

LIONSGATE ACADEMY

A Place to Learn, A Place to Truly Belong

Student | Family
Handbook
2023-2024

*Originally Board Approved July 18th, 2023
Amendment Board Approved February 3rd, 2024*



Lionsgate Academy - ISD. 4183

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**2023-24 Lionsgate Academy Student and Family Handbook
Record of Substantial Changes
Effective 7/18/2023**

Topic	Description of Change
Hazing	Amendment on 1/30/24 - Added Hazing policy purpose statement on page 43, as noted in LGA policy 910 Hazing
Outstanding Lunch Balances	Beginning 2023-24 school lunches are free for students. This includes one entree and milk. Families are responsible to pay for any extra items.
Absences	Families must notify Lionsgate Academy as early as possible for pre-planned vacations. The notice period changed from 3 weeks prior to vacation to 2 weeks prior to vacation.
Weapons, Anti-Bias, and Hate Symbolism in Artwork	Updated language.
Suicide Prevention	Added links and phone numbers for suicide prevention information.

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Message from the Executive Director

August 2023

Dear Families,

Welcome to the 2023-2024 school year at Lionsgate Academy!

This handbook contains basic information, policies, procedures and expectations for students and families. The contents of this handbook are intended to be a guide for our daily operations. We have made a number of important changes and additions to it, so **please review the handbook carefully.**

The safety and education of your children are our highest priority, and we appreciate the trust that you have placed in us by choosing us as your school of choice. We invite you to call anytime if you have questions, concerns, or suggestions for how to improve your children's experience here at Lionsgate.

I wish you a year filled with health, joy, and success.

Sincerely,

Hala Asamarai, Ed.D.

Executive Director

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Section I - Introduction

Welcome to the 2023-2024 school year. This handbook is a guide for students and families and contains valuable information for your student's success at Lionsgate Academy. Please read the handbook carefully. All of the information in this handbook applies to all campuses of Lionsgate Academy, unless so noted.

If needed, a separate set of guidelines will be issued to address COVID-specific requirements.

Lionsgate Academy Mission and Vision

Mission

The mission of Lionsgate Academy is to foster self determination by providing a transition-focused, personalized education for all, specializing in educating autistic learners.

Vision

Our vision is to create an inclusive, innovative academic community where students may safely experience the transition to young adulthood.

Here we are all partners in learning; empowering students to become confident, flexible, resilient and self-disciplined.

Learners are challenged to grow through a balance of academic, social, and emotional experiences so they are adequately prepared to become active citizens in their local and global communities with the highest quality of life possible.

A transition focus is infused throughout the school's programming and activities.

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Section II - General School Policies

Office Hours

7:45 - 4:15 Monday through Friday

Student Hours

9:10 - 3:50 Monday through Friday

Extracurricular Activities & PAAWS

PAAWS at the Minnetonka and Shoreview Campus

Pairing Academic Activities With Socializing (PAAWS) flex time program. The program takes place for forty minutes every Tuesday and Thursday. The program has proven successful in supporting improved academics and social skills. Activities are driven by student interest.

Lionsgate's after school club program has been replaced by this more inclusive model.

Extracurricular Activities

Extracurricular activities are those activities which may require extended commitment and practice. Such activities may include drama productions, quiz bowl, and student council. In order to be eligible to participate, students must be passing all of their classes for the duration of the activity. Participation for students who are not passing classes may be possible through the "Contract for Learning Improvement," a contract between the students and their teachers for completing work and improving grades throughout participation in the extracurricular activity. The use of the *Contract for Learning Improvement* will be determined on an individual basis by family, teachers, case managers, LGA administrators, and the activity sponsor.

If there is any concern that participation in the activity will impact a student's academic, social or behavioral success in a negative way, case managers, parents, the activity sponsor, and LGA administration will meet to make an informed, collaborative decision regarding participation. LGA has outlined requirements regarding attendance and participation in extracurricular activities. Please read the attendance section carefully.

There will be a mandatory family meeting prior to the extracurricular activity.

There is no school-provided transportation for extracurricular activities.

Behavioral Expectations and Support

Lionsgate provides reasonable support for students in extracurricular activities. However, given reasonable supports, students must be able to meet behavioral expectations of the activity. Students who cannot meet behavioral expectations with support may be excluded from the activity. All support must be through Lionsgate Academy staff. Outside PCA or other supports are not allowed.

Fees

Public education is free to all students who are residents of Minnesota. However, there are times when fees can be charged. Fees may be charged for courses in which the student chooses to keep or consume products or materials from a course or when a particular project requires materials that are not customarily supplied by the school or for a security deposit for the return of materials, supplies or equipment.

Technology Insurance

Families may purchase technology insurance for **\$40 PER STUDENT** through the District. There is a \$100 cap per family. Families who do not elect insurance will be responsible for the cost of replacement of either the part or the full device. The technology fee may be waived for families for whom the fee is a hardship (those qualifying for free and reduced lunch) and for families who have a parent who is currently serving or in the past year has served in active military service.

Transitions Class Fee

Transitions classes are electives that almost all students at Lionsgate take every year. The transitions classes have numerous activities including cooking activities, paid outings, and materials. If your student is not enrolled in a transitions class, this fee is waived. The Transitions Classes fee may be waived for families for whom the fee is a hardship (those qualifying for free and reduced lunch) and for families who have a parent who is currently serving or in the past year has served in active military service. There is a \$100 cap per family.

Outstanding Lunch Balances

Lionsgate Academy serves lunch at the Shoreview and Minnetonka campuses. A cold lunch program is available for students in the Lynx program. AIM does not have a school lunch program. Parent/guardians are responsible for following the procedures to order and pay for lunch for their students. Beginning 2023-24 school lunches are free for students. This includes one entree and milk. Families are responsible to pay for any extra items.

At any time, a family who believes they might qualify for a reduced or free lunch for their student should contact Sarah Mundy-Evans at smundyevans@lgamn.org.

Lionsgate uses *SchoolPay* to allow parent/guardians to pay online for lunch. Parent/guardians may pay directly by check as well.

Parent/guardians may check the status of their student's account by logging on to the *SchoolPay* System through *ParentVue* or calling the front desk at their student's school. When a student's account balance falls below \$15.00, families will be notified via email daily until the balance is restored above \$15.00.

Should a family fall into arrears on a lunch balance in excess of \$25.00, the school will contact the family to determine a solution.

Failure to pay for lunch balances has a negative impact on the Lionsgate Food Service program, resulting in higher meal costs for all families. Lionsgate Academy will never deny a student lunch, nor will we ever embarrass or demean a child due to a family's failure to pay for lunch. However, Lionsgate may take the following actions to recoup losses from non-payment by families for their students' meals:

- A call will be made by the building principals to the family to discuss how to remediate the debt
- The debt may be turned over to a collection agency
- Relief may be sought in small claims court

The final collection process deemed appropriate will be pursued by mid-July of each year on all unpaid accounts.

Lost and Found

It is not unusual for students to misplace or lend school materials and personal items. Found or returned items are collected and displayed in areas near the lunch room or student center. A student who is missing items should report the loss to the front office. Two times a year, any unclaimed items in the lost and found will be donated to ARC.

Post-Secondary Enrollment Options – (PSEO)

Juniors and seniors have the option to complete some of their high school requirements at a PSEO participating college or university. Students must meet eligibility requirements established by the post-secondary institution. The courses are taught by a college instructor. Grades and credits earned are included on the high school transcript. Students must follow the application process and timeline set by the post-secondary institution. Students are required to inform Lionsgate Academy of their intent to enroll in PSEO courses during the following school year by May 30 of the prior year.

Students participating in PSEO may access the school media center on days and at times when they do not have classes at their post-secondary institution or classes at LGA.

Students Reaching the Age of Majority

Lionsgate Academy maintains all rules and regulations for students who reach the age of 18 before graduating. Therefore, all Lionsgate Academy students are expected to follow the same policies and guidelines as those under the age of 18. Parents must continue to sign permission forms, inform the school regarding student absences, and come into the office to sign their student in and out of school.

Any arrangements to accommodate special circumstances (such as students participating in paid employment) must be clearly defined in writing by the school and the family.

Exceptions to this rule apply to students who reach the age of majority and are not under guardianship in regard to their special education services. Students who turn 18 must grant permission in the form of a signed release for the school to share information with the family.

Students who are enrolled in the AIM transition program, who are their own guardians, may sign their own permission slips for community based instruction and extracurricular activities.

Section III - School Hours, Transportation and School Closings¹

Student School Day

School hours are from 9:10 AM to 3:50 PM. Students are encouraged to arrive no earlier than 9:00 AM and are asked not to enter the building prior to 9:00 AM.

Shoreview & Minnetonka School Day Schedule

9:00 AM	Students Enter the Building				
9:10 – 9:25	Morning Pride				
9:30 – 10:50	Block 1				
10:55 – 12:45	Block 2 and Lunch				
	1 st Lunch 10:45 – 11:10	Class 11:15 - 12:20			
	Class 10:45 - 11:18	2 nd Lunch 11:20 - 11:45	Class 11:50 - 12:20		
	Class 10:45 - 11:53	3 rd Lunch 11:55 - 12:20			
12:50 - 2:10	Block 3				
2:15 – 3:35	Block 4				
2:55 - 3:35	PAAWS (Tuesdays and Thursdays ONLY)				
3:40 – 3:50	PM Pride				
3:50 PM	Dismissal				

AIM & Lynx School Day Schedule

AIM and Lynx Schedules Vary by Program, Student schedules will be available at Back to School Night at the respective campuses.

9:00 AM	Students Enter the Building
3:50 PM	Dismissal

Before School Supervision Minnetonka and Shoreview Only

For the 2023-2024 school year, parents may drop off students for before school supervision at 8:00 AM. This is due to the shifting of the school's hours. There is no charge for this service, but students must be registered.

There is no before school supervision on late arrival days.

Pick Up and Drop Off

For those students who do not take the bus, students may only be picked up by an individual who is on record with the office as having that permission. In the event of an alternative arrangement for student pick up, please contact the front office before 2:30 PM via phone call, written note, or email. It is suggested that you also email the student's case manager or advisor about any new person who has permission to pick up or drop off your student.

Families should not drop off students at school and leave before students are allowed in the building at 9:00 AM.

¹ State-mandated changes to the school schedule may impact these hours.

Minnetonka Campus

Students may be dropped off in the morning via the main entrance. In the afternoon, cars must line up under the covered parking and pick students up in the transportation zone on the east side of the building. Be sure to follow directions from the transportation team. This will allow students to enter into cars on the passenger side.

Shoreview Campus

Students may be dropped and picked up at the main entrance on the east side of the building. During pickup, please yield to buses and vans during the dismissal process.

All Schools

During the day, parking is available in front of the school in the visitor spots. If you drop off your student after 9:10 AM, please park your car and accompany your student in the building. You should sign in at the front desk. If you enter the building, please follow the current, posted masking protocol.

Please be courteous to the staff directing traffic during pick up time. Also, there is no smoking on LGA grounds; this includes cars in the parking lot.

Please note that students will only be released to persons designated on the student emergency cards or authorized by a parent or guardian by phone or in person or with an authorized release form.

These forms are available in the main office. A photo id may be required.

Buses/Vans

The transportation of students to and from school is an important function of the school. For those students who receive transportation services as part of their special education services, it is very important that we ensure a safe ride. Bus/van guidelines are in accordance with Lionsgate Academy's Transportation Policy (#923). All rules governing student behavior at school apply to students on the bus/van. Students should be respectful and safe on the school bus. Unacceptable behavior on the bus will be reported to the school, and skills training and or disciplinary action may be taken.

All buses or vans may be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously-placed signs notifying riders that their conversations or actions may be recorded on tape. Video footage automatically overwrites every 72 hours. After 72 hours any video that has not been saved is unavailable.

A video recording of the actions of anyone on the bus (drivers, aides, students) may be used by the school district as evidence in any investigation regarding incidents on the van or bus. The video will not be used solely in any investigation. Student behavior will be handled individually, taking into account the student's disability, the IEP, and any behavior plans that are in place.

A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights Act.

Buses/vans will arrive and depart from the main entrance to the school in Minnetonka and at the north doors at the Shoreview campus.

The school shall supply students with age-appropriate school bus safety training and will make reasonable accommodations in training subject to individual student plans. The school will conduct a bus evacuation drill at least once during the school year.

Students who do not have special education busing stipulated in their IEPs may not ride the vans/buses. This includes students who want to ride home with another student after school. If students who receive special education transportation wish to have a friend come home with them, their family should make special arrangements to transport the student.

Lionsgate pays for all school bus routes, so it is important that you notify the appropriate parties if your student will not be riding the bus.

Border Stops

Families who reside further than 10 miles away from school may access special education transportation at a border stop. Border stops are determined by the transportation company. Parents are responsible for their students getting on the van/bus and being present at the time of drop off. Specific information for families using border stops is available the week prior to the beginning of school.

Minnetonka Transportation Changes

Transportation changes: If your student has Lionsgate transportation and they are going to be absent for a one way trip, both trips, an extended period, or if the student is not attending a regularly scheduled club in the afternoon, please email mtkatransportation@lgamn.org or call the attendance line at 612-217-0436 and press #2. If you need to cancel transportation outside of school office hours (7:45 a.m. – 4:15 p.m.), please call TCT directly at 952-884-6824.

Please report any changes to the student's regularly scheduled afternoon bus routes to transportation no later than 2:00 pm. by emailing mtkatransportation@lgamn.org or calling the attendance line at 612-217-0436 and pressing #2. After 3:00 pm, Lionsgate Academy cannot guarantee that the changes can be communicated and organized before the students are dismissed. Absent a family emergency, we ask that you please adhere to this cutoff time and communicate any changes to us before 3:00 pm.

Regular parent pick-ups: Please remain stopped at the stop sign in the carpool/parent pickup line under the parking structure until an LGA staff member waves you to the main entrance. All vans need to be sent on their way before parents can pick up their students. This will allow the vans to be on time for their routes.

If you would like to pick your student up before 3:40: Please park in the parking lot and enter our main entrance. You can sign your student out and be on your way.

Shoreview Transportation Changes

Transportation changes: If you know your student is going to be absent for a one way trip, both trips, an extended period, or if the student is not attending a regularly scheduled club in the afternoon, please email shvattendance_transportation@lgamn.org. If you need to cancel transportation outside of school office hours (7:45 a.m. – 4:15 p.m.), please call TCT directly at 952-884-6824.

For the Shoreview attendance line, please call 651-300-2371 and press #2 to report your student as absent.

Please report any changes to the student's regularly scheduled afternoon bus routes to transportation no later than 2:00 pm. by emailing shvattendance_transportation@lgamn.org or by calling the attendance line at 651-300-2371 and pressing #2. Lionsgate Academy cannot guarantee that the changes can be communicated and organized before the students are dismissed. Absent a family emergency, we ask that you please adhere to this cutoff time and communicate any changes to us before 3:00 pm.

If you would like to pick your student up before 3:40: Please park in visitor/guest parking and enter our main entrance. You can sign your student out and be on your way.

Any parent pick-ups that occur after 3:40: Please remain stopped at the stop sign in the carpool/parent pick up line until an LGA staff member waves you to the main entrance. Vans and cars are merging. Please use extra caution. Also please have your student enter your vehicle from the side of the car nearest the sidewalk. Please do not allow your students to walk around the driver's side of the car to get in.

If you need to cancel transportation outside of school office hours (7:45am – 4:15pm), please call TCT directly at 952-884-6824, otherwise they will still make the student's stop.

AIM Transportation Changes

Transportation changes: If you know your student is going to be absent for a one way trip, both trips, an extended period, please email aimtransportation@lgamn.org. If you need to cancel transportation outside of school office hours (7:45 a.m. – 4:15 p.m.), please call United Transportation Services directly at 651-399-6027 or email dispatch@untdmn.com.

For the AIM attendance line, please call 651-300-4326 and press #2 or email aimattendance@lgamn.org to report your student as absent.

Please report any changes to the student's regularly scheduled afternoon bus routes to transportation emailing aimattendance@lgamn.org or by calling 651-300-4326. Lionsgate Academy cannot guarantee that the changes can be communicated and organized before the students are dismissed.

If you would like to pick your student up before or at 3:45: Please park in visitor/guest parking and enter our main entrance. You can sign your student out and be on your way.

If you need to cancel transportation outside of school office hours (7:45 am – 4:15 pm), please

call United Transportation Services directly at 651-399-6027, otherwise they will still make the student's stop.

AIM students are often in the community. Families should make every effort to communicate with AIM and understand their student's schedule. If a student is in the community, LGA will not make special arrangements to transport a student back to the campus for pickup. This is due to limitations of staffing and transportation. Also, students should not be dropped off late without notice as there may not be enough staff to provide supervision at the AIM site until the student's class is scheduled to return.

Lynx Transportation Changes

Transportation changes: If you know your student is going to be absent for a one way trip, both trips, an extended period, please email aimlynx-attendance@lgamn.org. If you need to cancel transportation outside of school office hours (7:30 a.m. – 4:00 p.m.), please call Frontier Transportation directly at 651-493-1916 or email at fbedasso@fts-mn.com or asameru@fts-mn.com.

For the Lynx attendance line, please call 651-300-4326 and press #2 to report your student as absent.

Please report any changes to the student's regularly scheduled afternoon bus routes to transportation no later than 2:00 pm. by emailing aimlynx-attendance@lgamn.org or by calling 651-300-4326. Lionsgate Academy cannot guarantee that the changes can be communicated and organized before the students are dismissed. Absent a family emergency, we ask that you please adhere to this cutoff time and communicate any changes to us before 2:00 pm.

If you would like to pick your student up before 3:40: Please arrange this pick up by contacting a LGA staff member at 651-399-4326. Please park your car by the main Lynx entrance, door number three.

Any parent pick-ups that occur after 3:40: Please park your car by the main Lynx entrance, door number three.

If you need to cancel transportation outside of school office hours (7:30am – 4:00pm), please call Frontier Transportation directly at 651-493-1916, otherwise they will still make the student's stop.

Change of Address Impacting Transportation

Families whose students receive door-to-door special education transportation should contact the school to determine if the move will impact their door-to-door transportation. Families who move outside of the 10 mile radius of the campus to which their student is assigned will be offered transportation from a border stop.

School Closings for Weather Emergencies

If it is necessary to close school because of weather or other emergencies, either in the morning or during the day, the administration will post closings through numerous channels.

For television coverage, please check Fox 9, WCCO, and KARE-11. Stations vary in their timeliness of posting school closing information. If you see a closure on one station, assume that school is closed. Notice of emergency closings will also be posted on the website and communicated through LGA email and Facebook. Parents may also sign up to receive text messages and voicemails messages directly to their cell phones.

Due to the distances that many families commute and long bus rides in inclement weather, families are urged to use their own judgment in determining if their child should remain at home. If parents or guardians opt to keep students at home, the front office must be notified to avoid an unexcused absence.

Because Lionsgate students come from a wide geographic area, Lionsgate may decide to open late, close early or close school more frequently than traditional districts whose students are geographically concentrated. Student safety is at the center of all decisions to close school due to weather.

Student Drivers

Students who wish to drive to school themselves must obtain a Lionsgate Academy parking permit. Permits may be obtained with permission from school administration and signed consent of the student's parent/guardian. Students must obtain a parking permit and signed permission form regardless of the student's age (16-21). These forms are available at the front desk. Students may park in the designated student parking spaces.

Students who drive to and from school are expected to follow all Lionsgate Academy policies and procedures. This includes, but is not limited to, student codes of conduct, attendance and non-smoking policies. The Lionsgate Academy parking lot is an extension of Lionsgate Academy. Students who willfully violate Lionsgate Academy codes of conduct may lose their parking permit and thus, driving privileges to and from school.

If a student causes damage to another vehicle or property with their vehicle while on campus, they must report this immediately to a member of the school's administration team.

Students who wish to transport other students to and from school must do so in compliance with Minnesota State Driver Rules/Regulations in addition to parent/guardian permission of all affected parties. These laws limit the number and ages of individuals who may legally ride with the student driver. Violating these rules carries a misdemeanor charge. Please refer to the MN driver's permit information on the Minnesota Department of Public Safety's website.

Students who wish to transport other students must communicate this information to all affected Lionsgate Academy staff (Pride staff, case managers, teaching staff and the front office).

Students arriving late or leaving early from school must have signed parental permission regardless of the student's age. The student is responsible for informing the Lionsgate Academy staff listed above. Student drivers who frequently arrive late to school may lose driving privileges.

Students may not drive off campus for lunch or other activities during the school day.

Section IV – Attendance & Punctuality

Lionsgate Academy adheres to the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, 120A.22. The students of the school district are required to attend all assigned classes every day that school is in session.

Responsibilities for Attendance

Regular school attendance is directly related to success in school. Evidence suggests that attendance in school is related to attendance at the workplace. Consistent, regular attendance is the cornerstone of academic study. Students must attend school to fully benefit from the educational opportunities available here. Further, regular attendance benefits the students socially and provides opportunities for important communications among teachers, students, and families. We recognize that class attendance is a joint responsibility to be shared by the students, teachers, administrators and parents/guardians.

Student's Responsibility

It is the student's right to be in school. It is the student's responsibility to attend all classes, every day. Students who are absent from a class must take responsibility for making up any missed assignments.

Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to report accurate attendance in each assigned class. It is also the teacher's responsibility to clearly outline his/her policies on making up work missed due to absences. It is the teacher's responsibility to be familiar and comply with individual student plans and accommodations that may modify the student's attendance.

Advisor/Case Manager Responsibility

After a student misses 5 days in a given quarter, regardless of whether they are excused or unexcused, the advisor or case manager will call home and inquire about the absences. A summary of the conversation will be forwarded to the Special Education Intervention Coordinator. A family conference may be called. After a student misses 10 days in the school year for any reason, the advisor/case manager will call home and inquire about the absences. A summary of the conversation will be forwarded to the executive director. A family conference may be called depending on the situation.

Administrator's Responsibility

It is the responsibility of the administration to support families with regular attendance. The building principal/site director is the administrator with the primary responsibility for attendance. The building principal/site director is responsible for following up with unreported absences and working cooperatively with families to resolve any attendance issues. Parents will be notified after any unexcused absence. If a student misses 3 or more class periods on

three days without contact from home or for an unexcused absence, the building principal/site director will contact the family to validate the reasons for absence and resolve any issues. The executive director is also the administrator with reporting responsibilities if students are deemed to be habitually truant.

Parent/Guardian's Responsibility

It is the responsibility of the parent/guardian to ensure the student is attending school every day. In the case of an absence, it is the parent/guardian's responsibility to call the school. A call must be made every day that the student is absent. Parents/guardians should call and leave a voicemail or send an email by 9:00 AM on the day of the absence.

Minnnetonka - 612-217-0436 attendancemtka@lgamn.org

AIM - 651-300-4326 aimattendance@lgamn.org

Lynx - 651-300-4626 aimlynx-attendance@lgamn.org

Shoreview - 651-300- 2371 shvattendance_transportation@lgamn.org

The message should include the reason for the student's absence. After 10 absences during a school year for illness, parents must provide documentation from a health care professional for subsequent absences due to illness.

Absences

Absences are either excused or unexcused. Examples of excused absences are:

- Student illness;
- Medical, dental, orthodontic, or counseling appointments;
- Family emergencies;
- Observance of religious holidays;
- Death or serious illness or funeral of an immediate family member, close friend or relative;
- Treatment for a documented mental health diagnosis.
- Court appearance;
- Religious instruction, not to exceed 3 hours in any week;
- Physical emergency such as fire, flood, storm, etc.;
- School-sponsored outing; Out of school suspension;
- Pre-arranged family vacations.

All other absences are unexcused.

Whenever possible, please schedule doctor and dentist appointments before and after school. A note from the attending doctor, dentist or licensed mental health professional (e.g., licensed psychologist, psychiatrist, or clinical social worker) may be required at the discretion of the school.

In the case of pre-arranged family vacations, families must notify Lionsgate Academy as early as possible, but no later than 2 weeks before the vacation.

Truancy

After 3 unexcused absences, the executive director will send a letter to the parent/guardian requesting a family conference to discuss improving school attendance. If 3 or more additional unexcused absences occur, the executive director will send a letter to the student's county of residence documenting the student's absences. In the case of consecutive absences, the school is not required to send a letter home before reporting to the appropriate county.

A student who has 15 or more consecutive unexcused absence days is considered to be withdrawn from the school unless previous arrangements have been made with the executive director. Without previous arrangements, in writing, any student who is withdrawn will not be eligible to return to Lionsgate without going through the lottery process.

These truancy reports and actions must not conflict with students' individual education plans.

Attendance and Participation in Extracurricular Activities or School Events

When students participate in any extracurricular activity or school event (e.g., dances), they are required to be in attendance at school the entire day of the event, unless they are absent for a school-related activity, medical appointment, funeral, family medical/legal emergency, or student safety issue (as determined by a school administrator). A student may not participate in an extracurricular activity if the student spends more than one class period in the health office. If the absence is due to any other reason, the student will be declared ineligible for that day's event. The administration reserves the right to request verification of any absences.

Students suspended from class or from school may not participate in any activity or school sponsored program that day.

Students are expected to attend school on the day after an event. If an unexcused absence is incurred for the next consecutive school day of the same week, the student will not participate in the next scheduled extracurricular activity.

Parents are expected to pick up their students promptly from extracurricular activities.

Withdrawal from Lionsgate

A family who voluntarily withdraws their student from Lionsgate Academy should send a written confirmation that they have withdrawn (email is acceptable). A student who misses 15 consecutive days of school will automatically be withdrawn. Any student who is withdrawn from Lionsgate due to parent choice to withdraw, will not be eligible to return to Lionsgate without going through the lottery process.

Parents/Guardians Out of Town

Please notify the front office and your student's case manager or advisor if you are going to be out of town and ensure that emergency contact information and other contact information is up to date.

Late Arrival & Early Departure

Students arriving after 9:25 (8:25 at AIM) must be accompanied into the school and signed in by the parent or guardian. Students arriving by cab or with another designated adult must also be accompanied into the school and signed in by that adult.

Parents must communicate with a staff member (case manager, nurse or front office preferably) before picking up their student at school. Texting students during the school day is discouraged, as it may interrupt the educational environment. Texting your student to inform them that you will pick them up from school without notifying the school, is not an acceptable means of communication. **Families MUST contact the front desk before arriving to pick a student up from school.** Failure to do so may result in your student not being available when you arrive as they may be on a CBI or in the community.

Once students arrive at school, students may not leave school grounds before dismissal for any purpose without written authorization from a parent or guardian and notification to the school office. Students arriving early or staying late for school-sponsored events or activities are to remain on campus. Parents/ guardians or designated drivers must sign out their student from the front desk before leaving the building. **Students will only be released to persons designated on the student emergency cards or authorized by a parent or guardian by phone or in person or with an authorized release form.** These forms are available at the front desk. Parents/ guardians or designated drivers must accompany the student to the front desk upon return.

Parents who are picking their students up from school early must call the attendance line before 2:30 PM.

Punctuality & Tardiness

Being on time to class and prides demonstrates responsibility. Students are expected to be in AM Prides by 9:10. Students are expected to be in class by the end of passing time. Students who are late for a valid reason should secure a pass from their teacher.

Students should inform the teacher of their next class if they need to use their locker, check in with an advisor or case manager, or make a lavatory stop.

Three unexcused tardies in any one class will prompt a call home by the teacher.. Four tardies will result in an unexcused absence from that class. These procedures are subject to individual student plans.

If a student is consistently late to Pride or classes, the behavior will be referred to the Special Education Intervention Coordinator and a family conference may be called.

Section V – Academics

Lionsgate Academy is committed to preparing students to be college and/or career ready through the delivery of intentional, standards-based instruction across all academic areas.

Recognizing that students learn differently is a hallmark of Lionsgate programming. However, the expectation is that all students are capable of and can **learn**.

Academic Integrity

Academic integrity is being honest when conducting business or completing assignments at school or at home. Student work is highly respected and important to academic success. For this reason, academic fraud cannot be tolerated. Plagiarism is regarded as a serious offense. Students or family members have violated the code of academic integrity when their actions include, but are not limited to the following:

- Plagiarizing (presenting as one's own, material copied without adequate documentation from a published source)
- Submitting another student's work as one's own work
- Copying from the internet
- Obtaining or accepting a copy of tests or scoring devices
- Giving or obtaining test questions or answers from a member of an earlier class
- Copying from another student's test or computer file, or allowing another student to copy during a test or computer program
- Using materials that are not permitted during a test
- Copying or having someone other than the student prepare the student's work. This includes homework, projects, papers, reports or any other material submitted for credit.
- Permitting another student to copy, or writing another student's homework, project, report, paper, computer program, or take-home test

Students who violate academic integrity will be subject to discipline commensurate to the offense on an individualized basis and subject to individual learning plans. Violations of academic integrity may result in lowered grades, parent/guardian conferencing, restorative justice, or loss of privileges.

Academic Classroom Expectations & Procedures

Within each classroom, teachers may set expectations and procedures that they feel are important to student learning within the subject area. However, across classrooms, the following guidance provides a predictable, common set of expectations around homework, assignments, and grades. All expectations and procedures are subject to individual student learning plans.

Homework & Assignments

The mission of LGA is to provide a transition-oriented approach to education. Many of our students aspire to attend an institution for post-secondary education. Students who wish to be

successful in a post-secondary educational setting must learn to complete homework in a timely, independent, and accurate fashion. Regardless of their intention to attend a post-secondary educational institution, the discipline of completing assignments on time and independently contributes to a successful transition to adulthood. LGA supports this movement toward educational independence through the assignment of homework.

Homework contributes toward building responsibility, self-discipline, character, and lifelong learning habits. Homework can be a vital link between the school and family. Homework communicates to parents/guardians the nature of the learning activity in which the student is involved and provides an opportunity for dialogue and interaction between parent/guardian and child, and also between Lionsgate and families.

Homework will vary. Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. The type of course will influence the amount and kind of homework. A particular mathematics course may require a substantial amount of homework assigned on a daily basis. Courses with projects such as social studies or science may have fluctuating demands over the course of the year. These variations in the amount and frequency of homework are common in secondary education. They provide opportunities for students to practice time management and planning skills that they will need after Lionsgate.

Homework can also be individualized for the student and family. Families are encouraged to contact their student's teachers and advisor/case manager to discuss individualized programming around homework.

Homework is a collaborative responsibility among teachers, families, and students.

Responsibilities of Staff

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose, mechanics, and timing of homework assignments as well as the requirements for turning in assignments
- Give feedback and/or correct homework
- Communicate with other teachers
- Contact parent/guardians if a pattern of not turning in homework, incomplete, late, or unsatisfactory homework arises
- Provide differentiation when necessary to ensure a meaningful learning experience for each student
- Be familiar with and implement each student's classroom modifications, accommodations, supports, and adaptations regarding homework

Responsibilities of Parent/Guardians

- Establish a quiet, well-lit study area and set a regular, uninterrupted student time each day
- Monitor student's organization and daily list of assignments in their agenda/planner
- Help guide the student to complete homework independently, not just complete the homework

- Be supportive when your student is frustrated with difficult assignments; use the opportunity to help your student face a difficult challenge and succeed
- Contact the teacher early if you have concerns about your student's learning
- Check ParentVue frequently to stay aware of your student's grades and progress

Responsibilities of Students

- Write down assignments in their agenda/planner subject to any modifications, supports, and adaptations
- Be sure all assignments are clear; ask questions if necessary
- Set aside a regular time for studying and find a place that helps you to focus
- Make an effort to complete as much of your homework independently before you ask for help
- Produce your best work; try your best
- Manage your personal time to ensure you have enough time to complete your homework
- Turn in your assignments on time; follow the instructions
- Accept your teacher's feedback; they want you to succeed

Types of Homework

It is the intention of the Lionsgate Academy staff to assign relevant, challenging and meaningful homework that reinforces classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework assignments include:

- **Practice** exercises to follow classroom instruction, such as completing worksheets, playing learning games, writing short papers or sentences, reading, and studying for tests.
- **Preview** assignments to prepare for subsequent lessons, such as assigning students to read text, take notes on reading, work on solving a problem that will illustrate the need to learn upcoming material, or gather information from resources outside of class.
- **Extension** assignments to transfer new skills or concepts to new situations, such as writing compositions, preparing a demonstration, and making dioramas, maps, models, or other visual displays.
- **Creative** activities to integrate many skills toward the production of a response or product.
- **Connection** activities/lessons to link with their community, family, and everyday life, and to allow access to resources not available in the classroom as directed by the student's individual transition plan.
- **Integrative** projects that combine many skills and require a depth of knowledge, such as preparing oral reports, written reports, science projects, class newspapers, or artistic productions.

Late Work

Students are expected to turn in work on time subject to individual student plans. Students who turn in late assignments may be penalized with a lowered grade, loss of credit, or loss of privileges. A parent/guardian/teacher conference may be convened to develop a support plan for a student who consistently turns in late assignments and homework. Within these

guidelines, teachers may use reasonable discretion in setting procedures and consequences for late work, and these should be described in the specific course syllabus.

Students who miss homework because of an absence will receive the opportunity to make up missed work. It is the student's responsibility to get and complete missed work. Students are expected to advocate for themselves, in a manner and to the extent deemed appropriate by each student's planning team, to request and clarify assignments missed due to absence and corresponding altered due dates.

In general for each class day missed due to an excused absence, the student will have 2 days to turn in the work without penalty.

Graduation Requirements

Lionsgate Academy follows the State of Minnesota's graduation requirements. Students must earn a minimum of 22 credits in grades 9-12 to earn a high school diploma. Students must earn credits in the following areas:

- 4 credits of English/language arts
- 3 credits of mathematics (geometry, Algebra II, probability/statistics, precalculus, calculus/trigonometry)
- 3 credits of science (biology, earth science, environmental science, forensics, physical science, chemistry, physics) at least one science credit must be earned in biology and one credit in chemistry or physics.
- 4 credits of social studies (U.S. History, geography/human geography, civics/American Government, world history, economics)
- 1 credit each of visual or performing arts, health and nutrition, physical education
- 5 total additional credits of elective classes (Spanish, P.E., health & nutrition, transitions, social skills, computer tech, visual arts, performing arts)

Transition programs are the final years of a student's high school career. Students who graduate from the AIM transition program will be issued a Lionsgate diploma. If a student graduates from a transition program from another district, their diploma will be issued by the other district.

Attending a transition program is an IEP team decision and will be documented in the student's IEP. Documentation of the IEP team decision is required to enroll in a transition program.

Credit Recovery

Students who are missing credits have a number of means to recover those credits in order to graduate on time. Many of these options will require that the student make up the credits outside of the school calendar. Lionsgate Academy does not offer credit recovery. If your student needs to make up credit in order to graduate, contact the building principal.

Grades

The academic year is divided into four quarters, each standing as their own grading period and representing .25 credit. (1 quarter = .25 credit).

All A, B, C, or D grades are passing and earn credit. An F grade denotes that the student attempted the class, but **no credit** was earned for that quarter. For high school students, an **F** grade is calculated as a zero toward the student's GPA and appears on the student's official transcript.

An **NC** on a report card (middle school only) indicates that through no fault of the student, credit was not earned. An NC may be given if the student enrolls late in a class or has other extenuating circumstances. An NC is not calculated into the student's GPA.

An **"I"** means **incomplete** and the student has the opportunity to complete coursework missed due to excused or school-authorized absence. An incomplete is assigned only if there is an extended absence or unique circumstance that prevents the student from completing the coursework before the end of the quarter or semester. Students who receive an incomplete should check with his or her teacher to verify the requirement to receive a grade.

All incomplete grades must be cleared within two weeks of the end of the grading period. After that time students will receive the grade that they earned based on averaging the work that was completed and turned in.

Specific accommodations listed on a student's IEP may impact how grades and credit are awarded, and how the grading policy is applied.

Report Cards

Report cards are available electronically through ParentVUE after each quarter. Questions or concerns regarding a grade on the report card should be addressed to the classroom teacher. Please include advisors/case managers on correspondence. When teachers are no longer on campus at the end of the school year, office personnel will route grade concerns to the teacher, or leave a message for the teacher to contact the student and/or parent/guardian when school resumes.

Assessments

Lionsgate Academy employs a number of formal and informal assessments to monitor their academic progress. Informal assessments are given in classes and may include tests, quizzes, papers, performances or products. Formal assessments are administered once or twice a year and serve a variety of purposes, such as demonstrating academic growth and providing measures of accountability for teaching and learning. Aggregated assessment results are public data, and it is important that our students perform to their best abilities on the assessments.

NWEA-Measures of Academic Progress (MAP)

Students take the NWEA MAP assessments in reading, mathematics and science at least once per year in the winter. Students who are new to Lionsgate and all students in grades 7 and 8 will take the assessments twice. Once in the fall and again with the rest of the school during the winter. The assessments are computer adaptive. (A computer provides a student the next question based on his or response to the previous question.) MAP assessment results not only

provide data on student achievement, they provide data on student *growth* over the year. Information on the dates of MAP testing is available on the school calendar.

Accountability Testing – MCAs and ACT

The Minnesota Comprehensive Assessments (MCAs) and alternate assessment, Minnesota Test of Academic Skills (MTAS) are the state tests that help districts measure student progress toward Minnesota’s academic standards and also meet the requirements of the Elementary and Secondary Education Act (ESEA).

Please do not schedule vacations or appointments during this testing period. Please see the calendar for exact dates.

- 7th Grade MCA Mathematics and MCA Reading
- 8th Grade MCA Mathematics, MCA Reading, MCA Science & Career Interest Survey
- 10th Grade MCA Reading, MCA Science²
- 11th Grade MCA- Mathematics

Students in 11th or 12th grades may take the ACT starting in 11th grade at Lionsgate Academy. Students may elect to take the ACT as many times as they feel necessary; however, only students with financial hardship will have one opportunity over the span of 11th and 12th grade where Lionsgate covers the cost. There is no minimum score on the ACT assessment in order to graduate.

No Child Left Behind (NCLB) has been replaced by Every Student Succeeds Act (ESSA).

Opting Out of State and District Testing

Families have the right to opt out of testing. Opting out of testing has a negative impact on Lionsgate Academy’s standing with our authorizer. Because our student population is small, each student accounts for a considerable proportion of our testing results. Lionsgate must demonstrate that the education that we are providing is comparable or better than that a student would receive attending his home school district. When a family opts out of testing for the MCAs and NWEA MAPs, Lionsgate loses a chance to measure that student’s growth as well as their proficiency. A form is available on the website for families who wish to opt out of State and District Testing.

Measuring Attainment of Individual Goals and Progress toward Independence

As part of Lionsgate’s agreement with its authorizer (NEO), Lionsgate will also assess how students are progressing on their individual IEP goals. In addition, we propose to measure progress that students take toward achieving a less restrictive environment and demonstrating greater independence.

² Science MCAs are administered in the year that the student takes biology in high school.

Community-Based Instruction/Field Trips

Lionsgate considers the larger community as an extended classroom for its students. It is important for students to have meaningful, functional, and authentic experiences in the community to help prepare them for life after graduation. These include:

Instructional Trips

Trips that take place during the school day, related directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval by the executive director or designee, and shall be financed by Lionsgate Academy funds within the constraints of the school building budget. Financial contributions by students may be requested.

Supplementary Trips

Trips in which students voluntarily participate, take place during the school day, and/or take place outside the regular school day fall in this category. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the executive director or designee. Financial contributions by students may be requested. Lionsgate Academy may accept voluntary donations to defray the costs of field trips that are not required as part of a basic education or course.

Walking Trips

Trips within walking distance of the school are sometimes arranged in order to provide enrichment, participate in outdoor activities, and enable students to generalize and apply skills learned in the classroom setting.

Liability Waiver Form

A signed liability waiver form must be on file at the school in order for the student to participate in Community Based Instruction/Field Trips. The purpose of the liability waiver form is to have parents acknowledge that there are risks involved whenever the student leaves the school property that are over and above what the student would encounter if he/she did not attend the trip. The waiver form holds the school harmless for accidents beyond the control of the normal supervision that a student would receive. An example of such an accident might be the unforeseen collapse of a cliff while in a park. Parents who refuse to sign the liability waiver form admit in their refusal that a risk exists and will receive a letter from Lionsgate so stating.

Text Books

Lionsgate Academy will abide by MN Statute 120.101 that provides that schools may charge for lost or destroyed textbooks, workbooks or library books. For damage to materials 1-5 years old (other than normal wear) the student's fine is a percentage of the item's new value. Items that are lost or not returned are fined at full price. A minor charge will be made for materials over 5 years old, which are lost or damaged. Teachers will record the book's condition upon distribution to students so proper assessments are made at the end of the year.

Chromebooks

Any technology hardware that has been used by the student and belongs to the school must be returned at the end of the school-year and when the student graduates or leaves Lionsgate Academy. Lionsgate Academy, in an effort to support student's growth and knowledge of 21st century skills, makes personal Chromebooks available to students during the school day. Depending on the school year and campus, students may be issued a Chromebook solely for their use. In these cases, the following guidance for Chromebooks applies:

Ownership of the Chromebook

Lionsgate Academy retains sole ownership of the Chromebooks. The Chromebooks are loaned to the student for educational purposes only for the academic year and are limited to use during the school day.

Responsibility for the Chromebook

Students must comply with Lionsgate Academy Policy 922 USE OF INTERNET IN SCHOOL and the Family and Student Handbook: Technology Use and the Chromebook Agreement when using their Chromebooks.

- Students must treat their device with care and never leave it in an unsecured location.
- Students are prohibited from taking their device off campus for any reason, unless directed to do so.
- Students must keep their device in a protective carrying case (sleeve) when moving around the building.
- Students must report any problems with their Chromebook to staff immediately. Staff will help them submit a tech request ticket using our internal ticketing system.
- Students must not remove or interfere with the serial number or other identification tags.
- Students must not remove or change, or attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students must not change or attempt to change the physical structure of the Chromebook sleeve and must keep the identification tag attached to the sleeve.
- Students must not install or run any operating system on the Chromebook other than the ChromeOS operating system installed and supported by Lionsgate Academy.
- Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Chromebook screen cleaners.

Responsibility for Electronic Data

Users of Lionsgate Academy Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Copyright and file sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media

is against Lionsgate Academy Policy 922 Use of Technology and stated in the Family and Student Handbook. Lionsgate Academy administration and staff retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add or delete installed software or hardware.

Spare Equipment and Lending

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner Chromebooks. The student does not have the option of keeping an inoperable Chromebook to avoid doing class work due to loss or damage. Students must charge their Chromebooks overnight.

Students and their parents/guardians are reminded that use of Lionsgate Academy-owned computers/Chromebooks, networks, or electronic communication devices ("Lionsgate Academy Technology") is a privilege and not a right. Lionsgate Academy Technology may be monitored by school authorities. Inappropriate use of Lionsgate Academy Technology can result in limited or banned computer/Chromebook use, disciplinary consequences, and/or legal action.

Warranty/Insurance Information

Lionsgate Academy recognizes the need to protect the District's investment in the Google Chromebooks and to protect families from expenses from theft or damage of the Chromebook assigned to students. Lionsgate Academy will repair or replace damaged equipment resulting from normal use.

Families can purchase technology insurance for **\$40 PER STUDENT** through the District. There is a \$100 cap per family. Families who do not elect insurance will be responsible for the cost of replacement of either the part or the full device. This fee does not include deliberate or negligent damage to Lionsgate Technology. In the case of a student who intentionally or recklessly damages Lionsgate Technology, additional fees or restrictions on use may apply.

The technology fee is waived for any family qualifying for free or reduced lunch who have completed the appropriate paperwork for the year and for any family with a parent or guardian who is serving or has in the past year served on active duty in the military.

Films, Video, and other Media

Teachers will preview films, videos, or movies before they are shown to students. The use of movies shall be limited. Films and movies rated G and PG can be shown to students in grades 7 – 12. Parents of students who do not wish their child to view films rated PG-13, should inform the main office, in writing (email is acceptable). If a special circumstance should arise where the educational value of an R rated movie or clip from an R-rated movie is critical to the class, special permission will be granted by the administration and parents must provide written consent for their student to view the film prior to the showing. Any student whose parent does not wish their child to view the R rated movie or video clip from an R rated movie, will be provided a movie that is similar in nature to the R rated movie and will not be penalized in any way for opting out.

Section VI - School Climate & Culture

Lionsgate is committed to providing a safe learning environment for students. The following guidance helps Lionsgate to accomplish this.

School Wide Positive Behavioral Interventions and Supports (PBIS)

The goal of PBIS is to shape a **positive and safe culture** in our school by **increasing positive behaviors and reducing negative behaviors**. The PBIS program will help us to identify students in need of additional support, become proactive vs. reactive when working with students, and **unify the staff and students** across school wide expectations to promote positive interactions. A key component of the PBIS program is the use of data to measure the effectiveness of our programming and adjust and monitor as necessary.

Lionsgate builds its PBIS model around four expectations, called ***Pride Rules***:

- Be Safe
- Be Flexible
- Be Respectful
- Be Responsible

These simple, positively worded expectations guide the behavior of both students and staff. Operationalizing what these expectations look like across school environments helps us to recognize students and staff, who are modeling these expectations, build a predictable set of expectations, and recognize these positive actions when we see them demonstrated.

Lionsgate Academy Behavior Philosophy and Response

Lionsgate Academy is committed to creating a positive teaching-learning environment that promotes respect for the rights of others and supports the development of individual responsibility. At Lionsgate Academy, we strive to provide a safe environment where students' capabilities are nurtured. Student behaviors that jeopardize the safety of self, other students, and/or staff or significantly interfere with the learning environment may be subject to discipline.

Our approach to challenging behavior is to first understand the function of the behavior within the context of the student's culture and work to address those functions so that the student learns socially appropriate behavior. The philosophy of the behavior team will be to approach each student as an individual with unique needs, while addressing the underlying behavior concerns. To this end, we will strive to develop relationships with the students, school, families, and caregivers we serve based on trust, and communication. It is our belief that through the development of these relationships we can foster learning and growth with our students, while providing a safe and nurturing environment for this development to occur.

All disciplinary actions and related procedures are governed by administration while maintaining compliance with applicable Minnesota State and Federal Statutes and Rules.

Lionsgate Academy will ensure all necessary student protections (specific to areas of student discipline) as outlined by IDEA 2004 and 2009 amendments to the Pupil Fair Dismissal Act. The behavioral policies and procedures outlined in this handbook apply to all activities and events sponsored through Lionsgate Academy. Students are expected to follow these behavioral guidelines during community outings and work placements. Following these guidelines will ensure a meaningful transitions experience at Lionsgate Academy.

The teacher is primarily responsible for classroom and student management.

Within the context of a supportive and understanding environment and subject to individual student behavior plans, LGA administration reserves the right to determine appropriate disciplinary consequences. Discipline for major infractions will include a parent/student/advisor (i.e., case manager, licensed staff) (or designee) conference. In addition the following may be applied:

- behavior contract
- loss of privileges
- in-school suspension
- out-of-school suspension
- expulsion

The police will be notified if a law has been broken.

The following behavioral infractions will result in disciplinary action:

- Physical contact (pushing, grabbing, slapping, hitting, bumping as a response to a directive) or threatening physical contact directed toward a staff member.
- Physical contact (pushing, grabbing, slapping, hitting, bumping with the intent to harm or harass) or threatening physical contact directed toward another student.
- Use of profane/vulgar language
- Involvement in fighting or harassment
- Deliberate/malicious damage to school, campus, or student property
- Possession/use of tobacco, alcohol, drugs/drug paraphernalia or pornographic materials
- Possession/use of weapons - definition of “weapon” includes non-traditional implements created for and capable of harming self or others
- Stealing
- Disregard for classroom rules and school policies
- Disrespectful behavior toward staff or others
- Leaving premises without /school permission
- Bus violations
- Truancy
- Willful violation of any reasonable school regulations, including those found in this policy
- Willful conduct that significantly disrupts the rights of others to an education, or the ability of the school personnel to perform their duties, or school sponsored extracurricular activities
- Willful conduct that endangers the student or other students, surrounding persons, or the property of the school

Property Destruction

Lionsgate holds students and families responsible for the destruction of Lionsgate Property. Families and students are responsible for damages caused to Lionsgate property by the willful violation of the school's code of conduct. Amounts for damages may be reduced or eliminated through a program of restorative justice determined on a case-by-case basis by the executive director or designee. A family may appeal a decision of the executive director to the board of directors during a regularly scheduled meeting of the board. Students with disabilities will be disciplined in keeping with special education laws and regulations and pursuant to their individual education plans.

Profanity

In our mission to prepare students for transition to the workplace and other post-secondary options, the use of profanity is not tolerated. The use of profanity not directed at a teacher or school personnel may result in discipline that includes loss of privileges, parent conference, behavior contract or detention. The use of profanity directed at a teacher or other school official will result in discipline that may include loss of privileges, parent conference, behavior contract, detention, or suspension. Individual accommodations for students currently on behavior plans or working toward a goal around appropriate language will be considered before any disciplinary measure is taken.

Gifts to Employees and Board Members

Lionsgate Academy recognizes that students, parents, and others may wish to show appreciation to its employees. However, Lionsgate Academy's policy is to discourage gift giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude. Any gifts accepted, that are not of nominal value, shall become Lionsgate Academy's property.

This policy applies only to gifts given to employees and board members where the donor's relationship with the employee arises out of that individual's relationship (employment or other) with the school district. It does not apply to gifts given by personal friends, family members, other employees, or others unconnected to the employee's employment with the school district. This also does not apply to gifts to the Lionsgate Foundation or to the school in general.

Any employee or school board member considering the acceptance of a gift, individually or for any component of Lionsgate Academy, shall confer with the administration for guidance related to the interpretation and application of this policy.

Public Displays of Affection

Lionsgate Academy recognizes that genuine feelings of affection may exist between students. Lionsgate wishes to support students' emotional development and understanding of social conventions around public displays of affection (PDA). PDAs are acts of physical intimacy in the view of others. Some specific examples of PDAs include, but are not limited to: kissing,

prolonged embracing, and intimate touching. A student's disability may impact their judgment of appropriate social boundaries. '

Lionsgate's policy is that students refrain from PDAs while on campus or while attending and/or participating in a school-related activity.

Incidental PDAs will be redirected with discretion. Should PDAs continue to be an issue, Lionsgate will contact parents to work together to resolve the behavior.

Selling or Trading of Cards or Other Items

Students are prohibited from trading or selling game cards (e.g., Pokemon, Yugio, etc.) on school property. Students are also prohibited from selling anything to other students on school property.

Lockers

Every student is provided with a locker at school. Students should use their lockers to store their winter coats and materials that are not being used for class. School lockers are the property of Lionsgate Academy. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students.

Weapons, Anti-Bias, and Hate Symbolism in Artwork

Lionsgate Academy's vision statement begins by saying that we are an academic community where students may safely experience the transition to young adulthood. While we recognize that weapons and violence play a role in our society's entertainment world, and therefore are a part of our students' lives, this policy works to create a safe balance in our Lionsgate community. The school is a public environment, and it is expected that staff and students keep artwork appropriate for the community.

Weapons in Art Policy:

If students wish to draw weapons or include them in their artwork they must follow these expectations:

- Students including weapons in artwork may be asked to justify why the weapon is necessary to the project. If asked by a staff member to explain the artwork including weapons, the student must be ready and willing to talk about it. Students unwilling to discuss why weapons are needed in the artwork will not be allowed to include weapons in art.
- Drawings containing weapons must not include names or recognizable people or places. Drawings including any indication of harm towards people or places will be seen as a potential threat and actions will be taken to ensure the safety of all involved.
- Drawings containing weapons must not include blood, gore, or guts.

Furthermore, we will not allow the representation of weapons in 3D artwork. Many students with trauma or other mental health disorders could be triggered by these objects, causing fear

and panic. Our world is flooded with violence, school needs to be a safe place to express and process rather than create fear. Our students benefit from creating with new perspectives, to try other ways of expressing themselves without violence or weapons.

Anti-bias/Hate Symbolism:

A hate symbol is an image or thing that vilifies, humiliates, or incites hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, or national origin. It can also signify violence and intimidation or be an identifying mark of belonging to a group focused on hate against other people. Lionsgate relies on the database curated by the anti-defamation league to identify hate symbols. Nooses, swastikas and Confederate flags are hate symbols that have been identified by the ADL and are specifically banned. These symbols significantly disrupt the operation of school and the learning environment by creating an atmosphere of fear and intimidation.

Student artwork must not contain any anti-bias or hate symbolism. If a staff member asks students to stop what they are creating because of a concern for weapons, anti-bias, or hate symbolism in their artwork, the student must follow staff directions. Lionsgate Academy trusts the judgment of staff members to make these informed decisions, and if students have complaints or comments about these requests, they should be directed to the building principal or site director.

Dress Code

Lionsgate students need to dress respectfully and with dignity. Lionsgate students may dress so that they are comfortable while expressing their individuality, however, they must not make other people uncomfortable or detract from the learning environment. This extends to a student's digital representation in online environments. Avatars or personal icons must meet the same criteria of neutrality and acceptability as is expected in clothing. Students are expected to comply with the following guidelines subject to individual student plans:

All Students

- Clothing must be free of offensive (anything that substantially interrupts educational process) images or slogans, drug, cigarettes, sexual connotations, alcohol related graphics, or other negative attitudes.
- Shirts must keep midriffs covered during normal activities such as raising a hand in class or taking materials out of lockers.
- Underwear should be fully covered.
- Footwear is required.
- Jewelry which is a safety hazard to the student and others, such as bracelets or clothing accessories with spikes, should not be worn.
- Pants stay securely above the hips at all times. Belts must be worn with sagging pants.
- Skirts and shorts must be acceptable in appearance and must be no shorter than mid-thigh.
- If a spaghetti strap, bare back or string back tank top is worn, shoulders and back must be covered with another shirt.
- Clothing that is inadequate in its covering, or is overly suggestive (such as low-cut tops that show cleavage or stomachs, or tube tops), should not be worn.

- Leggings, jeggings, yoga pants and other skin-tight pants: due to the revealing nature of these items, students who wear them must wear a shirt or top that extends to mid-thigh.
- Costumes are only allowed during designated Spirit Week times. Masks, wigs, and face paint are prohibited at all times. The exception is for wigs that students wear for medical reasons.
- Lionsgate Academy will reasonably accommodate a student's religious beliefs in regard to his or her attire unless the accommodation creates an undue hardship.

A Note on Personal Hygiene

Students should maintain an acceptable level of personal hygiene. LGA recognizes that cultures vary in their expectation of hygiene. In any case, students should be encouraged to use deodorant, wear clean clothes and have clean hair. Meeting the community standards of hygiene will help students to make valued social connections. Families who are experiencing hardship that interferes with being able to maintain personal hygiene should reach out to their case manager who will, in turn, connect families with confidential support as needed. For students who have sensitivities or who are resistant to expected social hygiene, the school and the family may work together to remove barriers.

Section VII - Student Safety

Background Checks

Lionsgate Academy requires that all applicants for employment, or persons offering student services to Lionsgate Academy, including board members and volunteers, submit to a criminal background check, including driving records.

Freedom from Harassment and Bullying

Students at Lionsgate are free to enjoy and express themselves. Students who perceive that they are being harassed or bullied should immediately report the incident to their advisor/ case manager. The advisor/case manager will notify the Special Education Intervention Coordinator, and an investigation of the report will be conducted. Results of the investigation will be shared with the parent/guardians and the students.

Hazing

Hazing activities of any type, including initiation into extracurricular activities, are inconsistent with the educational goals of Lionsgate Academy and are prohibited at all times. Hazing is about abuse of power and violation of human dignity. Hazing is a form of abuse and victimization. (See Lionsgate Policy 910 Hazing.)

Emergency Drills

In accordance with Minnesota state law, Lionsgate Academy conducts five fire drills, five lockdown drills, one tornado drill, and one bus evacuation drill. These drills promote safety, knowledge and efficiency in the event a real emergency occurs.

Alcohol, Drug, & Tobacco Free School

We maintain a drug, alcohol and smoke-free environment in all of our school facilities and grounds. Students, families, and staff should refrain from the use of tobacco or tobacco-related devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school owns, leases, rents, contracts for, or controls. (See LGA Policies 610 and 617.)

Weapons/Explosives/Dangerous Items

Students and non-students, including adults and visiting youth, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops, on school buses/school vehicles/school contracted vehicles, or entering upon or departing from school premises, property or events. (See LGA Policy 611.)

The school takes seriously the possession of a real weapon which may result in immediate dismissal from the school. Out of school suspension is possible for look-alike weapons or other items which could cause harm. In either case, when the item is discovered it is immediately taken away from the student, and the student is removed from class. For both situations, the school will conduct a parent/guardian/ student conference.

Confiscated Items

Any item determined by staff to be a distraction or danger to students or to the learning environment may be confiscated. A parent/guardian will be contacted and may pick up the item before or after school from the school office. Repeatedly bringing dangerous or distracting items to school will prompt a parent/guardian conference to determine an appropriate support for the student and deter this behavior.

Video Cameras

Lionsgate employs a system of video cameras to monitor activity at entryways and in school hallways. Video footage automatically overwrites every 120 hours. After 120 hours any video that has not been saved is unavailable.

A video recording of the actions of anyone at Lionsgate Academy may be used by the school district as evidence in any investigation regarding incidents at school. The video will not be used solely in any investigation. Student behavior will be handled individually, taking into account the student's disability, the IEP, and any behavior plans that are in place.

A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights Act.

Right to Search

There may be times when security concerns give reason for inspection of the packages, purses, backpacks or other personal parcels that are on the premises of Lionsgate Academy or Lionsgate Academy owned/furnished lockers, vehicles, desks or other equipment. Please do not bring anything onto the premises of Lionsgate Academy that violates Lionsgate Academy policies or that one would not want seen in the event of such an inspection. Lionsgate Academy recognizes and respects each individual's right to privacy. However, the safety and protection of the students and staff are always the priority.

Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

School Resource Officer

Lionsgate Academy retains school resource officers from local jurisdictions. The school resource officer is available to students to talk about how the police keep our communities safe. The officer will also help our students to understand the perspective of public safety and to dispel any misconceptions about the positive role of law enforcement in the community. The school resource officer will be in uniform and visible to students throughout the school year. The school resource officer is present to help LGA; the officer is approachable and willing to answer your student's questions.

Closed Campus

Safety of our students is a number one priority; therefore, students are not allowed to leave campus during lunch or free periods. Lionsgate Academy wants to ensure that students are in the building and safe.

Parent and Visitor Conduct

In order to maintain an orderly, respectful and secure educational environment for the students and staff of Lionsgate Academy, it is essential that all parents and visitors to our buildings be aware of their responsibilities and adhere to the expected code of conduct as set forth in this handbook.

Parents are expected to:

- Recognize that the education of a student is a joint responsibility of the parents and the school community.
- Help their students understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Ensure that students bring only items appropriate and related to the instructional program at school.
- Know school and classroom rules and help their students understand them. Convey to their students a supportive attitude toward education and Lionsgate Academy.
- Build good relationships with teachers, other parents and their student's friends.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Strongly encourage their students to be dressed and groomed in a manner consistent with the student dress code.

Provide a place for study, and ensure homework assignments are completed. Family members are not allowed to directly observe students in classrooms during the school day.

Public Conduct on School Property

Schools are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The executive director or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:

- Anyone who is not currently employed, regular staff member or student of the school will be considered a visitor.
- All visitors must complete a visitor application for a future visit. After approval, visitors to the school must report to the office upon arrival. They will be required to sign the visitor's register. The visitor must sign out before leaving the building.
- Visitors attending school functions that are open to the public, such as school board meetings or public gatherings, are not required to register.
- Any unauthorized person on school property will be reported to the executive director or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in this handbook.
- Visitors are not allowed to take students from the school without express, written consent from the student's parents or guardians.

Conduct Prohibited on School Property

No person shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Use profanity.
- Smoke tobacco products on school property, including in cars while waiting for students if the car is on school property.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers. Loiter on or about school functions.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

Persons in Violation of the Code of Conduct

The authorization of a visitor, to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, Lionsgate will take action with the local law enforcement agency to ensure that the individual leaves the property.

Lionsgate Academy reserves its right to pursue a civil or criminal legal action against any person violating the code.

Section VIII - Communication

Communication at Lionsgate Academy is very important to smooth operations. All communication should be respectful and reflective of the LGA pillars of transparency, balance, collaboration and patience.

Every student at Lionsgate has a dedicated advisor (i.e., case manager, licensed staff). Please include this person in all correspondence with the school.

Distribution of Non-school Sponsored Materials on School District Property

Requests for any distribution of materials must be approved by the executive director or designee. Guidelines regarding the process and the requirements for print materials to be acceptable for the distribution of non-school sponsored materials are referenced in Lionsgate Academy Policy 606. Materials may include, but are not limited to, flyers, brochures, posters, yard signs, etc.

Fundraising by Students for Outside Organizations at School

Lionsgate recognizes that some students belong to outside organizations that encourage fund-raising (for example, girl scout cookies, local food shelf donations, etc.) Students may not solicit other students or staff directly. Students may ask a case manager or advisor to post a solicitation in the staff lunchroom. Any purchase or other arrangement is solely the responsibility of the parties involved and Lionsgate Academy does not have any responsibility for the transaction. Further, the delivery of such items shall not interfere with the school day or cause disruption. Any foods that are sold must not be opened during the school day in accordance with smart snacks and allergen restrictions in place at school.

School Sponsored Student Publications

Students producing official school publications and activities shall be under the supervision of a staff sponsor and the administration. Expression in an official school publication or school sponsored activity is subject to editorial control by Lionsgate Academy over the style and content as long as the school district's actions are reasonably related to legitimate pedagogical or other district-related concerns. If student information will be shared in student publications (e.g., weekly news show, newsletters) staff sponsors need to follow guidelines that parents agree to in the Lionsgate Academy Media Release Form: "In the event that Lionsgate Academy

does use your student's name, it will be reported as first name, last initial, and grade, such as John T., 7th grade."

Communication Media

Lionsgate Academy employs a number of communication mediums to convey information about the school. In our efforts to maintain transparency and keep families informed and up to-date on important events, Lionsgate uses the following:

- Website – A comprehensive resource for families with important events and information regarding Lionsgate Academy. The LGA website is continually updated during the school year. Families are encouraged to check the website frequently. This resource provides the school year calendar, school news, school announcements, lunch information, links to classes, lesson plans and assignment details, employment and volunteer opportunities, staff, board and authorizer contact information, parent portal to grade books, and many more items of interest. Suggestions for the website should be addressed to the Technology Director.
- Newsletter – The LGA newsletter is published electronically and e-mailed to families every other Friday during the school year. The newsletter will have important information about upcoming events, as well as features about the school and students. If you do not have an email account and would like to receive the newsletter by US mail, please contact the front office.
- Social Media
 - Facebook – Lionsgate maintains two Facebook pages: a public page and a private group page. School events and closings are posted on our public Facebook page. Lionsgate families may elect to join a closed, informal Facebook Group called Lionsgate Families. Facebook users may send a request to join Lionsgate Families. Here, families can communicate directly with each other regarding events and other items of interest to the Lionsgate family community. Membership to the Lionsgate Family Group is restricted to current Lionsgate staff and parents. Students may not join the Lionsgate Family Group
 - Twitter – You may also follow Lionsgate on Twitter.

Social Media between Staff and Students

Staff are prohibited from engaging with students on social media as friends.

Students should not reach out to staff to connect on social media. Staff have been instructed not to engage as friends or associates with students on social media. Parents should do their best to support and monitor their student's social media accounts. Any parent/guardian who is aware of a Lionsgate staff member as a social media friend or connection should report this to the school principal immediately.

AIM students may be asked to create a professional social media profile as part of their transition programming. In this case, parents/guardians will be informed prior to the assignment.

E-mail

All staff and students have LGA email accounts. Any off-campus communications from families to school administration and/or teachers need to go through Lionsgate telephone numbers, email addresses and school postal addresses. The administration reserves the right to monitor email to and from Lionsgate Academy.

Email is a convenient way to communicate frequently and quickly as well as document correspondence. However, email also depersonalizes communication to an extent and is easily misinterpreted. While LGA embraces this technology, LGA also encourages families to communicate on the phone or in person when possible. This “live” communication allows families and LGA staff to exchange communication with all of the benefits of nonverbal communication that is absent in email.

Emergency Contacts

Emergency contacts can be updated in the office or through our ParentVue system. The school will use this information if your child becomes ill or is injured at school. The person you designate may be asked to pick up and care for your child if you cannot be reached. Please notify the office immediately of any changes in home/work/mobile phone numbers or contact information.

Parent VUE

Parent/guardians are encouraged to monitor their child’s attendance, schedule, homework and grades from any Internet-connected computer through ParentVue online parent access. ParentVUE is an optional service for parent/guardians. To set up a ParentVUE account or for information on how to use ParentVUE, please contact the front office of the campus that your student attends.

Employment of Lionsgate Staff by Families

Lionsgate Academy recognizes that families may wish to privately employ Lionsgate Academy staff as support personnel for their students. While the school views this relationship as a potential benefit for two groups of stakeholders (employees and families), the school sets forth the following guidance:

1. Disclosure statement on file. The employee must sign a disclosure statement to be kept on file with human resources.
2. Outside employment by families must not interfere in any way with the performance of the work that the employee is responsible for at Lionsgate Academy. This includes:
 - a. Communication – Families should not communicate (text, call, email) with staff during the work day at LGA except on duty free times. In order for the employee to share information between home and school, a consent to release information must be on file at the school.
 - b. Transportation – Staff may not transport a student to and from school if this will compromise the staff’s prompt attendance and duty hours. If the student is enrolled and the family is in good financial standing with the before and after

school care program, an exception may be made as long as the staff member is not late and does not leave early. The employee must be listed on the transportation release form in the main office. Any incidents or accidents arising from transportation of the student by the employee are the sole responsibility of the employee and the family.

- c Licensed teachers may not be employed by families as this relationship violates the Code of Ethics for Minnesota Teachers. (Minn rules 8710.2100 sub2.E.)
- d Employment Relationship – In no way is Lionsgate Academy responsible for the relationship between the family and the employee. This includes taking messages, recruitment, insurance, or termination of the relationship.
- e Employees may not work with students for whom they provide direct 1:1 support during the school day. This includes employees who “rotate” with certain students. Employees who are currently in a work relationship with a family that violates this rule shall give the family no less than 4 weeks notice of resignation. Employees may not ask for re-assignment on the basis of their employment relationship with a family.

Should Lionsgate Academy deem that the employment relationship interferes with the professional relationship between the student and staff at work, Lionsgate reserves the right to have the employee choose the employment relationship to retain (either with LGA or with the family).

Violations of any of these guidelines is subject to discipline up to and including termination of the employee.

Recommendations:

1. It is highly recommended that families provide a release of information on file in order for the employee to share any information about the student from home to school.
2. The families should develop clear guidelines for the employee regarding the taking of photos, the use of social media, and expectations about family privacy.
3. Families should respect the employment relationship and not ask employees to check in on students or make reports of the student during the school day. Families should likewise discourage the sharing of gossip or other unproductive or illegal sharing about other students, families, or personnel at school.

Section IX - Technology

The purpose of technology is to provide students access to educational software, as well as assist students in reaching their full learning potential. In addition to enriching classroom curriculum, technology will be the medium by which students develop skills for self expression relevant to the 21st Century. Technology at LGA is classified into two categories:

- Assistive Technology: Technology used to help students communicate or perform tasks they otherwise would have difficulty performing or could not perform without it.
- Educational Technology: Technology used to aid students' understanding of educational objectives.

Technology that is not recognized as either Assistive or Educational technology as defined above is not allowed without the permission of the school.

Electronic Devices

As technology advances, new devices are available that serve both educational and recreational purposes. It is important to inform students that electronic devices may not be used for gaming purposes during school hours. Electronic devices that have gaming capabilities may be used for school appropriate non-gaming purposes.

Any electronic device that is being used for gaming is subject to confiscation. Any electronic device that is used solely for gaming purposes should be kept in lockers during the school day. Since these items are expensive and easily lost or stolen, students choosing to bring them to school do so at their own risk. The school does not provide a secure lock for these items and is not responsible for lost or stolen devices.

Cell Phones

As cell phone technology and applications increase, so does the school and families' responsibility to address potential negative consequences of their misuse in school. Our Shoreview and Lynx Campuses utilize Yond'r phone pouches to restrict access to phones during the school day.

Our AIM and Minnetonka Campuses do not utilize Yond'r and students may have access to their phones during the day. Students should not be using their cell phones unless specifically asked to do so for education purposes.

Texting is not allowed during school hours. We ask parents to avoid texting or calling their students during school hours, as this can be disruptive to the learning environment. Parents may contact their student during school hours by contacting their case manager or the main office.

Cell phones or other electronic devices that are not being used for an IEP or teacher-approved purpose, may be confiscated and parent/guardians will be notified to pick up the device before or after school from the main office.

Students are not allowed to take pictures or record videos of other students during the school day with cell phones, iPads, tablets or other electronic devices. This includes during PAAWS time, extracurricular activities, time and on buses. Also, Lionsgate encourages social interaction during lunch times; therefore, electronic devices are not allowed to be used during lunch. This does not apply to students who have electronic devices specified in their IEPs.

Students who are allowed to listen to music as part of an accommodation, must ensure that listening levels remain personal. Music should not be loud enough to be heard by other students. Headphones are required as part of the student's school supplies. These are to be used for testing purposes and may be used as part of the student's accommodations. The use of headphones should not interfere with instruction. The classroom teacher may direct students to remove their headphones during instruction. Any issues encountered in classrooms regarding students wearing headphones for accommodations and teachers ensuring that students have auditory access to important information, shall be worked out between the teacher, the parent/guardian, and the student.

YONDR Pouch (Shoreview Only)

To best support our students in complying with this policy, Lionsgate Academy Shoreview campus is partnering with a company called YONDR to provide secure storage pouches for student devices. We understand that cell phones have great utility, but cell phone use has increasingly become a source of distraction, antisocial behavior, and conflict both at home and at school.

The Yondr program employs a simple, easy-to-use case that stores a cell phone and requires an unlocking base to open. When students arrive at school, they will place their phone in a Yondr case which is then locked. Students maintain possession of their phones but will not be able to use them until they are unlocked at the end of the school day.

We believe this will allow our students to be:

- Engaged in classroom activities and assignment
- Less dependent on electronics to do classwork
- Less likely to engage in conversations around bullying
- Less likely to be distracted and procrastinate on assignments in class

How Yondr Works:

At the start of AM Pride (9:10 AM), students will turn off their phones and other electronic devices and put them in a Yondr pouch. At the end of PM Pride (3:49 PM), staff will unlock the Yondr pouch, students will retrieve their devices and students will return the Yondr pouch to the designated container. (Note: The example refers to the phone, however, all permitted devices must fit in the Yondr pouch otherwise they CANNOT be brought to school.)

How will families contact a student?

We want our students to be engaged in their learning. Please refrain from contacting your student during the school day unless it is an emergency. Please contact the main office at 651-300-2371 to reach your student.

Should a student need to make a phone call during the school day, the student must contact their case manager/advisor or the principal and ask to use a land-line. Such phone calls will be restricted to emergency situations only.

What if there is an emergency?

In case of an emergency, we direct our students to safety first. School staff will be able to unlock a Yondr case in a matter of seconds for students once they are in a safe and secure location.

Will my student's phone be safe?

Yes, because students are in possession of their phone in the Yondr case and should keep the case stored away in their backpacks.

What happens if a student vandalizes or damages a Yondr pouch?

Yondr pouches are school property. We expect that students will safeguard the pouches as they do their electronic devices within them. Any vandalism or damage to the Yondr pouch will result in a \$25 fee to replace the pouch.

What will happen if a student forgets or willfully withholds electronic devices and is found with the device in his or her possession?

The device will be confiscated and will not be returned directly to the student. A parent or guardian will need to pick up the device from the principal or other school personnel between the hours of 8:00 AM and 4:00 PM. Additional disciplinary action can and will be taken for repeat offenders.

If you have any questions or concerns regarding our cell phone and electronic device policy please feel free to contact the school at 651-300-2371.

Uses of the School's Computer Resources

Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school computer system and to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school expects that faculty will blend thoughtful use of the school computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. The following guidelines govern access to the school computer system and acceptable and safe use of the Internet, including electronic communications.

Uses of Resources Limited to Educational Purposes

The school system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Students are expected to utilize Internet access through the system to further educational and personal goals consistent with the mission of the school and school policies. For this reason, uses which might be acceptable on a student's private personal account on another system may not be acceptable on the Lionsgate Academy system.

Use of the System is a Privilege

The use of the school system and access to use of the internet is a privilege, not a right. Depending on the nature and degree of a violation and the number of previous violations, unacceptable use of the school system or the internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies.

Unacceptable Uses

The following uses of the school system and internet resources or accounts are considered unacceptable:

Students will not use the school district system to access, review, upload, download store, print, post, receive, transmit or distribute:

- pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
- obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
- materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
- images of weapons or descriptions of weapons;
- information or materials that could cause damage or danger of disruption to the educational process;
- materials that use language or images that advocate violence or discrimination towards other people (hate literature) or that may constitute harassment or discrimination.

Students will not use the school system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person or engage in personal attacks, including prejudicial or discriminatory attacks.

Students will not use the school system to engage in any illegal act or violate any local, state or federal statute or law.

Students will not use the school system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school system software, hardware or wiring

or take any action to violate the school's security system, and will not use the school system in such a way as to disrupt the use of the system by other users.

Students will not use the school system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.

Students will not use the school system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. Students will not attempt to gain unauthorized access to the school or any other system through the school system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the student. Messages and records on the school system may not be encrypted without the permission of appropriate school authorities.

Students will not use the school system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

If a student inadvertently accesses unacceptable materials or an unacceptable Internet site, the student shall immediately disclose the inadvertent access to the teacher. This disclosure may serve as a defense against an allegation that the student has intentionally violated this policy.

Filter

With respect to any of its computers with Internet access, the School will monitor the online activities of students and employ technology protection measures during any use of such devices by students. The technology protection measures utilized will block or filter internet access to any visual depictions that are: Obscene, Pornographic, or Harmful to minors.

The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that is either obscene, pornographic or when taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Limited Expectation of Privacy

By authorizing use of the school system, the school does not relinquish control over materials on the system or contained in files on the system. Students should not expect privacy in the contents of personal files on the school system. Lionsgate conducts routine maintenance and monitoring of the school system and will discover that a student has violated this policy.

Parent/guardians have the right at any time to investigate or review the contents of their child's files and email files and to request the termination of their child's individual account at any time. The school will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through the school system.

Go Guardian

Lionsgate employs *Go Guardian*™ on its devices. Go Guardian allows teachers to monitor student browsing. Teachers also have the ability in their classrooms to manage students' use of the internet.

Internet Use Agreement

The proper use of the internet and the educational value to be gained from proper internet use are the joint responsibility of students, parent/guardians and employees of the school. Students must have the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the internet.

By signing the last page of this handbook, both the student and the parent/guardians attest that they have read, understand and agree to the uses of the internet contained in this document.

Limitation on School Liability

The system is provided on an "as is, as available" basis. The school will not be responsible for any damage students may suffer, including, but not limited to, loss, damage or unavailability of data stored on school hard drives (or server) or storage media, or for delays or changes in or interruptions of service or missed deliveries or non-deliveries of information or materials, regardless of the cause. The school will not be responsible for financial obligations arising through unauthorized use of the school system or the Internet.

Parent/Guardian's Responsibilities for Student Internet Use

Outside of school, parent/guardians bear responsibility for the same guidance of internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parent/guardians are responsible for monitoring their student's use of the school system and of the internet if the student is accessing the school system from home or a remote location.

Student Email Deletion

Upon graduation or unenrollment from Lionsgate Academy, students will receive an email notice two weeks prior to deletion of the Lionsgate Academy email account. Email will be reinstated should an unenrolled student re-enter; however, no records will be retained from previous use.

Lionsgate Academy is not responsible for lost content. This content may include, but is not limited to, old course materials, Google docs, or emails. Students will be responsible for the retrieval of any materials in the account prior to the account deletion. Students may transfer their google documents to another gmail account by sending a request to tech@lgamn.org.

Once the account is removed, all materials within the account will be gone and no longer available. Accounts may be purged as soon as two weeks from receipt of this notification.

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Section X - Health & Wellness

The following section contains information regarding the health and well-being of our students.

Medical Policies & Procedures

Lionsgate Academy makes every effort to promote the health and well-being of all students. Information that parents/guardians can provide regarding their child's health concerns, illness, injury or stresses helps to ensure student success at school. Lionsgate Academy utilizes guidance from public health officials (including the CDC and Minnesota Department of Health) in developing policies and procedures in the school. Health offices are staffed with building nurses (LPNs) and/or unlicensed health aides under the direction of the District School Nurse.

Doctor's Orders

Individual students may require specific medical procedures or prescription medications during the school day. ***A written doctor's order and parent/guardian permission are required and must be received by the school nurse prior to providing any invasive medical procedure or administering prescription medication.*** This documentation must be reviewed by the school nurse and on file in the health office before any medical procedures or prescription medications will be administered. Physicians may fax orders directly to the Lionsgate Academy school nurse.

Annual Student Health Information

A Student Health Information form must be completed by the parent/guardian every year before school starts. Online completion of this form is also available yearly via registration on ParentVue. It is the responsibility of the parent/guardian to update the health office with changes to their student's health status. The form can also be obtained through the school office and will also be available for families at the back to school event held in late August prior to each school year.

Medication

Lionsgate Academy recognizes that students may need medications throughout the school day and is prepared to provide medication administration. We also recognize that the safest and most appropriate place for students to receive daily medications is at home when possible. Parents/guardians are encouraged to work with their doctor to schedule medications during non-school hours if possible.

Prescription medication

No prescription medications will be administered to any student without written authorization by the parent/guardian **and** the student's licensed medical prescriber. According to the State of Minnesota, a prescribing medical provider is defined as one of the following: Physician (MD), Advanced Practice Registered Nurse (APRN/NP), Physician's Assistant (PA), Dentist, Podiatrist, Osteopath, and Psychiatrist. Other professions such as chiropractor, naturopathic provider,

nutritionist, or nurse do not have authorization to prescribe medication and cannot complete the written authorization form.

An *Authorization for Administration of Medication* form, available through ParentVUE and also located in Lionsgate Academy's student health office, must be completed with the name of the medication, the dosage of the medication, time identified, route, and reason for medication. This form must be reviewed by the school nurse and on file in the health office before medication will be administered. **Prescription medication must be received in its original container with the pharmacy label.** Lionsgate Academy assumes no liability for adverse drug effects when following the medical prescriber's orders. Please contact your school nurse if you have further questions.

All students, including those over the age of 18, are not allowed to carry their own medication. All medications must be administered by the school nurse following the requirements above.

Exceptions to this rule may be made for students whose medical provider has given written permission for the student to self carry AND the student has documented this agreement with the school nurse. The District School Nurse must approve any self-carry exemption and approval may be revoked if the student exhibits an inability to manage their medications safely in the school environment. Exceptions are only granted for epi-pens, inhalers, and over-the-counter medications.

Over-The-Counter (OTC) Medications

Over-the-counter medications are defined as medications that can be purchased without a prescription and are FDA approved for home use. Select OTC medications can be given by health staff with only written parent/guardian permission. The OTC medication form can be found in the health office as well as on the Lionsgate Academy website. This form must be completed and signed before medication can be administered. OTC medications must be provided by the student in the original, sealed container and will only be given as directed by the manufacturer. Items such as vitamins and supplements are not FDA approved and therefore cannot be administered as an OTC medication.

Complementary/Alternative Medicines (CAM)

Complementary/Alternative Medicines (CAM) are generally defined as substances that are not FDA approved and may not routinely be considered conventional medicine. CAMs include vitamins and supplements that can be found commercially but are not FDA approved. **As a general rule, CAMs cannot be administered at school.** In rare cases exceptions can be made when the following conditions are met: a signed physician letter clearly stating the following:

1. why the CAM is needed during school hours and indications for administration,
2. any potential side effects or adverse reactions to the medications,
3. the name of medication,
4. dose of medication,
5. time given, and
6. route (by mouth, topical, etc.).

Parents/guardians must also provide written permission to administer the medication as indicated in the physician's letter. The CAM must be in the original manufacturer's container

with instructions for use clearly written on the label. Regardless of the above, the District School Nurse does have the discretion to refuse to allow CAMs to be given at school.

Medical Cannabis

At this time, Minnesota state [statutes](#) prohibit use of cannabis and cannabis-related products on school grounds. This includes products obtained legally via the Minnesota Medical Cannabis program, and CBD/CBN/THC products sold commercially derived from hemp. As a result, all cannabis and hemp-related CBD/CBN/THC products cannot be administered at school or be located on campus or school transportation at any time.

Emergency Information

To ensure the safety and well-being of students, parents/guardians are required to complete an emergency form each year online via ParentVUE (or by calling the office). It is the responsibility of the parent/guardian to inform school personnel (advisor, case manager, licensed staff), health staff, or office staff of any changes that occur during the school year (e.g., address or phone number, emergency contact information). Changes in health information (medication/medical procedure needed at school, health status) should be reported to the school nurse.

Suicide Prevention Information

[988 Suicide & Crisis Lifeline](#): Call, chat or text 988.

Text 741741. Crisis Text Line offers free help for those who are having a mental health crisis or are contemplating suicide. Services are available 24/7 across Minnesota. [Video](#)

Call **CRISIS (274747)** from a cell phone to talk to a team of professionals who can help you. (For landlines, see the [directory for mental health crisis phone numbers in Minnesota by county](#).)

Health Care Plans

If a student has a medical condition that requires special care or monitoring during the school day, a health care plan is developed by our licensed school nurse in collaboration with the parent/guardian with input from the student's health provider. The health plan contains vital information needed to provide proper health care during the student's school day. In some cases, physician's orders may be required or requested for specialized procedures and/or continuity of care between home and school.

Immunizations

The state of Minnesota requires all students to have immunizations updated and to keep a current immunization record form on file in the school office. Parents/guardians must provide a current immunization record **prior** to student's attendance at school. If parent/guardians do not want their child to receive immunizations, the parent/guardian must obtain a notarized statement which will be kept in the student's school health.

Immunization forms can be obtained from the front office. They are also available on the school website follow school>(campus)> school nurse. It is important for parents/guardians to be aware that while specific exemptions exist for immunizations, unvaccinated students are at greater risk for those diseases and, in the event of an outbreak in the school setting, will be required to stay out of school for a period of time determined by public health officials. In the case of some diseases (like measles) unvaccinated students may be required to remain off campus for up to 21 days or more.

Illness/Injury

Students who become ill during the day will be referred to the school health staff. If it is determined that a student needs to go home, staff will inform the parent/guardian and work with the advisor (i.e., case manager, licensed staff) to coordinate arrangements for transportation home. Parents/guardians or designated drivers must sign out their students in the school office before leaving the building. If someone other than the parent/guardian is meeting the student, parent/guardian permission is required to release the student. The responsible person must show identifying information including name, address, and telephone number. Proper identification may be requested of individuals not recognized by office staff.

Students who display the following symptoms during school will need to be sent home.

- Severe pain or discomfort
- Diarrhea (3 or more episodes in 24 hours)
- Vomiting
- Severe coughing or sore throat
- Temperature of 100.4 degrees or higher
- Bacterial infections (including strep throat)
- Jaundice skin or eyes
- Chicken pox or other communicable viruses
- Infected, untreated skin patches/lesions
- Difficult or rapid breathing
- Undiagnosed skin rash
- Injuries requiring medical intervention
- Swollen joints, visibly enlarged lymph nodes
- Unexplained lethargy or not able to participate in the program activities with reasonable comfort

In addition, if students are displaying these symptoms, they should not come to school until they have been symptom-free for at least 24 hours without the use of symptom-reducing medication. Some conditions, such as strep throat, will require 24 hours of antibiotic use before returning to school. Guidance from the Minnesota Department of Health (MDH) will be utilized for decisions around all communicable diseases.

COVID-19 conditions will significantly alter these expectations. Students who display symptoms of flu or respiratory illness will be excluded from school following Minnesota Department of Health (MDH) Guidelines. This exclusion may last up to 10 days as determined by the District School Nurse. Additional guidance is provided via the current LGA Covid Policy and from the CDC and MDH.

If your student becomes ill during the day, parents will be notified, and the student will be given the opportunity to rest in the health office until a parent/guardian arrives, within a 1 hour timeline. Students who are sent home due to an illness are not able to be readmitted to school until they are symptom free for a minimum of 24 hours. ***If students have a health plan on file that addresses any of the above symptoms and the staff response, the health plan will be honored over and above this illness procedure. Parents/guardians may be asked for physician's clearance prior to returning to school in situations where it is unclear if the student should return to school.***

The teaching team and support staff receive specific training in Staff/Student Emergency Procedures. The following outlines the process used:

Notify the student's advisor (i.e., case manager, licensed staff) AND the school health office of any health problems, conditions, (e.g., head lice, strep throat etc.) or contagious diseases immediately. A designated LGA staff will notify the school nurse.

The student's advisor (i.e., case manager, licensed staff), designated administrative staff, or school nurse will promptly inform the parents/guardians in the event of serious injury or illness while a student is at school.

Students must remain home for a minimum of 24 hours after starting antibiotics. Parents/guardians should notify the school health office of any new medications when started. Students must be fever free without the use of fever reducing medications for 24 hours before returning to school.

Parents/Guardians are encouraged to arrange dental and medical appointments during non-school hours when possible. Parents/guardians should notify the case manager of any upcoming appointments whenever possible. Parents/guardians or designated drivers must sign out their students in the school office before leaving the building for the appointment.

Parents/ guardians or designated drivers must accompany the student to the office upon return.

It is suggested that students have periodic physical, vision, hearing and scoliosis examinations.

Allergen Policy

Lionsgate Academy takes reasonable and necessary precautions when advised of an allergy or other medical issue that may impact a student's education and health or the health of an employee. Students with life-threatening allergies are required to provide an anaphylactic plan from their doctor with details regarding emergency care, including providing medications (EPI PEN, benadryl, etc.) and when to call 911.

Sharing Food Prohibited

Students are not to share food at any time.

Classroom Treats

If students wish to celebrate an occasion with food, the food must be store-bought and packaged and must not contain peanuts or tree nuts. Home-made baked goods are not to be brought to school.

Food Deliveries

Students are not permitted to order food for delivery anytime during the school day.

Prohibited Foods & Materials

Please do not bring peanuts, food containing peanuts, tree nuts, or food containing tree nuts to school. Tree nuts include walnuts, pecans/pralines, hazelnut/filbert, cashew, pistachio, almond, acorn, Brazil nut, macadamia nut, pine nuts/pinon/pinon nut, shea nut, coconut. Also peach pits in whole peaches should not be brought to school.

Please do not bring fish or shellfish to school.

Please do not wear perfume, cologne, body spray or perfumed lotions to school.

Section XI - Administration, Governance & Support

Lionsgate Academy relies on a number of groups to comply with Minnesota State Charter School and for the school's operation. These groups are our administration, board of directors and the support organizations such as the PAC/SEAC, the Lionsgate Foundation, and the fundraising committee. The support groups are always in need of energetic, committed individuals to help carry out the mission of LGA.

Administration

The administration works to ensure that the school is in compliance with all requirements for operating a charter school in Minnesota. They are charged with the overall responsibility for major areas of operation for the school as an independent school district.

Administrative Team for Lionsgate Academy 2023-2024

Executive Director	Hala Asamarai, Ph.D.
Director of Student Services	Ryan Rehnstrand
Director of Finance and Operations	Aaron Leisen
Director of Human Resources	Julie Moeckly
Director of Technology	James Saunders
Principal, Lionsgate Shoreview	Brandy Schwab
Principal, Lionsgate Minnetonka	Rachel Boyack
Site Director, North St. Paul	Jessica Bjorkman, Ph.D.
Site Director, Lynx	Julie Flexhaug

Governance

Lionsgate Academy is governed by an elected board of directors comprised of three parent/guardians, three licensed staff members and three community members. The board of directors is responsible for the governance of the school, the approval of policies, strategic planning, and the evaluation of the Executive Director.

Board of Directors for Lionsgate Academy 2023-2024

Chair	Ann Wiesner	Parent
Vice Chair	Pauline Bangma	Community Member
Treasurer	Jeff Nickolas	Community Member
Secretary	Janet Ha	Licensed Teacher
Director	Rachel Osband	Parent
Director		Licensed Teacher
Director	Stephanie Claybrook	Licensed Teacher
Director	Julie Tarshish	Parent
Director	Kim Busse	Community Member

Support

There are a number of support groups upon which Lionsgate Academy relies for its compliance with statute as well as promoting the school and raising much needed discretionary funding. These committees and groups are looking for committed, energetic family or community members to join in their important work for the school.

Parent Advisory Committee/Special Education Advisory Committee (PAC/SEAC)

The PAC/SEAC is a mandated parent committee. All parent/guardians are welcome to join and participate in the PAC/SEAC. The mission of the PAC/SEAC is to ensure that the needs of students with special education are considered in the development and implementation of school practices. The PAC/SEAC meets virtually every month. Families interested in participating should check the district newsletters for specific information.

Lionsgate Foundation

The Lionsgate Foundation is a non-profit organization whose mission is to benefit students with autism in the community and at Lionsgate Academy. Members of the foundation raise funds, sponsor programs, and give grants for worthwhile endeavors that benefit individuals with autism and the school.

Board of Directors for Lionsgate Foundation 2023-2024

Chair	Joe Timmons	Community Member
Vice Chair	Open	
Treasurer	Open	
Secretary	Lindsey Rose	Parent
Board Member	Lois Hall	Parent
Board Member	Cynthia Kerr	Parent
Board Member	Open	
Board Member	Craig Pearson	LGA Staff
Board Member	Michelle Jirik	LGA Staff
Board Member	Liz Pearson	LGA Staff
Board Member	Jeffrey Osterhout	LGA Staff
Board Member	Open	School Board Liaison
Board Member	Dr. Diane Restorff	Former LGA Executive Director
Honorary Member	Dr. Hala Asamarai	LGA Executive Director
Honorary Member	Aaron Leisen	LGA Director of Finance & Operations