



2015-2016 First Day Digital Packet*

Contents included in this packet

Introduction
School Calendars
Parking/Traffic Maps
Classroom Maps
Parent Code of Conduct
Parent/Student Contract
Student/Parent Handbook
Megan's Law Form for Volunteers
Student Computer use form
Free Lunch Information
Healthy Schools Act Notification
Epipen Policy and consent form

Info given to your student in hard copy form on 1st day

Emergency card (sign/return)
Free lunch application (sign/return)
Mealtime online lunch system letter
Student computer use form (sign/return)
Dollar a Day Club Fundraising Information will come home Friday of the first week
Student Allergy Anaphylaxis Form (Epipen)

This packet contains the information for both sites since many families have students at multiple locations. Areas highlighted in **yellow** have been changed or added from the previous year's document.

*Any family unable to access this information will be provided the packet through the school office.

ILCS First Day Packet Information Letter
2015-2016

Welcome to Inland Leaders Charter School. Please review this packet and the information provided. If you are unable to print the forms, there are more available in the office. You will need to complete and turn in the following items to your child's teacher the second day of school: Emergency Card (in first day materials sent home with child), Free and Reduced Lunch Application (please complete even if your student does not eat lunch at school but may qualify), Computer Use Agreement Form, School Allergy form. Any forms that need to be signed and returned will be sent home as a hard copy on the first day of school with your student. Thank you for your commitment to our school. We look forward to a memorable year together. If you have any questions you may always contact the office at 909-446-1100 or through the school website at www.inlandleaders.com or email address: ilcs@inlandleaders.com.

Staff Changes

The following changes have occurred as of July this year. We have new teachers: Julia DiOrio (Transitional Kindergarten), Karen Mullin (Transitional Kindergarten), Alexandria Strachan ((Transitional Kindergarten), LaRae Gastel (3rd grade), Christine Ahrens (4th grade), Amber Benavides (5th grade), Stacey Wassif (English, 7th/8th grades), Briana Weir (now, Mrs. Briana Yates) (History/ Science) 7th/8th grades, Brain Burson (Electives) 7th/8th grades. We also have added two new yard-duty Bree Martinez and Chrissy Lazzar. In addition, some of our teachers have made grade level changes as well: Maddie Buckmaster is now our full-time substitute teacher and Jenn Pryor moved from teaching 7th/8th grade to 5th Grade. Mr. Osborn will no longer be teaching 4th grade and is now a full-time coach. Also, congratulations to Ms. Monica Merriman (now, Mrs. Monica Phillips), Ms. Ashley Zieber (now, Mrs. Ashley Robbin), and Briana Weir (now Mrs. Briana Yates) were married this past year! Please welcome our new teachers!

Message from Mr. Gordon

This year marks our ninth year of operation. In fact this is our first year of our new charter renewal and I have produced a new vision for the school entitled VISION 2020. This vision includes a type of rebirth of our school program that will highlight our strengths and look to improve our weaknesses. The five year goals include retaining and training the best teachers, integrating technology into classrooms, 90% proficiency and advanced for our students and improving on our culture of leadership. These goals will remain our area of focus and will be what we expend most of our energy on. I am pleased that your student is a part of this journey and we look forward to accomplishing these goals in the near future. I want to continue to encourage our families to get involved in the education of your student. The more involved and support you provide the more successful your student will be. I hope your student's school year is one of great joy and that they thrive in our environment that strives to go *Beyond the Limits*.

Schedules (start and end times)

Please remember to be ON TIME each morning to start school and be prompt when picking up your child(ren) every day.

Bryant Street		
Transitional Kinder	8:30	12:00
Kindergarten	8:10	12:30
1 st grade	8:10	1:05
2 nd grade (Solano/Tiss)	8:10	1:10
California Street		
2 nd grades (Hill/Rigsby)	8:00	1:00
3 rd grades	8:00	1:05
4 th / 5 th / 6 th grades	8:00	1:10
7 th /8 th grades	8:00	1:20

Extended day schedule for 2nd-8th graders ends at 3:00pm. Check the school calendar for the specific dates of the extended days. They are typically the last Thursday of each month.

Please make sure to be prompt when dropping off and picking up students and be mindful of the need to slow down in the parking lots and always watch for our children.

Back to School Nights

Our **back to school nights** are as follows:

California Street **Mon 8/17** from **5:30-7:30 pm**

Bryant Street **Tues 8/18** from **5:30-6:30pm (Kinder – 2nd)**

Please come and get to know your children's teachers and the program we offer at ILCS.

Snacks/ Lunch/ Food

Students should bring a snack each day for their nutrition break. Each family is encouraged to return a free/reduced lunch application to the school office even if the student may not be eating lunch at the school. These applications are relied on for grants and other extra funding. The more applications we can qualify, the better chances we have of receiving these special grants. Applications may also be filled out online through the school website or through www.mymealtime.com. Please note that ILCS will not be allowing food on campus from parents or visitors for student birthdays. Teachers will inform parents to alternative types of treats or trinkets that parents may bring for special events. Teachers may plan special events or feasts that may include food and will be approved through the administration. Also note that we do not allow latex balloons on campus.

Electives

ILCS is proud to offer another year of electives for our students. Parents and students sign up for electives through an online survey emailed to families several weeks prior to the beginning of electives. **You will need your student's number to sign up.** The number will be given to you in an email with the teacher assignment. Elective class rosters are posted at the school offices the week prior to electives starting. Electives will start the week of **September 14th**. You will receive more information in the following weeks.

Volunteers and Visitors

When visiting either the Bryant Street or California Street campuses of ILCS, please remember to sign in and receive a badge at the school office. **Please refer to each of the campus maps for the location of the offices.**

Website

Make sure to use and access the school website (www.inlandleaders.com) for all of our latest updates and events. You will also find a number of resources, teacher contacts, and other important information. You may also subscribe to the pages on the school website to receive updates via text or email when the page is updated or changed.

We use an automated system called Parent Square for email and phone calls to mainly communicate with parents. If you do not have email, please inform the office so that we can make alternate arrangements to communicate with you. **Remember to update the office immediately if any pertinent information (phone number, email or address) changes at any time.**

Inland Leaders Foundation (ILF)

The Inland Leaders Foundation (ILF) was created in 2011 with the goal to create a network of funding for capital projects such as a new facility and the purchase of property. The Foundation is a separate 501c3 non-profit organization and sponsors the annual gala, golf tournament and other activities to raise large amounts of money for the benefit of Inland Leaders. During the year you will receive information from the Foundation to help with the events. Please visit our website by [clicking here](#). If you have questions or would like more information on how to get involved with the Foundation, please contact Dr. Jimenez.



INLAND LEADERS CHARTER SCHOOL

2015-2016 School Calendar

August 2015						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2015						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- School Closed
 - First and Last Day of School
 - Teacher work day (no school for students)
 - Extended Days (school out at 3:00pm)
 - SBAC Testing
 - Report card conference start
- *extended days do not include Kinder or first grade

1st Trimester- August 13- November 05

2nd Trimester- November 6- Feb. 26

3rd Trimester- Feb. 29- June 8

Elective session 1 - Sept. 14 - Nov. 6

Elective session 2 - Jan. 11 - March 11

Elective session 3 - April 4 - May 27

ILCS Board adopted: 4/20/14

Calendar of Events

2015-2016 School Year

August

13- First Day of School
17- CSC Back To School Night
18- BSC Back To School Night
27- CSC Extended Day (School will get out at 3:00pm)

September

7- No School- Labor Day
10- CSC Pictures
11- BSC Pictures
24- CSC Extended Day (School gets out at 3:00pm)

October

2- Lions Fest
8- Make-Up Pictures (Both CSC and BSC Campuses)
24- ILF Campus to Campus Run
26-30- Spirit Week
26- Nov 12- Food Drive
29- CSC Extended Day (School gets out at 3:00pm)

November

6- Mother Son Bowling
10- Patriotic Day- Wear red, white, and blue
11- No School- Veterans Day
16- No School-Teacher Work Day
18- GIS Day
23-27- Thanksgiving Break- No School
30- Dec 17- Angel Tree

December

10- Craft Fair
12- Yucaipa Christmas Parade
14- Winter Performance
14- Grandparents Day
17- Angel Tree Presents Due
17- CSC Extended Day (School gets out at 3:00pm)
18- Last Day to purchase yearbooks for \$35
21-Jan 1- Winter Break- No School

January

4- No School- Teacher Work Day
18- No School- Martin Luther King Jr Day
28- CSC Extended Day (School gets out at 3:00pm)
29- Ontario Reign Game

February

8- No School
15- No School- President's Day
25- CSC Extended Day (School gets out at 3:00pm)
27- ILF Gala
29- Mar 4- Spirit Week

March

2-Read Across America Day
17- CSC Extended Day (School gets out at 3:00pm)
18- Last Day to purchase yearbooks
21- Apr 1- Spring Break- No School

April:

4- No School- Teacher Work Day
8- Father Daughter Dance
14- Talent Show Tryouts
22- No School
25- Talent Show
28- CSC Extended Day (School gets out at 3:00pm)

May:

2-27- SBAC Testing (3rd-8th Grade)
2-6- Teacher Appreciation Week
13- Student Council Elections
19- Leadership Fair Banquet
28- CSC Extended Day (School gets out at 3:00pm)
30- No School- Memorial Day
31- Spelling Bee

June:

3- 8th Grade Cotillion
7- 8th Grade Promotion
7- Tyler Davis Day
7- CSC End of the Year Awards Assembly (2nd-4th 8-9am, 5th-8th 9-11am)
8- BSC End of the Year Awards Assembly (TK-2nd 8am)
8- Last Day of School

*Every Friday is Blue and Gold Friday- Wear your school colors

Elective Trimesters

Session 1- Sept 14th-Nov 6th
Session 2- Jan 11th-March 11th
Session 3- April 4th-May 27th

*Every Friday is Blue and Gold Spirit Day- Wear your school colors

Revised 08/15

Inland Leaders Charter School

2015-2016

Grades: TK, K, 1st, 2nd

13456 Bryant Street, Yucaipa, CA

909-446-1100

Office Staff

Executive Director: Mike Gordon
Administration: Dr. Loomis/Dr. Urrea
Secretary: Shannon Aiken
Secretary: Ronica Hochreiter



BSC

Visitor Parking Lot
&
Student drop off/pick up

Visitor Entrance

1st
Harris

1st
Peters

1st
Fogle

1st
Timboe

K
Bess

K
Stanley

Office

CUBS' DEN

Lobby

TK
Buckmaster

TK
Payne

TK
DiOrio

K
Bobrink

K
Marion

Nursery

Staff Parking Lot

McKay Building

2nd
Solano/Tiss

2nd
Solano

Cub Squad
Hensley

Kitchen

2nd
Tiss

Ind. Study
Philips/McCuiston

Ind. Study
Estopinal

custodian

Lunch Area

Girls'
Restroom

Boys'
Restroom

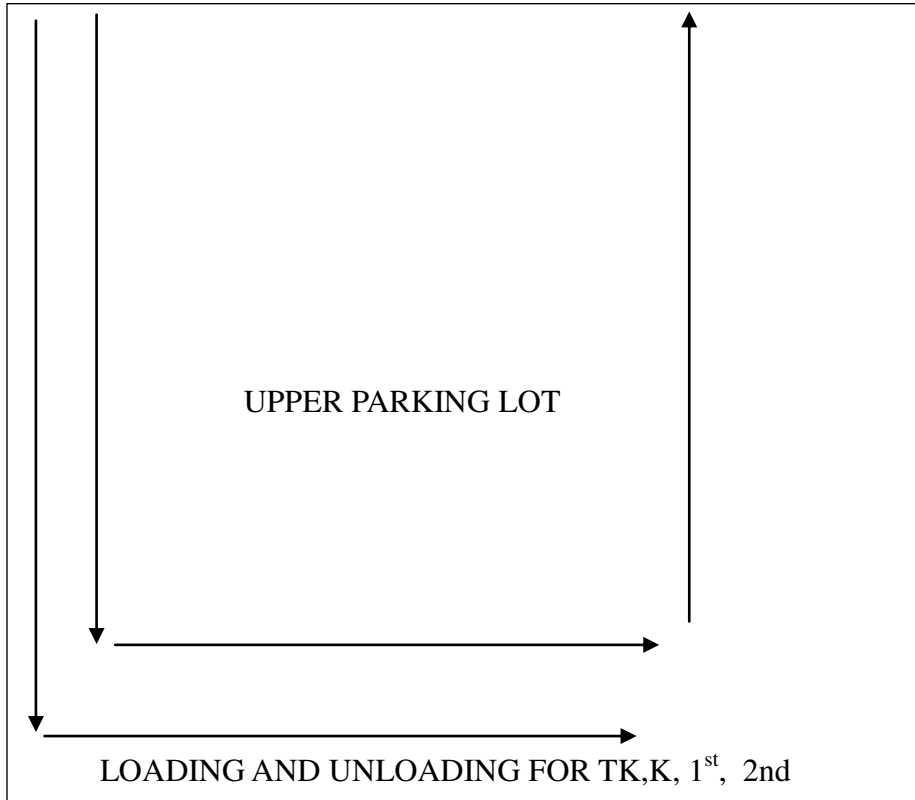
Spanish
Thuillez/Gonzalez

SPED
Phillips

BRYANT STREET PARKING MAP

Enter only

Exit Only



C
l
a
s
s
r
o
o
m
s

Classrooms

Office

Sanctuary

Classrooms

LOWER PARKING LOT
This lot is for staff parking only.

Classrooms

PLAYGROUND FIELD

R



Rm 29 Whitlock 6th	Rm 28 Bressler 6th	Rm 27 Steiner Lund 6th	Rm 26 Woodgrift 5th
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Rm 25 Wassif 7/8	Rm 24 Girls Lockers	Rm 23 Burgess/ Burson
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Rm 3 Hill 2nd	Rm 4 Rigsby 2nd	Rm 5 Urban 3rd	Rm 6 Talbot 3rd	Rm 7 Gastel 3rd	Boys R Girls R
					Rm 22 BLR/ Cowan Elect.

Rm 19 Overton Boys R	Staff R	Staff R	Girls R
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Rm 30 Office	Rm 20 Bess 7/8	RM 21 Burgess/ Cowan
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LIONS
DEN
(Cafeteria)

Fairness Blvd.

AVENUE D

Caring St.

Rm 8 Reiss 3rd
Rm 9 Dawson 4th
Rm 10 Reznick 4th

Respect Ave.

Rm 13 Benavides 5th
Rm 12 Ahrens 4th
Rm 11 Osborn 4th

Citizenship Ln.

Rm 16 Plyor 5th
Rm 15 Dennistoun 5th
Rm 14 Luu 5th

Trustworthiness Way

Rm 19 Barre Math 7/8
Rm 18 Stodelle 7/8
Rm 17 Yates 7/8

Rm 31 Speech
Rm 32 Office

Rm 2 Spec Ed
Rm 1 Staff room

Responsibility Rd.

OFFICE

Rm 33
LIBRARY

Inland Leaders Charter School
 2015-2016 School Map
 2nd-8th Grade Campus
 12375 California Street, Yucaipa, CA
 909-446-1100

Office Staff
 Executive Director: Mr. Gordon
 Administration: Dr. Jimenez
 Activities: Jacquie Reeseigh
 Business Manager: Tracy Burson
 Secretary: Desiree Davis
 Secretary: Heather Hill

12375 CALIFORNIA STREET

ADAMS STREET

Pryor

Luu

Gate

Large Gate

Hill

6th/7th/8th Grades will
Exit gate and may be picked up along Adams St.

Rigsby

Baseball
fields

PICK UP LOCATIONS FOR STUDENT EXIT

Urban



Talbot

LIONS
DEN
(Cafeteria)

Gastel

- Load only along streets
- Do not block neighbors' driveways
- Students staying for lunch are picked up in front of the office at 1:45PM
- Extended Day 3:00PM please pick up students in these assigned locations

Gate

AVENUE D

Reiss

OFFICE

Gate

LIBRARY

Gate

Ahrens

Rearick

Stairway

Dawson

Stairway

Robbin

Benavides

Dennistoun

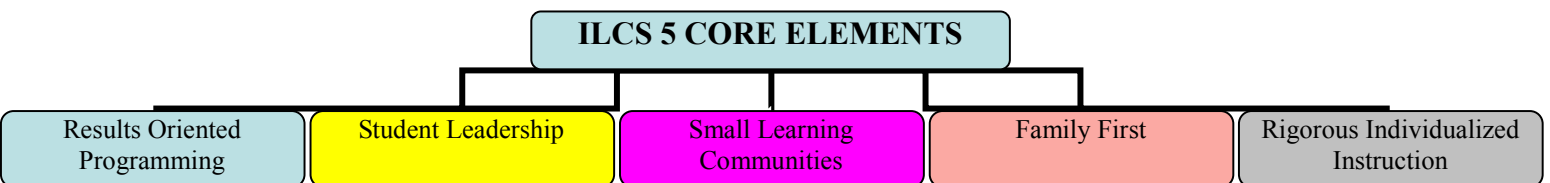
Stairway

CALIFORNIA ST.



Inland Leaders FAMILY/STUDENT HANDBOOK

The Vision of Inland Leaders is to sustain a high quality charter school founded upon rigorous individualized instruction and character education to create 21st century leaders.



General Information

Welcome

Inland Leaders welcomes your family to our school. ILCS is a school based on the belief that families are their child's first and most important teacher and we look forward to working, learning, and teaching with you. We deeply value the commitment you have made to send your child to a school of choice and to be a part of ILCS.

Family–Student Handbook Use and Purpose

This handbook is designed to help ILCS families get acquainted with the school. It explains some of our philosophies, beliefs, structures, procedures, and policies. This *Family-Student Handbook* is intended to be an official procedure guide for your daily interaction with ILCS. Kindly keep in mind that ILCS is a growing and changing organization, as such the school reserves full discretion to add, modify, or delete at any time parts of this *Family-Student Handbook*, or the policies and procedures on which they may be based. ILCS will keep you informed when substantive changes occur.

Mission Statement

ILCS is committed to providing a world-class education for students that will equip them with the critical 21st century skills necessary to be successful leaders in life. This will be accomplished by:

- Providing a safe and structured environment
- Ensuring high expectations for all stakeholders (parents, students, staff)
- Implementing innovative practices, rigorous curriculum, and character training
- Creating strong partnerships with parents and community members

Charter Schools in California

Charter schools are nonsectarian public schools of choice that operate with freedom from many of the regulations that apply to traditional public schools. The "charter" establishing each such school is a performance contract detailing the school's mission, vision, educational program, goals, students served, methods of assessment, and ways to measure success. Charter schools are accountable to their sponsor—in our case, the YCJUSD Board of Education—to produce positive academic results and adhere to the charter contract.

The basic concept of charter schools is the exercise of greater flexibility and autonomy away from the constricting structures of the California Education Code as long as the charter school remains accountable to its fiscal responsibilities, its charter and its student population. At the end of the charter term the school seeks renewal of the charter based on successful academic results and fiscal practices. Our charter with the district was renewed through **June 2020**.

Overview of Inland Leaders

Inland Leaders (ILCS) was developed as an innovative and progressive alternative elementary school for students in the Inland Empire of southern California. It was born out of a desire to provide for students seeking alternatives to traditional public schools, create a model for standards-based classrooms, train up student leaders, and implement innovative strategies to improve student performance. The school was developed with the participation of school administrators, college professors, parents, and community members from the Redlands, Beaumont, Yucaipa, Loma Linda, Riverside and Calimesa cities with a variety of ethnic, religious and socio-economic backgrounds.

ILCS is based on the conviction that families need to be an integral part of the education of their children. Conversations with a variety of parent groups revealed that a significant number of Inland Empire families had chosen to home school or enroll their children in private schools so they could be more involved in their children's education. Therefore, Inland Leaders is dedicated to reuniting the diverse community of parents, teachers, businesses, and others to participate in the privilege of educating students in a flexible, high quality public school environment.

Revised 08/15

The founding members of the charter agree on five core elements that form the foundation of ILCS: small learning communities, strong parent involvement, student leadership development, rigorous individualized instruction, and results oriented programming. The school will be a site-based kindergarten through eighth grade elementary school operating within the required instructional minutes of the state. Students will attend school without the traditional long recess breaks to enable them to return home sooner. This will allow for greater flexibility in the day for interventions, enrichments and staff development.

The differentiation program entitled PACE or **P**upil **A**cceleration for **C**ontinued **E**xcellence will be the backbone of the individualized instruction. This program will allow for flexible groupings that will assist teachers and students in differentiation, mastery, and acceleration of the curriculum. Recent research has concluded that smaller schools educate students more successfully. ILCS will keep class sizes small to allow for greater success and individualized instruction.

ILCS recognizes that students need to be prepared and equipped with skills and qualities beyond academics; therefore we will integrate leadership training into the curriculum to emphasize public service and character education. Special needs programs such as ELL, GATE and special education will all be provided and teachers will receive training to support the special needs of all students.

ILCS recognizes the fact that the world of today is vastly different from the past and therefore students need a different system of education to succeed in the future. Our goal is to go beyond the limits, strive for continual excellence, and train up leaders for tomorrow.

Governance Structure of ILCS

The Governance Structure of ILCS provides opportunities for all members of the school community to be involved in the decision-making process. Your involvement as a family member gives you a voice in determining school programs and policies that affect you and your child. ILCS is a non-profit corporation that is governed by a Board of Directors which maintains parent and community representatives.

Board of Directors

The Executive Board is ultimately responsible for the operation and activities of the School. It oversees the major business decisions in relation to the school's legal and fiscal viability. Board members will be elected by the ILCS community to serve a four year term. The ILCS Director is an advisory member to the Board. Board members are responsible to solicit input from, and opinions of, the parents of students, faculty and staff, regarding issues of significance and to weigh input and opinions carefully before taking action. The Board meets once a month. The agenda, minutes and meeting dates are available at the school office or school website.

ATTENDANCE

Inland Leaders believes that the core to student success is consistent attendance at school. At the elementary level, the responsibility of student attendance is the parents. Any student who is the age of six is required to be enrolled in an education program.

Legal, Valid, Unexcused Absences, & Truancies

Excused absences include:

1. Illness absences.
2. Medical and dental appointment absences.
3. Family vacation absences where the school's independent study policy is appropriately applied.
4. Other justifiable personal reasons, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative, include, but are not limited to:
 - An appearance in court.
 - Observance of a holiday or ceremony of his or her religion.
 - Attendance at religious retreats.
5. A pupil shall also be excused from school when he or she is the custodial parent of a child who is ill or has a

medical appointment during school hours.

These are excused absences, and schoolwork may be made up in a reasonable time as determined by the policy of the teacher (e.g., one day for each day absent).

PLEASE ALLOW AT LEAST 24 HOURS FOR HOMEWORK TO BE PROVIDED.

AN ATTENDANCE LETTER IS MAILED HOME TO ANY STUDENT WHO HAS FIVE OR MORE ABSENCES IN THE SCHOOL YEAR.

ALL OTHER ABSENCES ARE UNEXCUSED OR TRUANT. Schoolwork may only be made up in these instances with approval of the teacher.

Verification of Absence

Verification of absence shall be made by the parent or guardian of the student **within five days of the student's return to school.** (In the event that a student misses school frequently, the parent or guardian may be asked to provide a note from a doctor or nurse practitioner.) A written verification should include:

1. Name of pupil.
2. Date(s) of absence.
3. Cause of absence.
4. Name and signature of parent or guardian.
5. Date verification was obtained.
6. Identity of person obtaining or receiving the information.

Truancy: Parent Notification

Parents will be notified if a student has been truant. This will occur by a combination of phone calls, letters from the school, and/or administrative contact. Parents will be informed that the student may be subject to school-assigned consequences.

The following are considered truantries:

- Being absent from school without the knowledge and consent of the parent.
- Leaving the school grounds during the day without permission.
- Staying out of class without permission.
- Tardy for more than thirty minutes without a valid excuse on three occasions.

Independent Study

In the event of an extended absence for reasons of personal business, family vacation, or other such circumstances, a student should obtain an Independent Study application from the attendance office at least seventy-two (72) hours prior to the absence. All student work must be turned into the teacher by the date the student returns to school. The length of absence must be between **two days and three weeks to be eligible.** **Students who do not complete independent study work upon return will not be offered independent study as an option for future absences.**

Tardiness

Students in grades K-8 are expected to be in their classrooms on time every day. Tardiness of even a few minutes is disruptive to the classroom. Important instructions, announcements, and directions for the day's activities take place during these first minutes. A parent written excuse is required or the student will be considered tardy. Students habitually tardy to class may be assigned consequences. Students with excessive tardies may be referred to the ILCS Board for review and enrollment determination.

SCAT

ILCS will initiate a Student Contract Accountability Team meeting with students and parents who demonstrate inconsistent attendance or other issues that breach the school contract. Parents will be required to attend a mandatory meeting with the school director and discuss resolutions and develop an action plan. In the event that the student's

Revised 08/15

attendance or behavior does not improve the issue may be referred by the director to the ILCS Board in closed session to discuss whether the student will be allowed to continue enrollment at the school.

Board Review of Student Attendance

Each trimester the ILCS Board will review student attendance issues that demonstrate negative patterns of attendance by the recommendation of administration. The ILCS Board will conduct these proceedings in closed session and allow the parents or guardians of the student to communicate with the board in regards to their student's attendance. The Board will determine by vote whether a student shall remain at ILCS for the remainder of the enrolled trimester on a case by case basis. Any student with over 20 absences or tardies or a combination of both will be automatically referred to the Board for review.

Transferring to Another School

Please notify the school office before your child's last day. Students must pay all charges and fines and return all school property before checking out of school. Transcripts, yearbooks and grades will be withheld until all school property is returned or charges and fines are paid.

Perfect Attendance Rewards and Recognition

ILCS has two specific rewards given out for students who maintain perfect attendance. The first attendance reward is "Regular Perfect Attendance." This award is provided to students by trimester and recognizes the students who not missed any school days. If a student has four or more tardies or other marks on their attendance record they will be excluded from this award. A student will not be provided a perfect attendance award while having tardies and early releases over four.

The other award is titled "Extreme Perfect Attendance." This recognition occurs at the end of the year and is given to any student who has been enrolled at the school since the first day and does not have an absence, tardy or any other mark on their attendance record. Another words, the student has been present for every minute of the day. These students are typically treated to a special trip by the administration.

ACADEMICS

Students at ILCS will receive a full instructional program containing language arts, math, science, social studies, 2nd language, leadership training, physical education, the arts and technology. ILCS also maintains a special education, and English Language Learner programs. Call the school office if you have any questions about these programs. ILCS provides extra-curricular classes after school on each campus. These classes include art, dance, drama, Spanish, sports, and a variety of other classes. Students who are in need of extra support will be able to attend after school remediation courses designed to improve their math and language arts skills. Students who attend extra-curricular classes need to bring their lunch to school or purchase a lunch at school.

Common Core

ILCS is transitioning into the Common Core standards starting in 2013-2014 school year with math instruction. Parents will notice that the amount of standards will lessen but the expectation will be greater in that students will need to master the content and learn it to a greater depth of understanding. Instructional practices will be changing to meet the new standards and parents are encouraged to research the Common Core and read the information sent home to become familiar with them. Students will be assessed in the Common Core standards starting in the 2015-2016 2015-2016 school year.

PACE

ILCS believes that students should have a love for learning and that love should be promoted and fostered in their daily academic life. In addition students learn at varying rates of speed and development. As part of our belief in individualizing education, we have developed a program title *Pupil Acceleration for Curricular Excellence (PACE)*. During language arts and math periods the students will have the opportunity to move into their appropriate leveled classroom. Students who demonstrate the ability to function at a higher level in these subjects will be accelerated throughout the

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year. As students master the standards for each level they will be promoted into a higher level class. This acceleration will only take place with a parent meeting and permission from the parent. Likewise, students who may benefit from remediation will also be remediated based on parent permission and teacher recommendation.

Homework

Homework is an extension of instruction in the classroom. It provides practice and further development of the concepts. Homework may be differentiated based upon a student's individual needs. Teachers will always provide guided practice in the classroom prior to these assignments being given.

1. Time Guidelines:

Homework is typically assigned Monday through Thursday evenings. Instances may occur when the time required to complete homework may exceed the typical time limit. These instances include research reports, science projects, etc...

How much homework can you expect?

- Kindergarten & First Grade = average of 30 minutes or less per night
- Second & Third Grades = average of 30-60 minutes per night
- Fourth, Fifth, & Sixth Grades = average of 60-90 minutes per night
- Seventh & Eighth Grade = 90-120 minutes per night

2. Level of Involvement of Parents & Guardians:

Parents and guardians should provide a quiet place for their child to do homework that allows him or her to concentrate and focus. Students should have some supervision during homework time to ensure they are working and in the event they should have questions or need assistance. Resources for completing homework include a dictionary, atlas, pencil, and paper. Other resources include crayons/colored pencils/markers, scissors, and glue. A computer is optional, but serves as a helpful tool.

3. Informing Parents & Guardians:

- **Homework Expectations** - Students are expected to complete daily homework assignments the day it is assigned. Long-term projects may be assigned over the course of several days or weeks. If students are experiencing difficulty on an assignment, the students should complete as much of the homework as possible. Parents and guardians are asked to add a note indicating there was difficulty with this assignment.
- **How Homework Relates to Student's Grades** - Homework is a contributing factor in a student's grade. This factor varies from teacher to teacher. Assessments tend to carry more weight in the final grade.
- **How Best to Help Your Children** - Parents and guardians should communicate regularly with the teacher. In addition, parents and guardians should listen to their child read nightly, practice math facts to build speed and accuracy, and maintain and monitor a daily or weekly assignment sheet.

4. Techniques that will be Taught to Help Students:

All students will be assigned homework on a day-by-day or weekly basis. All teachers will establish and monitor their homework distribution and collection systems, and clearly communicate these procedures to students and parents. Assignments will be collected, and feedback will be provided in a timely manner.

5. Feedback from the Teacher:

All teachers will make every effort to provide student feedback in a timely manner. Results will be used to identify concepts and standards that need re-teaching and/or extension. Teachers regularly meet to discuss and plan instruction that is differentiated to meet the needs of each student in their classes.

Class Expectations

Teachers, as skilled professionals, have established classroom rules to maintain an orderly learning environment. These

rules are outlined for students at the beginning of the school year and are available upon request. Rules to ensure maximum learning include:

- Obeying promptly all the directions of teachers and any others in authority.
- Being diligent in study.
- Being kind and courteous to classmates and adults.
- Remaining in the classroom and at school until allowed to leave.
- Respecting the school facility by not chewing gum.
- Respecting the property of others.
- Observing good order by walking in the corridors and avoiding horseplay.

Promotion

Students shall be promoted to the next grade level by meeting grade level standards. Promotion may occur at any time in the year through a parent-teacher-administrator meeting. Promotion will only occur if there is consensus among the parent and school staff.

Recognition

Each student is recognized as an individual who is special and valued for his or her contribution. Our school community recognizes the accomplishment of staff, parents, and students through: words of encouragement, personal notes, individual awards, classroom awards, and school-wide celebrations. Each month an awards ceremony recognizes students in a variety of areas that include: academic achievement, good citizenship, community contributions, physical fitness, leadership, perfect attendance, and more.

State Mandated Testing

ILCS participates in the state mandated testing. Students in independent study will also be required to participate in the state testing.

HOME / SCHOOL COMMUNICATION

Director's Message/Newsletter

The school newsletter is posted on the school website throughout the year. The newsletter features important information regarding the school's mission and vision. The Director considers it an essential part of home/school communication.

Parent-Teacher Conferences

Conferences with teachers should be scheduled before or after school and/or during the teacher's conference time. Formal parent-teacher conferences are held two times a year near the end of each trimester grading period. Parents are required to attend the formal parent conferences. Teachers may be reached by calling the school office.

Report Cards

Report cards are the teacher's formal notification that a student is at possible risk of failing. Report cards are sent home after each trimester. Please contact your child's teacher immediately for help in working with your child to improve.

Email/website

ILCS uses email as its main source of regular communication. If you do not maintain email, please advise the office to send information through the mail or with your child. Please remember to notify the office immediately if your email address changes. The school website is updated regularly for parents to access a variety of information and materials.

This year ILCS is excited to use a new system called Parent Square. This will be in place of Facebook. With Parent Square you will be able to:

- Receive all school and classroom communication via email, text, or mobile app
- Share and download photos
- View the grade level and the school calendar online

- Easily sign up to volunteer and/or bring items
- Access important resources and links online

All school, grade level, and classroom information will be sent from one centralized place to your computer or mobile phone via email and/or text or you can download the FREE App. You will be receiving an invitation email or text soon to join Parent Square.

FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

STUDENT SUPPORT

Food Service

ILCS will be providing lunches to students who qualify for the federal free lunch program. Students may also purchase a lunch at the campus at which they attend. Paid lunches need to be pre-ordered at least one day in advance through the school office or website. Students who do not pre-order may not receive a lunch due to limited supplies.

Phone Calls

The office phone is for emergencies only. Arrangements to go home with a friend should be made before arriving at school. **All calls home must be made in the office, not from student’s personal cell phone.**

Textbooks

A set of textbooks will be checked out to each child. Students are held responsible for lost or damaged textbooks. These textbooks are costly and replacement fees can exceed \$100 per textbook. Book fines are posted in the student’s file and require payment. Grades and items such as year books may be withheld until restitution is provided.

STUDENT BEHAVIOR

Discipline & General Rules

Discipline is a form of guidance administered in the best interest of the child. Self-discipline is our goal for all students. While the individual child is important, he or she must recognize his or her responsibility as a member of a larger group. The safety of all students is of primary importance to the school administration. ILCS believes that students have the right to learn and teachers have the right to teach free of disruptions and behavioral issues. The following general rules are for the safety and well-being of all students:

1. Do not arrive at school before 7:40 a.m. There is no supervision before this time.
2. Always treat others, and their belongings, with respect, including school buildings and the grounds. Do not play in the restrooms. Keep the restrooms neat and clean.
3. Pets should not be brought to school unless prior permission granted by the teacher or administration.
4. The playground equipment is to be used properly and according to the rules.. Students are expected to share playground equipment.
5. Students are not permitted to play games that could lead to injury such as tackle football, wrestling, piggyback riding, or chicken fighting.

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6. Balls are to be bounced only on the blacktop or the basketball court areas not in hallways or against buildings. Students are not to bring hard baseballs to school.
7. Eat food in designated areas only. Do not play with your food or throw it. Clean up your area when you are done by throwing away trash.
8. When standing or walking in line (at lunch, after recess, etc) keep hands, feet, and other objects to yourself. Do not push, shove, or crowd others around you.

Dress Code

Students are expected to dress appropriately and in good taste. The following dress code was adopted by the YCJUSD Board of Education on April 6, 2004. An administrator (or designee) will determine if the student's attire is in violation of these guidelines:

- Shoes must be worn at all times. A substantial sole is required and enclosed toe and heel footwear is highly encouraged.
- Clothing shall be sufficient to conceal undergarments at all times, including when the student is seated.
- Clothing that is sheer, see-through, fishnet, or form fitting such that the shape, color or undergarments may be seen, including leotards or swimwear worn outside of the appropriate physical education class or extra-curricular activity; tube tops, halter tops, spaghetti straps, off-the-shoulder, and/or any top or dress that reveals the midriff, breasts, shoulders, or back is prohibited. Shoulder straps on garments must be at least two inches in width.
- Pants may not fall more than two inches below the natural waistline.
- Skirts or shorts shorter than the student's fingertips when the student is standing straight are prohibited.
- Hats, caps, and other head coverings shall not be worn indoors. Exceptions may be granted for medical reasons.
- Clothing, jewelry, or accessories with obscene statements or designs are prohibited.
- **Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc...) shall be free of writing, pictures, or any other images that are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol, or tobacco company advertising, promotions, and likenesses, are prohibited.**
- **Earrings, jewelry, or accessories that present a safety hazard to the wearer or others are prohibited.**
- **Sunglasses may be worn on campus outside of class. Prescription sunglasses may be worn in class only with a written explanation from an ophthalmologist or optometrist stating why clear or light-sensitive lenses cannot be worn (or with advanced permission from the teacher for temporary periods when regular glasses are missing).**
- **Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring.**

Unacceptable Behavior

ILCS follows the state law requirement for the suspension and recommendation for expulsion of any student who brings a firearm to school, knowingly brandishes or threatens any person with a weapon, participates in any fighting that inflicts serious bodily injury on another person, and sells or provides alcohol or other drugs at school in accordance. Furthermore, ILCS reserves the right to suspend and expel any student who does not demonstrate appropriate behavior. Other examples of unacceptable behavior include:

- **Causing or attempting to cause damage to school or personal property, including graffiti, is considered vandalism and in violation of Education Code 48900(f).**
- **Use or possession of any dangerous object (such as firecrackers, stink bombs, slingshot devices, lighters, and matches) and/or objects that look like a dangerous object is a violation of Penal Code 626 and Education Code 48915(a)(c).**
- **Using inappropriate language (such as profanity, teasing, and name-calling) and/or possessing inappropriate pictures or magazines are forbidden.**
- **Tape or digital recorders are not to be brought to school. Recording in classrooms without the teacher's permission is a violation of Education Code 51513.**

- Electronic devices (including pocket pets, laser light pens, beepers, video games, and/or portable music players) may not be brought to school unless special arrangements have been made with a teacher. Such items will be confiscated and must be picked up by a parent.
- Any item that could contribute to the disruption of the school environment will be confiscated and must be picked up by a parent. If a student uses such item and causes a disruption, consequences will be assigned.

Consequences

Students who do not follow good conduct standards will be subject to the following:

- | | |
|--|---|
| <input type="checkbox"/> Verbal warning | <input type="checkbox"/> Parent pick-up |
| <input type="checkbox"/> Written notification to parents or guardians* | <input type="checkbox"/> Referral to office |
| <input type="checkbox"/> Behavior Contract | <input type="checkbox"/> Phone call home |
| <input type="checkbox"/> Detention after school or at recess | <input type="checkbox"/> Community service to school |
| <input type="checkbox"/> Conference with teacher and parent/guardian | <input type="checkbox"/> Loss of school privileges |
| <input type="checkbox"/> Saturday School | <input type="checkbox"/> Suspension from class* |
| <input type="checkbox"/> Suspension from school | <input type="checkbox"/> Expulsion from school* |
| <input type="checkbox"/> Time Out | <input type="checkbox"/> Financial liability of parents |
| <input type="checkbox"/> Parent full day in class | or guardians for damage, loss, |
| <input type="checkbox"/> Student Contract Accountability Team meeting | theft, defacement of school |
| | or personal property or injury |
| | to individuals.* |

In addition to the above consequences, any student who receives three referrals to the office in a school year may be referred to after school intervention sessions designed to teach character and appropriate behaviors.

SAFETY

Closed Campus

Students may not leave campus during the school day without being signed out by a parent or guardian.

Visiting the School

Adult visitors and/or volunteers are welcome and encouraged to visit their student's classroom after making arrangements with the teacher. Please check in with the front office prior to visiting the classroom or the school grounds. The campus is closed to all student visitors from other schools unless previously arranged with the director. Visitors and parents are required to adhere to the "Parent Code of Conduct." Those who do not will be directed to leave the campus and may be provided restricted access to the school sites depending on the severity of the issue.

Early Pick-Up

If you need to pick up your child before the end of the school day, please send a note that morning for your child's teacher indicating the time your child should be in the office to meet you.

Emergency Release Cards

On the first day of school, parents will receive a packet of materials that includes this handbook along with an emergency release card. It is **extremely important** that the card be filled out properly and returned to school the following day. Emergency names and phone numbers are necessary in the event of an emergency or disaster. Also, remember to notify the office of any information that changes during the year.

Disaster Plans

Earthquakes, fires, and floods often strike without warning. In most instances, chances for survival are excellent if disaster planning is done ahead of time and individuals know how to act. Such an emergency may occur when school is in session. In that event, the administrator (or designee) will determine if students shall be released or retained at school. The school staff will protect your student while at school the best they possibly can with the facilities available. In any event, the staff will remain with students until released. Please direct your student to remain at school until you arrive.

Dropping Off & Picking Up Students

Refer to the maps in the digital first day packet for drop off and pick up procedures.

Personal Property and Valuable Items at School

Articles of value, jackets, book bags, and purses should be labeled. It is best not to bring anything of value, especially large amounts of money. The school is not responsible for any loss or damage. Valuable items such as hand-held video games, MP3 players, cameras, trading cards, tape recorders, valuable jewelry, headsets, radios, skateboards, pagers, or other personal mementos are to be left at home. **Please note, all lost and found items will be donated periodically throughout the school year, so be sure to look for and claim anything lost.**

Cell Phones

The school is not responsible for lost or damaged phones. Cell phones that cause a disruption to the educational environment will be confiscated and require parent pick up. Students who use a cell phone that contributes to a school disruption will receive consequences. Specific rules for middle school students will be communicated to them through their classes and student orientations. Students who receive multiple infractions of the electronics policy will no longer be able to bring them to school.

HEALTH SERVICES

Health Services

When an accident or illness occurs at school, emergency treatment is given, and the parent is notified. Since the school does not have facilities or staff to care for sick children, a child not well enough to participate in the classroom may not remain at school. This is not only in the best interest of your child but serves as a protection for other children as well. Parents should make prior arrangements for someone to transport and care for their child if such a situation should arise. In addition, you are urged to see that the release card is filled out and kept up to date. Please notify the school at once when your address or phone number has been changed.

Regular Medication

Education Code Section 49423 - Administration of Prescribed Meds

Notwithstanding the provisions of Section 49423, any pupil who is required to take, during the regular school day, medication prescribed for him or her by a physician, may be assisted by designated school personnel if the school receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken, and (2) a written statement from the parent or guardian of the pupil in the matters set forth in the physician's statement. All medication brought to school must be kept in the school office.

Immunizations

State law requires that all students be up-to-date on their immunizations before entering school each year. Please check that your child is current with his or her immunizations before the start of each school year. If you have any questions or concerns, please contact the school office.

Epipen Policy

ILCS has a newly adopted allergy and epipen policy that allows the school to administer epinephrine to any student on campus with signed parent permission in case of an emergency. Please look at the policy and return the signed form to the school office to initiate this provision for your student(s). ILCS has a number of students with severe allergies to peanuts and other substances. Parents of students that are in classes with these students will be

notified of specific restrictions on food in the classrooms as well as ways to protect the students from allergic reactions. There are also designated “allergy-free” zones on the playgrounds and eating areas for students.

TRANSPORTATION

ILCS does not provide any busing at this time. Parents must find their own transportation for students.

Bicycles, Skateboards, & Roller Blades

- Bicycles must be parked in the bike rack and be individually locked while placed in the bike rack.
- Bicycles are not to be ridden on school grounds; they are to be walked.
- The school is not responsible for theft of parts or damage while bicycles are parked in the bike rack. The school assumes no responsibility for any stolen or damaged bicycles
- Students are required by law to wear a safety helmet while riding bikes to and from school.
- Skateboards and roller blades are not allowed on campus either before or after school. They will be taken away and parents will have to personally retrieve them.

EDUCATIONAL COMMITTEES

The Board may choose to create committees to tackle certain tasks such as new curriculum, textbooks, safety, etc.

English Learner Advisory Committee (ELAC)

This is a committee of English Learner parents that meets at least three times a year to review the site’s English Learner programs and to gather information from parents, staff, and students. All EL parents serve as members of this committee. This committee will only meet if significant numbers of EL students are present at ILCS.

Safety Committee

This committee meets each trimester to remedy safety issues at the school site.

Parent Advisory Committee (PAC)

This committee is made up of parents, staff, Board and administration in order to provide feedback and guidance in specific school issues such as textbook adoption, fundraising, and school policy.

Finance Committee

The budget committee is comprised of school stakeholders in order to provide guidance in the area of the school’s finances and budgeting for the school for the following year.

Student Activity/ Fundraising Committee

This committee is comprised of school staff (activities coordinator), administration and parents to provide activities for students and families in building a positive school culture. This committee may also be called upon to support fundraising activities as well.

VOLUNTEERING

ILCS believes that parents need to be involved in the education of their children. Therefore we encourage parents to be involved at Inland Leaders. There are numerous volunteer opportunities at ILCS. Each teacher will create a schedule of volunteers. The more volunteers we have, the better job we can do helping students. Contact the school office and teacher if you would like to volunteer. However, there are certain expectations required of someone who wishes to volunteer. These expectations are:

- Complete a “Megan’s Law” form and receive clearance if you wish to volunteer on a regular basis or for a field trip. These forms are available in the office.
- Pass a live scan fingerprint process (if working alone with students or attending overnight field trips)

- Keep confidential any student or staff information observed while volunteering.
- Dress appropriately, using the school dress code for students as a guide.
- Do not distribute information to students or staff members unless authorized to do so by a teacher or an administrator.
- Any volunteers who create disruptions or who present difficulties for the staff will not be allowed to volunteer and will be informed by the Director.
- Abide by the parent/volunteer "code of conduct"

ILCS Parent Code of Conduct

ILCS is dedicated to student achievement and hopes all parents will understand our desire to maintain the best possible setting for our students and staff. ILCS requires that all adults on campus adhere to the Code of Conduct listed below to ensure a suitable learning and work environment for students, parents and staff.

- ✓ As a parent or volunteer at ILCS I will, Use appropriate language on campus without the use of profanity or offensive talk
- ✓ Be respectful of others around me and refrain from gossip
- ✓ Engage in positive behaviors around all children and staff
- ✓ Refrain from instigating problems with others
- ✓ Drive safely in the school parking lot at a speed of 5 mph or less
- ✓ Address other parents and staff in a positive manner without the use of physical or verbal intimidation
- ✓ Support the student learning environment by keeping my adult conversations to a minimum when in or near classrooms

Follow all directives of the school staff and administration when on campus in the event that an adult on campus does not comply with the code of conduct, the school administrator or designee will, in the first occurrence, warn the parent or volunteer of their actions and review “the code of conduct” and expectations with the parent or volunteer. In the case of a second occurrence, the parent will be restricted from entering the school site without prior authorization from the school administrator for a deemed period of time of up to three months. A third occurrence will be subject to board review in which a decision (among others) may be made to restrict all access to the school site for the remainder of the school year. Serious issues such as endangerment of others or major harassment will be directed to the local police authority.

*I understand the above policy and agree to the stated items stated. Please initial the emergency card in the appropriate section to indicate your awareness of the policy stated above.

Forms to be filled out on pages below.
These forms will come home with your student
on the first day of school.

*The free /reduced lunch application



***ILCS Megan’s Law Background Check
For Volunteers and Field Trip Chaperones***

To provide a safe and protective environment for our students, Inland Leaders Charter School is using the Megan’s Law database to complete background checks on school volunteers. This database was set up to help identify adults who are registered sex offenders.

Because you have volunteered to help out at a school, a school sponsored event or field trip or an overnight excursion; you are subject to a background check utilizing the Megan’s Law database. Thank you for your cooperation in increasing our ability to protect our students’ well being.

I acknowledge that I am not a registered sex offender and I give Inland Leaders Charter School permission to utilize my personal information below to check the Megan’s Law database to confirm this.

Print Full Name _____

Have you/do you use any other names/aliases/maiden name? circle YES NO

If yes, list other name(s) used _____

Circle Gender: Male Female Date of Birth _____

Which student(s) are you related to? _____

Driver’s License or California ID # _____

Social Security # _____

Full Home address _____

Signature _____ Date _____

For Office Use Only:

Date background check completed: _____

Clearance approved: Yes No

Completed by: _____



Acceptable Use of Technology Consent Form

We are pleased to offer our students access to the school computers, network, and technology for educational purposes. Parents and students are advised that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The school cannot guarantee that filtering software will in all instances successfully block access to all inappropriate materials.

To gain access to the Internet, any online digital locker or network storage accounts, email, and any other school electronic technologies, **all students and parents/guardians must sign and return this form to the school.**

Access to school technology is a privilege, not a right. The school's electronic network is part of the curriculum and is not a public forum for general use. Please carefully read the attached Acceptable Use of Technology policy. Violations may result in disciplinary action. Violations can include:

- Sending or displaying offensive pictures or graphics.
- Using obscene language.
- Harassing, insulting, threatening or abusing other network users.
- Violating copyright laws.
- Using another user's account and password.
- Damaging computers, personal or network files.
- Trespassing in another user's private files.
- Attempting to circumvent network security.
- Using the school network for commercial purposes or individual financial gain.

Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information

By signing this agreement, I/we are signifying that I/we have read Inland Leaders Acceptable Use Policy and agree to abide by its terms. I/we understand that the computer network/computers are to be used solely for educational purposes and that there is no expectation of privacy with respect to the use of the same.

Student Consent

I understand that my computer use, the use of other technologies while at school or connected to the school, and any electronic communication and storage systems (including email and student folders, digital lockers, and class/student websites) are not private and that the school has the right to monitor my activity.

I have read the School Acceptable Use of Technology policy and regulations and agree to abide by these rules. I understand that violation of the policy or regulations may result in disciplinary action, including loss of technology privileges, suspension or expulsion, or legal action.

Student Signature _____ Date _____

Parental Consent

I have read the School's Acceptable Use of Technology policy and regulations. In consideration for the privilege of my child using the School's electronic communications system, and in consideration for having access to the public networks,

I hereby release the Inland Leaders Charter School, its operators, employees, or agents and any institutions with which they are affiliated from any and all claims and damages arising from my child's use of, or inability to use, the system, including, without limitation, the types of damage identified in the School's Acceptable Use of Technology policy and administrative regulation.

Parent/Guardian Signature _____ Date: _____

Name of Student: _____ Date of Birth: ___/___/___

School: _____ Grade: _____

Teacher Name _____

Home Telephone: _____ Work or Cell Phone: _____

FOOD SERVICE AND FREE/REDUCED LUNCH

COMPLETE THE APPLICATION BELOW AND SUBMIT TO THE SCHOOL OFFICE IN ORDER TO PLACE YOUR STUDENT ON FREE/REDUCED LUNCH. THE FORMS BELOW WILL COME HOME AS A HARD COPY ON THE FIRST DAY OF SCHOOL. IN ORDER TO RECEIVE FULL STATE FUNDING AND PROVIDE THE BEST DATA FOR OUR SCHOOL WE ASK THAT ANY FAMILY THAT FEELS IT WILL QUALIFY FOR FREE OR REDUCED LUNCHES SUBMIT AN APPLICATION REGARDLESS OF WHETHER THEIR STUDENT WILL USE THE LUNCH PROGRAM AT THE SCHOOL.

ALSO, YOU MAY EASILY APPLY ONLINE AT WWW.MYMEALTIME.COM. IT IS A SIMPLE WAY TO TURN IN YOUR INFORMATION AND IT WILL BE PROCESSED QUICKER THAN A PAPER APPLICATION. EVERY FAMILY NEEDS TO TURN IN A NEW APPLICATION EVERY YEAR OR FREE /REDUCED MEALS WILL BE SUSPENDED FOR YOUR STUDENT(S).

WWW.MYMEALTIME.COM IS ALSO THE WEBSITE FOR PARENTS WHO WISH TO MAKE PAYMENTS INTO THEIR STUDENT'S ACCOUNTS FOR PAID LUNCHES.

INLAND LEADERS CHARTER SCHOOLS

The Richard B. Russell National School Lunch Act requires the information on this application. You are not required to provide the information, but if you do not, we cannot approve your child for free or reduced-price meals. If you are submitting an income-based application, you must include the last four digits of the Social Security number of the adult household member who signs the application. The last four digits of the Social Security number are not required when you apply on behalf of a foster child; list a CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKs), Food Distribution Program on Indian Reservations (FDPIR), or Kinship Guardianship Assistance Payment (Kin-GAP) case number for your child; or indicate that the adult household member signing the application does not have a Social Security number. We will use your household size and income information to determine if your child is eligible for free or reduced-price meals, and for the administration of the lunch and breakfast programs.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202-690-7442 or e-mail at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities may contact the USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish).

The USDA and the California Department of Education are equal opportunity providers and employers.

Dear Parent/Guardian:

The **Inland Leaders Charter Schools** takes part in the National School Lunch Program and/or School Breakfast Program by offering healthy meals every school day. Students may buy lunch for **\$3.00**. Your children may qualify for free or reduced-price meals. Eligible students may receive meals at the reduced-price rate of **\$0.00** for lunch. You or your children do not have to be U.S. citizens to qualify for free or reduced-price meals.

This packet includes an Application for Free and Reduced-Price Meals and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN RECEIVE FREE OR REDUCED-PRICE MEALS?

- All children in households receiving benefits from CalFresh, CalWORKs, FDPIR, or Kin-GAP are eligible for free meals.
- Foster children under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, migrant, or runaway are eligible for free meals.
- Children may receive free or reduced-price meals if your household's income is within the limits of the Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart.

Household Size	Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$ 21,775	\$ 1,815	\$ 908	\$ 838	\$ 419
2	29,471	2,456	1,228	1,134	567
3	37,167	3,098	1,549	1,430	715
4	44,863	3,739	1,870	1,726	863
5	52,559	4,380	2,190	2,022	1,011
6	60,255	5,022	2,511	2,318	1,159
7	67,951	5,663	2,832	2,614	1,307
8	75,647	6,304	3,152	2,910	1,455
For each additional family member, add:					
	\$ 7,696	\$ 642	\$ 321	\$ 296	\$ 148

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, RUNAWAY, OR HEAD START? *Do* the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will qualify for free meals, please contact **Dr. Jay Jimenez, 909-446-1100, jjimenez@inlandleaders.com**.
3. DO I NEED TO COMPLETE AN APPLICATION FOR EACH CHILD? No. **Use one Application for Free and Reduced-Price Meals for all children in your household.** We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Inland Leaders, 12375 California Street in Yucaipa, CA 92399; 909-446-1100, ilcs@inlandleaders.com**.
4. SHOULD I COMPLETE AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you received carefully and follow any instructions. If any children in your household were missing from your eligibility notification, please contact **Mike Gordon at 909-446-1100 or email mgordon@inlandleaders.com** immediately.
5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit **www.mymealtime.com** to learn more about the online application process. Contact **Mary Chitwood at 909-446-1100 or email mchitwood@inlandleaders.com** if you have any questions about the online application.

6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes, if you want to participate in the meal program. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
7. I RECEIVE WOMEN, INFANTS AND CHILDREN (WIC) BENEFITS. CAN MY CHILDREN RECEIVE FREE MEALS? Children in households participating in WIC **may** be eligible for free or reduced-price meals. Please complete an application and return it for processing.
8. *Will the information I provide be checked?* School officials may check the information on the application at any time during the school year. You may be asked to send information to prove your income, or current eligibility for CalFresh, CalWORKS, FDPIR, or Kin-GAP.
9. *If I do not qualify now, may I apply later?* Yes, you can apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may be eligible for free and reduced-price meals if the household income drops below the income limit.
10. *What if I disagree with the school's decision regarding my application?* You should talk to the school officials. You may also ask for a hearing by calling or writing to: **Mike Gordon at 909-446-1100 or email mgordon@inlandleaders.com**
11. *May I apply if someone in my household is not a U.S. citizen?* Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.
12. *What if my income is not always the same?* List the amount that you **normally** receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, state on the application that you made \$1,000 per month. If you normally receive overtime, include it, but do not include it if you only occasionally work overtime. If you have lost your job or had your hours or wages reduced, use your current income.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a "0" in the income field. However, if any income fields are left empty or blank, those will be counted as zeros. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. *We are in the military. do we REPORT OUR INCOME DIFFERENTLY?* Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact **Mary Chitwood at 909-446-1100 or email mchitwood@inlandleaders.com** to receive a second application.
16. *My family needs additional financial assistance. Are there other programs we CAN apply for?* To find out how to apply for CalFresh or other assistance programs, contact your local assistance office or call 1-877-847-3663.

If you have other questions or need help, please call **909-446-1100 (school office)**.

Sincerely,

Mary Chitwood

HOW TO APPLY FOR FREE AND REDUCED-PRICE MEALS

Please use these instructions to help you fill out the Application for Free and Reduced-Price Meals. You only need to submit **one** application per household, even if your children attend more than one school in **[name of school/district]**. The application must be filled out completely to certify your children for free or reduced-price meals.

Please follow these instructions in order. Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact **Mary Chitwood, 909-446-1100 or mchitwood@inlandleaders.com**.

Please use a pen (not a pencil) when filling out the application and do your best to print clearly.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here?

When filling out this section, please include all members in your household who are:

- Children age 18 or under and are supported with the household's income
- Students attending **Inland Leaders**, regardless of age
- In your care under a foster arrangement, or qualify as homeless, migrant, runaway, or Head Start
- Children receiving Kin-GAP benefits

- A. **List each child's name.** For each child, print their first name, middle initial and last name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all the required information for the additional children.
- B. **Is the child a student at Inland Leaders?** Check 'Yes' or 'No' under the column titled "Student" to tell us which children attend **Inland Leaders**.
- C. **Do you have any foster children?** If any children listed are foster children, check the "Foster Child" box next to the child's name. Foster children who live with you may count as members of your household and should be listed on your application. If you are **only** applying for foster children, complete STEP 1 and then skip to STEP 4 on the application and follow the instructions from STEP 4.
- D. **Are any children homeless, migrant, runaway, or in Head Start?** If you believe any child listed in this section may meet this description, please check the "Homeless, Migrant, Runaway, Head Start" box next to the child's name and complete all steps of the application.
- E. **Are any children receiving Kin-GAP benefits?** If you believe any child listed in this section may meet this description, please enter the "Kin-GAP Case Number" in the box next to the child's name and complete all steps of the application.

STEP 2: Do ANY HOUSEHOLD MEMBERS (INCLUDING youRSELF) CURRENTLY PARTICIPATE IN ONE OR MORE OF THE FOLLOWING ASSISTANCE PROGRAMS?

If anyone in your household participates in the assistance programs listed below, your children are eligible for free school meals:

- CalFresh
- California Work Opportunity and Responsibility to Kids (CalWORKs)

A. IF YES:

- Check the applicable program box
- Enter your/your family member's case number. You must provide an acceptable case number on your application. If you participate in one of these programs and do not know your case number, contact your local agency.
- Skip to STEP 4

B. IF NO:

- Leave STEP 2 blank
- Skip to STEP 3 on the application and follow the instructions from STEP 3

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

- A. **Report all income earned by children.** Refer to the chart below titled "Sources of Income for Children" in these instructions and report the combined gross income for **ALL** children listed in STEP 1 in the box marked "Total Child Income." Only count foster children's income if you are applying for them together with the rest of your household. It is optional for the household to list foster children living with them as part of the household.

What is Child Income?

Child income is money received from outside your household that is paid **directly** to your children. Many households do not have any child income. Use the chart below to determine if your household has child income to report.

Sources of Income for Children

Sources of Child Income	Example(s)
Earnings from work	A child has a job where they earn a salary or wages.
Social Security Disability payments Survivor's benefits	A child is blind or disabled and receives Social Security benefits. A parent is disabled, retired, or deceased, and their child receives Social Security benefits.
Income from persons outside the household	A friend or extended family member regularly gives a child spending money.
Income from any other source	A child receives income from a private pension fund, annuity, or trust.

FOR EACH ADULT HOUSEHOLD MEMBER:

Who should I list here?

When filling out this section, please include all members in your household who are:

- Living with you and share income and expenses, even if not related and even if they do not receive income of their own.

Do **not** include people who:

- Live with you, but are not supported by your household's income **and** do not contribute income to your household.
- Children and students already listed in STEP 1

FOR EACH TYPE OF INCOME:

How do I fill in the income amount and source?

- Use the charts in this section to determine if your household has income to report.
- Report all amounts in **gross income** ONLY. Report all income in whole dollars. Do not include cents.
 - Gross income is the total income received before taxes or deductions.
 - Many people think of income as the amount they "take home" and not the total "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any income fields where there is no income to report. Any income fields left empty or blank will be counted as zeroes. If you write "0" or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials possess or have access to information that your household income was reported incorrectly, your application will be verified for cause.

B. **List adult household member's name.** Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Do not list any household members you listed in STEP 1. If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.

C. **Report earnings from work.** Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.

What if I am self-employed?

If you are self-employed, report income from that work as a **net** amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

- D. **Report income from public assistance/child support/alimony.** Refer to the chart titled “Sources of Income for Adults” in these instructions and report all income that applies in the “Public Assistance/Child Support/Alimony” field on the application. Do not report the value of any cash value public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only court-ordered payments should be reported here. Informal, but regular payments should be reported as “other” income in the next part.
- E. **Report income from pensions/retirement/all other income.** Refer to the chart titled “Sources of Income for Adults” in these instructions and report all income that applies in the “Pensions/Retirement/All Other Income” field on the application.
- F. **Report total household size.** Enter the total number of household members in the field “Total Household Members.” This number **MUST** be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household determines your income cutoff for free and reduced-price meals.
- G. **Provide the last four digits of your Social Security number.** The household’s primary wage earner or another adult household member must enter the last four digits of their Social Security number (SSN) in the space provided. You are eligible to apply for benefits even if you do not have a SSN. If no adult household members has a SSN, leave this space blank and check the box to the right labeled “Check if no SSN.”

Sources of Income for Adults

Earnings from Work	Public Assistance/Alimony/ Child Support	Pensions/Retirement/ All Other Income
<ul style="list-style-type: none">Salary, wages, cash bonusesNet income from self-employment (farm or business)Strike benefits <p>If you are in the U.S. Military:</p> <ul style="list-style-type: none">Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)Allowances for off-base housing, food, and clothing	<ul style="list-style-type: none">Unemployment benefitsWorker’s compensationSupplemental Security IncomeCash assistance from state or local governmentAlimony paymentsChild support paymentsVeterans benefits	<ul style="list-style-type: none">Social Security (including railroad retirement and black lung benefits)Private pensions or disabilityIncome from trusts or estatesAnnuitiesInvestment incomeEarned interestRental incomeRegular cash payments from outside household

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. **Before completing this section, please make sure you have read the privacy and civil rights statements.**

- A. **Provide your contact information.** Write your current address in the fields provided if this information is available. If you do not have a permanent address, this does not make your children ineligible for free or reduced-price meals. Sharing a phone number, e-mail address, or both is optional, but helps us reach you quickly if we need to contact you.

- B. **Sign and print your name.** Print your name in the box “Printed Name of Adult Completing the Form” and sign your name in the box “Signature of Adult Completing the Form.”
- C. **Write today’s date.** In the space provided, write today’s date in the box.
- D. **Share children’s racial and ethnic identities (optional).** This field is optional and does not affect your children’s eligibility for free or reduced-price school meals.
- E. **Consent to share information for CalFresh benefits (optional).** This field is optional and does not affect your children’s eligibility for free or reduced-price school meals.
-



Intent

Inland Leaders Charter School is committed to the safety and health of all students and employees. In accordance with this and pursuant to California Department of Education State Laws §§49414, the purpose of this policy is to:

- Provide a safe and healthy learning environment for students with food allergies;
- Reduce the likelihood of severe or potentially life-threatening allergic reactions;
- Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction; and
- Protect the rights of food allergic students to participate in all school activities.

Background

- *Allergy and Anaphylaxis Overview*

The incidence of severe allergic reactions has been rising at an alarming rate, especially with regard to food. Other common causes of anaphylaxis include allergies to latex, medications, and insect stings.

- *Definitions*

Anaphylaxis is an acute allergic reaction that affects more than one system of the body. It is a life-threatening event. If someone exhibits difficulty breathing, a drop in blood pressure, or symptoms in more than one body system (cutaneous, respiratory, gastrointestinal, or cardiovascular) after possible exposure to an allergen, it should be considered anaphylaxis. Medical attention and treatment should be sought immediately.

Emergency Health Care Plan (EHCP) means a set of procedural guidelines that provides specific directions about what to do in a particular emergency situation.

Epinephrine (also known as adrenaline) is the treatment of choice to prevent or treat anaphylaxis. It can help reverse the symptoms and prevent progression to other symptoms. It should be given immediately. A delay in treatment with epinephrine can be fatal.

Epinephrine auto-injector (sometimes called EpiPen) is a device that is used for the automatic injection of epinephrine into the human body.

Food allergy is an abnormal, adverse reaction to a food that is triggered by the body's immune system. The immune system responds to an otherwise harmless food as if it were harmful, resulting in the release of various chemicals, including histamines. The most common food allergies are to peanuts, tree nuts, milk, soy, eggs, fish, crustacean shellfish, and wheat.

Food allergy symptoms are manifestations of the allergic reaction in various parts of the body. Symptoms

may affect: the cutaneous system (skin inflammation, tingling, itching, hives, rash, swelling of the lips, tongue and/or throat); the respiratory system (runny or stuffy nose, sneezing, coughing, wheezing, difficulty breathing); the gastrointestinal tract (abdominal cramps, vomiting, diarrhea); and the cardiovascular system (drop in blood pressure, dizziness, lightheadedness, heartbeat irregularities, fainting, shock). Symptoms can begin immediately upon, or up to two hours after, exposure to an allergen. Some individuals exhibit initial symptoms followed by a second phase of symptoms two to four hours later. If more than one system is affected, it is considered anaphylaxis.

Individual Health Care Plan (IHCP) means a comprehensive plan for the care of children with special health care needs, including food allergies. IHCPs may include both preventive measures and treatment options.

Pathophysiology and treatment

Anaphylaxis can affect almost any part of the body and cause various symptoms.

The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock, which are potentially fatal.

Medications

- Epinephrine
- Antihistamines

Treatment of anaphylaxis is centered on treating the rapidly progressing effects of the histamine release in the body with epinephrine. The allergen should also be removed immediately.

Emergency Health Care Plan (EHCP) and Individual Health Care Plan (IHCP)

At Inland Leaders Charter School an *Individual Health Care Plan* and/or an *Emergency Health Care Plan* shall be developed for students with severe food allergies with potentially serious health consequences. The school nurse will develop the IHCP and EHCP in collaboration with the student's health care provider, the parents/guardians of the student, and the student (if appropriate). This shall be done annually or more often, if needed. These plans may include both preventative measures to help avoid accidental exposure to allergens and emergency procedures.

Depending on the nature and extent of the student's allergy, the measures listed in the IHCP may include, but are not limited to:

- Posting additional signs (e.g. in classroom entryways);
- Designating special tables in the cafeteria;
- Prohibiting particular food items from certain classrooms and/or the cafeteria;
- Educating school personnel, students, and families about food allergies; and/or
- Implementing particular protocols around cleaning surfaces touched by food products, washing of hands after eating, etc.

These measures shall be taken in accordance with the Inland Leaders Charter School health and wellness policy and food safety policy.

School Protocol

At Inland Leaders Charter School the principal/school administrator, in coordination with the school nurse, shall implement a protocol, consistent with this policy and with the IHCPs and EHCPs, providing food allergic students with protections while they are attending school or participating in school-sponsored activities. The protocols shall be reviewed and updated at least annually, as well as

after any serious allergic reaction has occurred at school or at a school-sponsored activity.

Creating an Allergen-Safe School Environment

(Importance of Prevention)

- Protecting a student from exposure to offending allergens is the most important way to prevent life-threatening anaphylaxis.
- Avoidance of exposure to allergens is the key to preventing a reaction.
- The risk of exposure to allergens for a student is reduced when the school personnel, medical provider and parent/guardian work together to develop a management plan for the student.
- Educating staff about life-threatening allergies is important in keeping students with life-threatening allergies safe.
- Posting of Signs: Allergy signs shall be posted in appropriate areas, advising that there are students with allergies. The exact wording on the sign may vary, in accordance with the measures contained within students' IHCPs and the school protocol.

Communication

At Inland Leaders Charter School the administrator or designee shall provide information for school staff who may provide care or supervision to the student with a diagnosed allergy. These individuals should be able to recognize symptoms of an allergic reaction, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's snacks and meals, educational tools, arts and crafts projects, or incentives.

Parents/caregivers will be informed by the school about their rights and responsibilities regarding IHCPs and EHCPs for food allergic students.

The principal/school administrator shall work with the transportation administrator to ensure that school buses are equipped with required communication devices and that drivers are properly trained to recognize symptoms of allergic reactions and know what to do in case of an emergency. A no eating policy on buses should be enforced, with appropriate exceptions made to accommodate diabetic students and others with special needs.

Identifying the School Team

At Inland Leaders Charter School the principal/school administrator shall identify school personnel who might be involved in managing an emergency in a school, including anaphylaxis. Training shall be provided for these personnel on the signs and symptoms of anaphylactic shock, proper epinephrine auto-injector administration, adverse reactions, accessing the "911" emergency medical system, and preparation for movement and transport of the student. These personnel shall review emergency protocols on an annual basis.

If trained school personnel are not available, any willing person may administer the epinephrine auto-injector. Good Samaritan provisions apply.

- School District administration
- School Nurse
- School Medical Director
- Teachers

- Food Service Personnel
- Coaches, Athletic Directors, and After School Volunteers
- Transportation Personnel

Action Steps for Anaphylaxis Management

- Providing necessary precautions and general training for staff in transportation, classrooms, the cafeteria, or the gymnasium;
- Training by licensed medical personnel/credentialed school nurses (*this is per Ed Code*) for all adults in a supervisory role in the recognition and emergency management of a specific medical condition for specific students;
- Creating Individual Health Care Plans (IHP), Emergency Care Plans (ECP), 504 Plans, or Individualized Educational Plans (IEP) as indicated;
- Allowing students to carry and administer lifesaving medication with written approval by the medical provider and parents and according to District Health practice and procedures. It is recommended that medication also be maintained in the health office in the event the self-carrying student misplaces their medicines.

Emergency Protocols and Standing Orders

At Inland Leaders Charter School emergency protocols and standing orders (if appropriate), shall be updated, as appropriate, but at least on an annual basis.

If appropriate, a physician shall also review at least annually, the procedures for addressing incidents of anaphylaxis and the use of the epinephrine auto-injector. Such procedures must include accessing the community's emergency medical system (i.e. "911").

In the event of an episode of anaphylaxis, the principal/school administrator shall notify the student's parents/guardians as soon as possible or delegate someone to notify them. Following the episode, appropriate documentation should be completed by staff.

Allergy Bullying

All threats or harassment of students with food allergies will be taken very seriously and will be dealt with in accordance with the Inland Leaders Charter School discipline policy and pursuant to the California Department of Education Code Section 234.1.

Confidentiality

Pursuant to Section 504 of the Rehabilitation Act of 1973 (Section 504), the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the *Rules and Regulations for School Health Programs*, and other statutes and regulations, the confidentiality of students with food allergies shall be maintained, to the extent appropriate and as requested by the student's parents/caregivers.

Evaluation and Review

This policy shall be reviewed and updated on a regular basis, particularly after a serious allergic reaction has occurred at a school or at a school-sponsored activity

Legal Reference

California Department of Education Code Section 49414

Rules and Regulations for School Health Programs ILCS Handbook

Americans with Disabilities Act (ADA)

Individuals with Disabilities Education Improvement Act of 2004 (IDEA),

Section 504 of the Rehabilitation Act

Family Educational Rights and Privacy Act (FERPA),

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Effective Date

This policy shall go into effect on August 1, 2013.



Anaphylaxis Treatment Annual Notification to Parents

California Education Code 49414 authorizes school districts to provide epinephrine auto-injectors to trained personnel to use to provide emergency medical aid to persons suffering from an anaphylactic reaction.

Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials, exercise, or in rare cases by unknown causes. This is a life-threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to insure the student's health and safety at school. Therefore, the Inland Leaders Charter School has adopted a policy for giving life-saving epinephrine to students in need of such treatment.

This policy states that a credentialed, licensed school nurse or trained, unlicensed school staff, under the direct or indirect supervision of the credentialed school nurse (or supervisor of health), may administer epinephrine in the form of an EpiPen during a severe, life-threatening allergic reaction. The EpiPen rapidly delivers a pre-measured, sterile, single dose of epinephrine by direct injection through the skin.

Parent/Guardian Statement of Consent for Use of Epinephrine Auto-injector

In the event that my child experiences a severe, life threatening anaphylactic (allergic) reaction during school hours or during school related activities, I/we: (Check ONE)

- Give my/our consent
 Do not give my/our consent for trained/designated school staff to administer the epinephrine auto-injector emergency treatment, under the indirect supervision of the school nurse."

Student Name _____

Teacher Name: _____

Mother/Legal Guardian/Date

Father/Legal Guardian/Date



Dear Parent or Guardian,

The Healthy Schools Act of 2000 was signed into law in September 2000 and requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Internet address (<http://www.cdpr.ca.gov>) for further information on pesticides and their alternatives. We will send out Monthly notifications.

Parents or guardians may request prior notification of individual pesticide applications at the school site. Beginning August 20, 2014, parents will be notified by email at least 72 hours before pesticides are applied. If you want to be notified every time we apply a pesticide, please complete and return the form below and mail it to:

Inland Leaders Charter School
12375 California St.
Yucaipa, Ca. 92399

If you have any questions, please contact

Dr. Jason Jimenez

At 909-446-1100 Ext 105 or email jjimenez@inlandleaders.com

Sincerely,

Dr. Jason Jimenez

Inland Leaders Charter School

Request for Individual Pesticide Application Notification

I understand that, upon request, the school district is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be emailed before each pesticide application at this school.

Please print neatly:

I would like to be notified of pesticide notification used at Inland Leaders Charter School

Name of Parent/Guardian: _____ Date: _____

Student name _____ Teacher Name _____

Address: _____

Email address: _____

Day Phone:() _____ Evening Phone: _____

Parent Signature: _____

Return to: School Office

We hope you enjoyed your summer.

SEE YOU ON THURSDAY, AUGUST 13