laws regarding education records. The policy states that the district will:

- Classify records as public, private or confidential.
- Establish procedures that permit parents of students or eligible students to inspect and review the education records of a student. The procedures include a schedule of fees for copies, the location of education records, and the title of the responsible authority.
- Establish procedures that permit parents of students or eligible students to seek the correction of inaccurate, misleading or incomplete education records of the student.
- Establish procedures for disclosure of education records and access thereto; establish procedures for safeguarding the privacy of education records and for obtaining prior written consent of the parent or eligible student when required prior to disclosure.

  Copies of the School Board policy and accompanying procedures are available to parents of students upon written request to the office of the Director. Pursuant to applicable law, Lakes International Language Academy hereby gives notice to the parents of students in attendance in the district of their rights regarding directory information.

  Directory Information includes the following information relating to a student:

  - Student's name;
  - Participation in officially recognized activities and sports;
  - Weight and height of members of athletic teams;
  - Awards received;
  - Videos and photographs of students in school buildings and at school activities.
  - Last known addresses and telephone numbers of alumni;
  - Year of graduation;
  - Other similar information.

Directory information does not include identifying data that references religion, race, color, social position, nationality or date of birth.

**Directory information shall be public information and the school district may disclose such information from the education records of the student.** Should the parent of the student or the eligible student so desire, any or all information so designated shall not be disclosed without the parent's prior written consent except to school officials or as provided in 20 U.S.C. 1232 (g).

In order to make any or all directory information private (i.e. subject to parental consent prior to disclosure), the parent's written request shall be directed to the Director of the School within thirty (30) days from and after the date of the last publication of this notice and shall include the following information: Name of student; home address; parent's legal relationship to student; specific category or categories of information to be made not public without the parent's prior written consent.

## HARASSMENT & VIOLENCE STATEMENT

GENERAL STATEMENT OF POLICY

It is the policy of Independent School District No. 4116 (the "School District") to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, or other persons subject to the supervision and control of the District. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

A complete copy of Policy # 312 regarding religious, racial, and sexual/gender harassment & violence is available on the school website.

## ANTI-BULLYING POLICY

GENERAL STATEMENT OF POLICY

The School Board recognizes the negative impact that bullying can have on the health and safety of students and the learning environment. Bullying can create distress, anxiety, lower levels of self-esteem, and feelings of isolation. Bullying materially and substantially disrupts the rights of others to an education and is unacceptable in the educational environment.

Lakes International Language Academy endeavors to maintain a learning and working environment that is free of bullying. Toward that end, bullying is prohibited on school grounds, at school-sponsored events and activities, on school buses and other school sponsored transportation, **and** at school bus stops.

A complete copy of Policy #302 regarding Anti-Bullying is available on the school website.

# PARENT TEACHER ORGANIZATION

As a Lakes International Language Academy parent, you are automatically a member of the PTO. The primary functions of the PTO are to support the staff and students in creating a positive learning atmosphere; to provide volunteer assistance by using the time and talents of parents and community members; and to contribute financial support to quality programs that enhance and enrich the classroom curriculum. The LILA PTO coordinates a variety of initiatives including the playground committee, funding of Language Ambassadors, LILA summer play dates, carpools, food shelf donations, Family Fun Night, and a number of fundraisers throughout the year.

The PTO meets on the second Tuesday of every other month at 7:00 p.m. at the school. Everyone is welcome. The meeting dates for the 2010-2011 school year are September 14, November 9, January 11, March 15, and May 10.

## Officers

| | | | |
|---|---|---|---|
| President: | Jennifer Wurscher | 651-464-6553 | forestlakefour@msn.com |
| Vice President: | Chris Leuthner | 651-257-6888 | bigpipes35@frontiernet.net |
| Secretary: | Melissa Lundmark | 651-407-8700 | lundmarks55025@yahoo.com |
| Treasurer: | Susan Murphy | 651-982-6553 | susanmurphy@agribank.com |
| Representative: | Maria Bloomberg | 651-464-0297 | mariabloomberg@wdemail.com |
| Representative: | Aaron Arredondo | 651-464-0771 | aarredondo@lakesinternational.org |
| Representative: | Gail Wilkey-Diez | 651-464-0771 | gwilkey-diez@lakesinternational.org |
| Representative: | Lynn Moore | 651-257-8014 | lmoore@acresforlife.com |
| Representative: | Paul Gleaves | 651-982-2728 | pmagleaves@mywdo.com |

**You should feel free to contact any of the members of the 2010-2011 PTO Board at any time with your questions, suggestions, or concerns.**

The following is a brief list of ways you can help support LILA, the PTO, and their various projects.

**Target Take Charge of Education Program**: Whether you already have a Target Visa or apply for a new Target Visa or guest pass, you may designate LILA as the school of your choice, and the LILA PTO will receive 1% of your total purchase.

**Food Shelf Donations:** Food drives are held a few times a year to benefit our local food shelf. **Coats for Kids:** Coats are collected in November for families in need of warmth in the winter.

# PARENT TEACHER ORGANIZATION
## School-Wide Collections

Lakes International Language Academy families can support the work of the PTO by collecting the items listed below and dropping them off in the specially marked bins in the school foyer.

**Campbell's Labels for Education:** Save and submit labels from specially marked Campbell's, Franco-American, Pepperidge Farm, Pace, V-8, Prego, and Swanson products. A full listing of eligible products can be found at www.labelsforeducation.com. Contact: Melinda Peterson (651-464-0200) canislupis063@msn.com.

**Box Tops for Education:** Save and submit box tops from specially marked General Mills, Pillsbury, Betty Crocker, Gold Medal, Chex, Nature Valley, and Yoplait products. A full listing of eligible products can be found at www.boxtops4education.com. Contact Macaire Merkel (651-408-1043) macaire1@aol.com.

**Kemps Nickels for Schools**: Save and submit specially marked milk caps and Nickels for Schools proof-of-purchase symbols from gallons and half-gallons of Kemps milk. Contact Melissa Lundmark (651-407-8700) Lundmarks55025@yahoo.com.

**Land-o-Lakes Save 5 cents for Schools**: Save and submit specially marked caps from gallons of LAND O LAKES milk, chocolate milk, and orange juice. www.savefiveforschools.com. Contact: Abby Ament (651-433-1392) abby@ament.net.

**OfficeMax MaxPerks Ink Recycling Rewards**: LILA will earn $3.00 for each qualifying (HP, Dell, Lexmark, Brother, Epson, Samsung, Kodak, Sharp or Canon) toner cartridge. Submit your used ink or toner cartridges. Contact Nicki Vincent (763-434-7629) donaproperties@hotmail.com

**Pop Tabs**: Help LILA give back to the community by saving and submitting your pop tabs to benefit the Ronald McDonald House Charities

**Kwik Trip Milk MoolaSM & Donuts to Dough:** Submit the caps and bag tops from specially marked Milk MoolaSM products or price oval from Glazers dozen or half-dozen boxes of Glazers Donuts. Go to www.milkmoola.com http://www.milkmoola.com for a list of eligible products. Contact Melissa Lundmark (651-407-8700) Lundmarks55025@yahoo.com.

# Annual Asbestos Notification
## For Staff & Building Occupants

Asbestos Activity Summary

Building Administration will continue with its ongoing asbestos operations and maintenance program, including periodic surveillance inspections which are conducted on a semi-annual basis.

Identified below are asbestos abatement activities that were completed within the two-year time period or are planned for the upcoming year.

| Response Actions Completed | Response Actions Scheduled |
|---|---|
| **June 2008 through August, 2009** | |
| Removal of asbestos-containing materials throughout the facility as required for renovation | Periodic surveillance |

In addition, as required by AHERA (EPA), re-inspections are conducted by accredited inspectors every three (3) years since the implementation of our management plan.

Building Administration's ongoing efforts related to the management and control of asbestos-containing materials are focused on providing a safe environment for our building occupants and employees.

If you have any questions, or would like to review the management plan, please feel free to contact the District's Asbestos Program Manager, at 651-464-0771.

# LAKES INTERNATIONAL LANGUAGE ACADEMY ISD #4116

## BOARD OF DIRECTORS

| Name | Position | Phone Number | e-mail address |
|---|---|---|---|
| Chad Bloomberg | Chair | 651-464-0297 | chadbloomberg@wdemail.com |
| Jeanie Callahan | Vice Chair | 651-982-9491 | jeanie72001@aol.com |
| Melissa Cuddy | Director | 651-493-9087 | kbergrodriguez@lakesinternational.org |
| Cam Hedlund | *Ex Officio* | 651-464-0771 | chedlund@lakesinternational.org |
| Jocelyn Hylden | Secretary | 651-464-0771 | jhylden@lakesinternational.org |
| Donley Johnson | Director | 651-464-6728 | donleyhjohnson@warpdriveonline.com |
| Julie Lundgren | *Ex Officio* | 651-464-0771 | jlundgren@lakesinternational.org |
| Macaire Merkel | Treasurer | 651-343-9689 | macaire1@aol.com |
| Shannon Peterson | Director | 651-464-0771 | speterson@lilacademy.org |
| Becky Swenson | Director | 651-464-0771 | bswenson@lakesinternational.org |
| Christine Thomas | *Ex Officio* | 651-408-9047 | cmtxmas@yahoo.com |