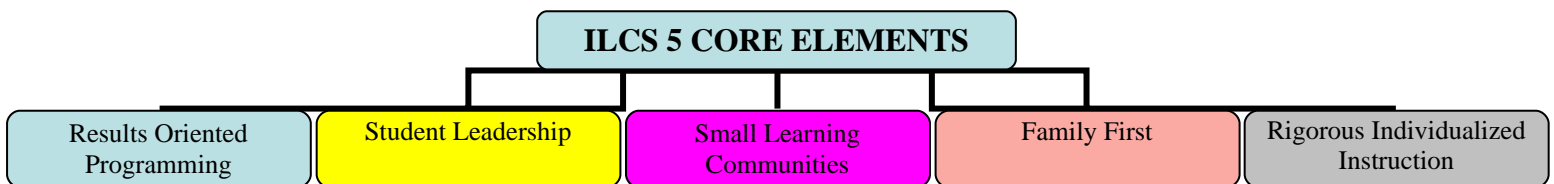




# Inland Leaders

## 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 21<sup>st</sup> century leaders.**



# Important Dates

ILCS will seek to maintain a schedule that is as close as possible to the YCJUSD calendar in order to support families that have children in both district and the charter school.

August 4	Class Assignments Emailed Home
August 18	First Day of School
August 28	Back-To-School Night -
September 1	Labor Day Holiday - No School
October 6	Holiday
November 11	Veterans Day-No School
November 12	First Trimester Ends-Parent Conferences begin
November 24-28	Thanksgiving break-No school
December 1	Students Return to School
December 22- Jan 2	Winter Recess - No School
January 5	Students Return to School
January 19	Martin Luther King Holiday - No School
February 16	Abraham Lincoln's Birthday Observance - No School
February 23	George Washington's Birthday Observance - No School
March 7	End of Second Trimester- Parent Conferences
March 30 - April 10	Spring Recess - No School
April 13	Students Return to School
May 25	Memorial Day Observance - No School
June 12	Last Day of School - End of Third Trimester

## General Information

### Welcome

Inland Leaders welcomes your family to our exciting new 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 will provide a state standards aligned curriculum aimed at serve a population of students who were formerly served primarily through home school and private schools, in a small site-based environment using a creative schedule, and an emphasis on family and leadership.

### 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 in California are initially granted a charter for three years. 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. Inland Leaders is up for renewal in the year 2010.

### 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.

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 sixth 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 (8:15 AM to 1:03PM). 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 low 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 an Executive Council which maintains parent and community representatives.

#### Executive Council

The Executive Council 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. Initially the ILCS Council consists of five members appointed to a two-year term. Subsequent Board members will be elected by the ILCS community to serve a two-year term. The ILCS Director is an advisory member to the Council. 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.

#### Parent-Teacher Organization

The Parent-Teacher Organization periodically brings teachers and parents together in round-table forums to discuss and brainstorm solutions to challenges that face the school community. Following these forums a representative will report to the ILCS Governing Board regarding any proposed solutions or new ideas that the committee develops for future Board action, if required. PTO has taken on the responsibility of raising money for field trips and after-school electives as well as extra-curricular events.

## 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 truancies:

- ◆ 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. The length of absence must be between three days and three weeks to be eligible.

### Tardiness

Students in grades K-6 are expected to be in their classrooms by 8:15 a.m. 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 Council for review and enrollment determination.

### Attendance Assistance Program

ILCS will initiate an Attendance Assistance Program with students and parents who demonstrate inconsistent attendance. 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 attendance does not improve the issue may be referred by the director to the ILCS Council 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 executive council will review student attendance issues that demonstrate negative patterns of attendance by the recommendation of the school director. The ILCS Council 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 Council will determine by vote by 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 Council 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 and grades will be withheld until all school property is returned or charges and fines are paid.

## ACADEMICS

Students at ILCS will receive a full instructional program containing language arts, math, science, social studies, 2<sup>nd</sup> language, leadership training, physical education, the arts and technology. ILCS also maintains a special education, Gifted and English Language Learner programs. Call the school office if you have any questions about these programs. ILCS provides extra curricular classes from 1:35 PM to 3:30 PM each day. These classes include dance, drama, Spanish, Chinese, 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 skills. Students who attend extra-curricular classes need to bring their lunch to school to be eaten between 1:03 and 1:35 PM or purchase a lunch at school.

## 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 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

### 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

An achievement test (comprised of the CAT 6 and California Standards Test) is administered in the spring to grades two through six as part of the statewide accountability legislation. A state writing assessment is also required of all fourth grade students.

<b>HOME / SCHOOL COMMUNICATION</b>
------------------------------------

Director's Newsletter

The school newsletter is mailed home three times during the school year. The newsletter features important information regarding the school program. 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

ILCS uses email as its main source of daily communication. If you do not maintain email, please advise the office to send information through the mail or with your child.

## STUDENT SUPPORT

### Food Service

ILCS will be providing lunches to students who qualify for the federal free lunch program. Students may purchase a lunch for \$4. 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 must be made before arriving at school.

### 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 \$60 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 8:00 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.
4. Playground equipment is to be used properly and according to the rules. Sixth graders are not permitted on the playground equipment. The equipment is designed for younger children. 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.
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*      |

- Suspension from school
- Time Out
- Parent full day in class

- Expulsion from school\*
- Financial liability of parents or guardians for damage, loss, 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 will be required to have a parent come and sit with the child for one full school day. This will be required after every three referrals. Once a student reaches 6 referrals, he/she may be recommended by the Director for expulsion to the Executive Council.

<b>SAFETY</b>
---------------

#### 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.

#### 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.

#### Release Cards

On the first day of school, parents will receive a packet of materials that includes this handbook along with two release cards. It is extremely important that both cards be filled out properly and returned to school. Emergency names and phone numbers are necessary in the event of an emergency or disaster.

#### 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

K-2 students use the upper driveway for picking up students while 3-6 grade students use the lower parking lot near the field. Parents are encouraged to park and pick up their student near the classroom. Please remember not to interrupt the class before the teacher releases students. **Please do not park where the curb is painted red.** This is for emergency vehicles only in order to have quick access to the school site.

#### 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.

### Cell Phones

Students may have a cell phone at school, but it must be turned off and not used during school hours. 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.

## 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.

## 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 Executive Council 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.

### PTO

PTO is a big part of ILCS. The PTO works together with teachers and administrators to provide students with a positive learning experience. The fundraising goals of the PTO are geared to provide funds to pay for student body activities and field trips.

### Safety Committee

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

## 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)
- ◆ 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"

# INLAND LEADERS PARENT/SCHOOL CONTRACT

As an ILCS parent/caring adult, I/We \_\_\_\_\_ pledge to:  
Parent(s)/Guardian(s) Name(s)

**Provide Home Academic Support by:**

- Ensuring my child comes to school each day and on time ready to learn.
- Assisting and monitoring homework assignments.
- Following through with school recommended actions.
- Reviewing this agreement with my child.

**Provide School Support by:**

- Sending my child to school on time, in appropriate clothing and with a nutritious snack.
- Supporting and adhering to the ILCS Family Student Handbook and Parent Code of Conduct.

**Participate by:**

- Attending two of three parent conferences each year..
- Attending school exhibitions of student work.
- Attending mandatory all-school meetings.
- Actively collaborating and communicating with teachers to meet my child's learning needs.
- Consistently train my child to use implement his leadership training to help others.
- Being an active member of the school community by working to continuously improve Inland Leaders Charter School for all students.

My signature below represents my understanding and full commitment to the above pledges for the upcoming school year.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

