



iLEAD Antelope Valley Learning Center

Family Guidebook

2016-17

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1 INTRODUCTION

Welcome to iLEAD Schools! You are part of a groundbreaking, innovative program designed to meet your child’s individual needs and to foster in them a love of learning.

iLEAD may be different than some of your child’s previous educational experiences. First, your child will participate in an interdisciplinary academic learning environment where they will make connections among various areas of study including language arts, history, science, math, art, and music. This setting will allow them to move at their own pace through inquiry-based learning strategies. Your child will also learn experientially through field trips, visiting local parks, beaches, organizations, businesses, and museums. Participation in these adventures will help your child apply their classroom learning. Finally, your child’s growth will be measured along a continuum and in a variety of ways that demonstrate learning. In essence, your child will be empowered to take ownership of their learning experience.

Your experience as a parent at iLEAD may also be different than what you have experienced at your previous schools. To make the transition a smooth one for your learner(s) and yourself, we encourage families to keep updated and informed about school events and parent programs. We encourage and depend upon our parents to be actively engaged both in and outside of their learner’s classroom. You will work harder here as a parent, but your rewards will be tenfold.

The Family Guidebook is designed to share iLEAD’s philosophy, expectations for learners and families, and other school information.

SECTION 1: EDUCATIONAL OVERVIEW

1 MISSION AND PHILOSOPHY

iLEAD empowers learners to become conscientious, compassionate, and responsible citizens of the world. In this process we inspire them to become creative thinkers and leaders, with a lifelong love of learning. We accomplish this through a rigorous, relevant, and attainable education program that blends independent home study, community experiences, and classroom instruction based on the Common Core Standards. The iLEAD program promotes individualized instruction, active learning methods and opportunities for self-directed learning. We celebrate and foster each child's individuality, and support them in discovering their highest potential in the environment which best suits their learning needs. We believe each child will be equipped with the skills and knowledge to achieve his or her fullest potential in preparation for college and the demands of the 21st century workplace.

INDEPENDENT STUDY

Independent study is a different way of learning. In independent study, a learner is guided by a teacher but usually does not take classes with other learners every day. The learner works independently. Our learners are invited to learn, collaborate, and participate in workshop style instruction. Enrichment workshops take place Monday-Thursday from 2:00-3:30 in addition to other scheduled times. Fridays, which are minimum days with a 12:30 dismissal, are enrichment workshop days.

CURRICULUM

The research-based instructional approach at iLEAD is differentiated to engage learners through hands-on, in-depth, authentic experiences across subject areas. This methodology allows facilitators to address learners' individual differences, variations in learning styles, intelligences and abilities. Rather than rely on any one series of books, textbooks or guides, we employ multiple materials, resources and strategies to best meet the needs of individual learners.

Curriculum is implemented with the following best practices in education:

- *Global Understanding* - 21st Century learners are faced with the challenge of engaging in an increasingly interdependent world where knowledge is constantly developing and evolving. Rigorous curriculum covering global connectivity will give learners a sense of belonging in our ever changing world and prepare them to thrive in the global marketplace upon graduation and post-college. Exploring diverse cultures will give learners a positive attitude toward learning and greater understanding of the world around them.
- *Engaging Curriculum* - Our curriculum delivers the California Common Core Standards through relevant learning experiences that engage learners' interests as they discover underlying concepts and develop deep understanding of subject matter. Learners are active participants in meaningful exploration; engage in hands-on activities and experiences that build on their prior

knowledge. Projects are used as a teaching tool to focus on higher order thinking and real world skills. We will encourage learners to apply their understanding in projects that gradually introduce more complexity, and more learner-driven choice of topics and products. The goal is to foster self-motivation and self-directedness, as each learner discovers her or his unique strengths.

2 INDIVIDUAL LEARNING PLAN (ILP)

Each year, learners and families, along with their facilitator(s) create an ILP to guide instruction. Each learner, along with his/her family and facilitator, work together to monitor the ILP and make adjustments, as needed. The primary goal of the ILP is to ensure that each child will be treated as an individual and therefore will be working toward attainable goals appropriate to his/her individual development.

Throughout the year, learners will review learning outcomes and set individual goals. They will learn to evaluate their progress toward those goals, starting at a basic level when they are younger and improving their ability to self-assess over time. Throughout the year, learners will meet with their facilitator(s) and their parent(s) to look critically at what they have accomplished both in formal settings as well as at home with their families. Near the middle of the spring semester our learners will present their progress in the Learner Led Conference (LLC) Presentations.

Portfolio-based LLCs will help ensure that learners are accountable to themselves, their families, their teachers, and the school community as a whole. Additionally, the experience creates a powerful incentive for learners to develop their skills, through the communication of high expectations, public display of meaningful work, and opportunities to showcase talents in modalities that best suit learners' distinct learning styles.

SECTION 2: GENERAL OPERATIONS

Learning Center Hours of Operation

Grades TK-5

Monday – Thursday 9:00-3:30 Friday 9:00-12:30

Families should plan to drop-off learners no earlier than 8:30 am. Facilitator doors open at this time. Families should plan to pick up their child at 3:30 pm (12:30 pm on Fridays and other minimum days).

INSTRUCTIONAL CALENDAR

See the iLEAD Antelope Valley website at www.ileadav.org for the current year's Instructional Calendar.

SECTION 3: DAILY OPERATIONS

3DROP OFF AND PICK UP VALET PROCEDURES

iLEAD Antelope Valley offers a convenient valet drop off system. **This is the safest and most efficient way to drop off your learner(s). We strongly encourage all families, regardless of the learner's grade level, to use the valet system.**

Morning Drop Off

In order to have the most safe and efficient morning drop off for all iLEAD learners, we ask that all families only drop off learners in designated areas.

Please adhere to the following system:

Due to the limited space in our parking lot, there will be no morning on-site parking for iLEAD Antelope Valley learners unless you require handicap parking and have appropriate placards.

The iLEAD Antelope Valley valet line will be in the front parking area off of Avenue K. Drivers are to slowly enter the parking lot and follow the line **on the right**. For safety, wait until you are stopped in the Valet area in the parking lot to let your learners out of the vehicle. Please do not enter the parking lot through the exit (which is on the East end of the lot).

After drop off, please remember you may only turn right when exiting the parking lot.

Afternoon Pick Up

For learners remaining for specials/enrichment , 3:30 pick up will follow the same procedures as morning drop off. Pick up on minimum days begins at 12:30.

VISITORS DURING LEARNING CENTER HOURS

Parents are welcome to visit the learning center, meet their child's facilitator, and become acquainted with the program. There are a limited number of visitor parking spots available. Please do not park in the KinderCare lot. In order for each facilitator to get to know the children, it is strongly recommended that parents wait until after Back to School Night to make classroom visits.

Please adhere to the following:

- 2 When arriving, always check-in/check-out at the office.

- 3 For the safety of our children, all learners leaving campus during school hours must be called from the Main Office and signed out before they may leave campus.

1 ATTENDANCE

As an independent study school our attendance is based on work completed not days at school. Learners are expected to communicate regularly with their facilitators via email or other method in order to assure that they are meeting their educational goals. Learners must to complete all assigned work on or off site.

Illness - Any child who becomes ill while at school will be taken to the office and parent(s) will be called to pick up the sick child. If your child is ill an unable to complete work for more than 4 days please contact your child's facilitator(s).

Medication - If your child needs to take prescription medication on a temporary or permanent basis while at school, an authorization to administer medication must be on file at the school. This form is available at the front desk.

2 SCHOOL LUNCH PROGRAM

We offer the Federal School Lunch Program Monday-Thursday. Applications can be picked up in the office. If you choose to pack a lunch, please be sure to send something that doesn't need to be heated. We are not able to heat up food for the learners. Those choosing to purchase lunch may do so at \$2.50 per day. Please make sure to send a snack with your child Fridays.

BEFORE AND AFTER SCHOOL ENRICHMENT ACTIVITIES

Morning care hours: 6:30-8:30

After Care Hours TK/K: 12:30-5:30

After Care Hours Grade 1-5 3:30-5:30

Friday After Care Hours 1230-5:30

4 SECTION 4: LEARNER CONDUCT

1 EXPECTATIONS

iLEAD Antelope Valley strives to present our learners with opportunities that exceed those available at most traditional schools. Our learners also accept a sense of responsibility that in many ways exceeds that which is expected at a traditional school. We expect all children to do their best, both academically and behaviorally. If there's a problem, we personally speak with the child, discuss the options for making good decisions, set appropriate consequences, and strive to help the learner internalize the importance of taking responsibility for their own learning and behavior. As a framework for this, we have expected learning results.

At iLEAD Antelope Valley we utilize Love and Logic which stresses:

- Developing Positive Relationships
- Empathy
- Neutralizing Arguments
- Setting Limits with Enforceable Statements
- Offering Choices to Prevent Power Struggles
- Guiding Learners to Own and Solve Their Problems
- Logical Consequences
- The Recovery Process

iLEAD Antelope Valley, with its emphasis on the 7 Habits of Highly Effective People, by Steven Covey, prepares graduates for the 21st Century by teaching them to be:

- Inquirers
- Knowledgeable thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective

At the beginning of the school year, and at intervals throughout the year, we discuss these goals and principles with the learners, come to a common understanding of what they mean and why they are important, and then help our Learners to incorporate them into their daily lives.

Parents are encouraged to participate in Love and Logic and 7 Habits training opportunities when they are offered.

2

Suspension from School

California Education Code 48900 stipulates that the following violations are grounds for suspension from school:

- Caused/Attempted/Threatened physical violence
- Possessed/Sold/Furnished a dangerous device
- Possessed an imitation firearm
- Possessed/Used/Sold/Furnished drugs or alcohol
- Sold/Furnished alleged drugs or alcohol

- Robbery/Extortion
- Damage to school or private property
- Theft/Attempt of school or private property
- Receipt of stolen school or private property
- Possessed/Used tobacco
- Obscene Act/habitual Profanity/Vulgarity
- Sold/Offered to sell drug paraphernalia
- Disruption/defiance of school authority
- Sexual Harassment/Assault
- Threatening a witness
- Harassment/threats/intimidation/racial slurs, matches, lighters, laser pointers, weapons (or items that could be used as such), alcohol, fireworks, drugs (or look-alikes), are prohibited.

SECTION 5: TECHNOLOGY

3ELECTRONICS

All iLEAD Antelope Valley learners have the option to use Personal Technology Devices as a part of our Bring Your Own Device Program. In order for learners to participate in this program, **each device** must have a Technology Waiver form. Learners are to use electronic devices for educational purposes and only with facilitator permission.

Cell phones and other electronic items are often used for instructional practices. We are guiding our learners in appropriate use of technology, helping them to make appropriate choices concerning these items. We realize that many parents give their children cell phones for safety and convenience. **We ask that learners limit use of the phones during the school day to academic purposes only.** Families may contact their child in an emergency situation by calling the school office and learners may use cell phones or school phones to contact families in an emergency. Learners should respect their facilitator's requests regarding appropriate time to use technology.

4INTERNET USAGE

iLEAD Antelope Valley Learning Centers have access to the Internet via Wi-Fi. The school works diligently to protect our Learners from inappropriate content. The iLEAD Antelope Valley staff work closely in training our learners as to the appropriate use of the Internet. Before using the Internet, parents and learners should read the following "Network Use Guidelines." All

parents and learners must also sign a Learner & Parent/Guardian Network Responsibility Contract.

5NETWORK USE GUIDELINES

Please read the following carefully. This will give you information about the privileges and responsibilities of using the Internet as part of your educational experience. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual people.

Learners will have access to:

- Electronic mail (email) communication with people all over the world.
- Information and news from a variety of sources and research institutions.
- Public domain and shareware software of all types.
- Discussion groups on a wide variety of topics.
- Many university libraries, the Library of Congress, and more!
- Educational Software.

Giving our learners the skills to thrive in the 21st Century means giving them access to technology. With computers as part of every classroom curriculum, iLEAD uses very strong guidelines for Web usage and Internet security. We comply with the level of security that the Children's Internet Protection Act requires. While we have filters at the network level for inappropriate Web sites, there are still instances when those Web sites can come through. Please be assured that iLEAD remains committed to restricting the use of such Web sites.

The purpose of schools having access to the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of education and research and consistent with the educational objectives of iLEAD.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to, the distribution of:

- Any information that violates or infringes upon the rights of any other person.
- Any defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Advertisements, solicitations, commercial ventures, or political lobbying.
- Any information which encourages the use of controlled substances or the use of the system for the purpose of inciting crime.
- Any material that violates copyright laws.
- Any vandalism, unauthorized access, "hacking," or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited (Penal Code, Section 502).
- The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges.

6 NETIQUETTE (Network Etiquette)

The use of the Internet requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not send abusive messages to anyone.
- Use appropriate language. In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.
- Maintain privacy. Do not reveal the personal address or phone numbers of yourself or other persons. Before publishing a learner's picture, first name, or work on the Internet, the school must have on file a parent release authorizing publication.
- Respect copyrights. All communications and information accessible via the network should be assumed to be the property of the author and should not be reused without his/her permission.
- Do not disrupt the network. Do not use the network in a way that would disrupt the use of the network by others.
- Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify iLEAD staff.
- Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses.

5 SECTION 6: POLICIES AND PROCEDURES

1 ATTIRE

Learners attending the learning centers do lots of walking, running, sitting on the carpet, art, etc. Therefore, our parents and learners have found that loose-fitting, comfortable clothing and closed-toed sneakers or comfortable walking shoes work best at our school.

COMPLAINT PROCEDURE

It is always our intent to resolve concerns in the simplest manner for all. If a parent has a classroom concern, it is expected that he/she will try to resolve the concern with the classroom facilitator. If the concern is not resolved, please bring your concern to the school administration. Every effort will be made to find a fair resolution through a personal conference or a meeting between the parties involved.

2 FIELD STUDY

Throughout the school year, learners will have the opportunity to take many trips, often planned through facilitator and parent collaboration. These trips are a part of iLEAD's project-based

curriculum and may include walking trips, trips by private or school vehicles, and buses. Participation is a vital part of the learning process and is strongly encouraged.

A walking field trip permission slip is completed as part of the enrollment packet. Signing the form indicates you have granted your child permission to participate in iLEAD's ongoing walking field trip program throughout the school year.

Field trip permission slips will be required for all field trips. Learners must have a permission slip on file in order to participate in a field trip.

Approved volunteers are encouraged to accompany your child's class on a field trip. Facilitators or the Field Study Coordinator will inform parents of the need for field trip volunteers in advance of each trip.

EMERGENCY PROCEDURES

- *Drills* - Emergency drills, such as earthquake and fire drills, are conducted during the school year. Drills are serious practice so that everyone will be prepared should an emergency occur. Procedures are reviewed with all staff who in turn teach them to learners. If an emergency occurs during regular school hours, learners will be directed by their facilitator to follow emergency procedures for the specific event. If an emergency occurs when the learners are not on-site, learners will be directed to the supervising aide, parent volunteer or other school staff member. These supervisors will call iLEAD to provide an update and next steps.
- *Actual Emergency* - If an emergency extends beyond the end of the school day, learners will not be released until it has been determined that it is safe to do so. In the case of an emergency, parents or an emergency contact are expected to sign learners out, regardless of grade.
 - If damage is extensive, we ask that you park your car away from the valet areas and walk to the designated location to pick up your child. It is important to keep the fire lane open for emergency vehicles only.
 - When you arrive at the school, an emergency response team (made up of public servants, staff and volunteers) will direct you to the appropriate check out area to sign out your child. If the school building is not considered safe, learners will be congregated in the parking lot away from all buildings. A phone message will be sent to your primary phone number with directions on where to pick up your child. Please do not leave the school without signing out your child.

PROHIBITED ITEMS

The following items are NOT permitted at iLEAD Antelope Valley or any iLEAD Facility:

- weapons or any facsimile including water guns

SMOKE-FREE FACILITY

iLEAD Antelope Valley is a Smoke-Free Facility, including use of all smoke and smokeless products, including the use of electronic smoking devices. This follows Los Angeles and Federal regulations for. This applies at all times to all persons, including learners, employees and visitors.

PETS ON CAMPUS

It is the policy of iLEAD Antelope Valley that no pets may be brought onto the iLEAD Antelope Valley Learning Centers. This is for the safety and protection of all children in iLEAD Antelope Valley. Please remember that some children may be allergic to pets and exposure to them could present health problems for these children. ALL animals (even those being studied under the direction of an iLEAD Antelope Valley employee) must be approved by the iLEAD Antelope Valley administration prior to being brought into the classroom. The only exceptions to this policy are service animals, which do not require approval.

6 SECTION 7: COMMUNICATION

1 COMMUNICATION METHODS

Website - The best way to keep updated with current events and activities at iLEAD is via the website – www.ileadschools.org

Monday Message - Each Monday, school information and reminders are sent home via the Monday Message. You can sign up using a link on [the iLEAD website homepage](#).

Class Newsletters : Facilitators send home weekly newsletters to keep families informed of current projects and important events.

Phone / Text /Email- You will receive periodic phone calls, texts, and/or emails from our office staff or facilitators. Please make sure that we have your current phone number in our system at all times. To update your information, email: info@ileadav.org

Email - All staff can be reached at their school email address, generally firstname.lastname@ileadav.org

7 SECTION 8: FAMILIES AND iLEAD WORKING TOGETHER

1 FAMILY PARTICIPATION EXPECTATIONS

iLEAD seeks to make education a community passion. To this end, parent participation is essential to the success of the education process. Parents are expected to participate in the operation of the school as an integral part of the staffing and support team and with the charter staff in the development and successful completion of the individual learning plan for your child.

It is because of families like you that we are able to offer such a unique program for our children here at iLEAD Antelope Valley. Families attending iLEAD Antelope Valley agree to the following:

- Each family will commit to 4 hours per month or 40 hours per year of participation.

- Recording hours and meeting the yearly obligation is the responsibility of the parent.
- Visit the iLEAD website or Monday Message for school wide volunteer opportunities.
- Families having difficulties meeting the participation commitment should contact info@ileadav.org

2 EXAMPLES OF iLEAD FAMILY VOLUNTEER WORK

- In-class support as an educator aide
- Adult workshops – parents teaching other parents
- Outside research in support of specific school projects
- Chaperone on field trips (must attend chaperone training and have LiveScan for overnight trips)
- Hosting an activity in your home or business
- Coaching or operating an after school enrichment class
- Organizing a community service project for learners
- Supervising at the school – nutrition, lunch periods
- Operation support – maintenance of the campus
- Recruiting event participation (booths, fairs, marketing materials)

NOTE: All volunteers working with children must have a current TB test on file, as well as a LiveScan background check. While a TB is valid for only 4 years, a LiveScan is required only once and can be obtained at various LiveScan locations. Please see the office for more information and required forms.

3 ANNUAL FAMILY GIVING

Annual Family Giving is a tradition at many charter schools in California. As a charter school, iLEAD Antelope Valley receives significantly less per child funding from the state than a traditional school would get. In addition to reduced funding, iLEAD Antelope Valley directly pays the lease for our buildings.

The Annual Family Giving Campaign donations directly benefit every learner by providing playground equipment, hands-on curricula, state-of-the-art technology, art materials, professional development, and the day-to-day operating expenses that are not funded by the state of California.

The Annual Family Giving Campaign is an important part of strengthening your child's school as well as demonstrating our collective commitment to iLEAD Antelope Valley. While family giving is voluntary, our school expenses are mandatory, and no financial gift is too small.

8 SECTION 9: GOVERNANCE

1 HISTORY

iLEAD's Governing Board is comprised of community leaders passionate about providing innovative educational opportunities. They serve with the vision and ability to create and

maintain successful schools. For a list of current board members, please visit the iLEAD website.

2 SCHOOL GOVERNANCE

iLEAD is governed by a California public benefit corporation with IRS 501c3 tax-exempt status. The school is subject to the Bylaws of the corporation.

Decisions made by the Board will be on a majority basis. The Board will oversee iLEAD's policies and operations, and will receive regular reports on the school's academic financial, and operational progress.

Governing board meetings are open to the public and held monthly on the campus of iLEAD SCVI. For a current schedule, please see the iLEAD website.