

Pathways Charter iLearn Academy Parent Handbook

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Welcome Letter

Dear iLearn Families and Community,

We are proud of our two program options - 100% Independent Study and the Hybrid Academy, of which both promote our partnership with you in your children's education! Our highly qualified teachers provide hands-on, engaging learning experiences for students, as well as a safe, nurturing environment where all children can thrive. We believe that each student should be treated as a unique person with individual strengths, needs and interests. Our overarching goal is that all students experience success.

In addition, there are numerous enrichment opportunities to enhance your independent study experience and bring together our students and families in meaningful ways. You will find a listing of these activities and other support materials to help you and your child participate in any of the offerings. Our staff is so excited to be a part of your child's educational journey and we look forward to sharing an incredible school year with your family!

Sincerely,



Andy Wood
Principal

iLearn Academy Staff

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Hybrid Academy Option: Missing Assignments & No Work Completed

In this option, students attend classes three (3) days per week, and at home for Independent Study two (2) days per week. The parents are the student's co-teacher, and the support between school and home contribute to students becoming the best they can be.

We are a public school, and a school of choice. As an independent study program, we must have parents and students sign a contract called a Master Agreement, which describes the responsibilities of the parent, student and teacher.

One of the most important parts of our program is that parents in our Hybrid Academy Option are responsible for 40% of their student's education. We depend on parents to teach their students on at-home school days and return the completed school work on the due date.

Students should not miss Hybrid class days during the school year, so parents should avoid planning long vacations and doctor's appointments on Hybrid class days and during State Testing. Students will miss out on a lot of important instruction, and it is hard to make up for that lost time in the classroom! Please see our different requirements on missing class:

- Vacations (pre-planned): [Vacation](#) guidelines
- Sick (parent called in): [Student Illness](#) guidelines
- Missing class (no school notification): [Missing Hybrid Academy Class \(Non-Illness\)](#) guidelines

All assignments are expected to be turned in to the teacher by their due date, unless previously arranged. If, for some reason, students/parents should need to turn in completed packets or schoolwork after hours, drop-off & pick-up bins are located outside the school office.

Clear communication is very important, especially when it comes to our students' education, and work completion is the most important part of their success.

Missing Assignments

Our Missing Assignments Guidelines is as follows*:

1. If, at any point during a trimester, a student is missing three (3) or more assignments in one (1) week, the teacher will contact the parent to discuss the missing assignments and work with them to develop strategies/solutions for completing them and turning them in by Friday. **NOTE:** This requirement applies to **all** assignments, including work assigned if the student misses class time. If the parent/guardian fails to notify that school in advance that they are not bringing their child to class, they should follow our guideline on [Missing Hybrid Academy Class](#).
2. If a student's assignments are not turned in by Friday, the student's teacher will refer the matter to the school office.
3. The office will contact the parent/guardian, at which time they **and** their student will be required to sign up for a Thursday or Friday intervention session. These sessions are intended to provide both the parent/guardian and student with strategies and solutions for completing all schoolwork.
4. A maximum of 2 intervention sessions per year will be provided to the family to address missing work.

5. If, after attending two (2) intervention sessions, a student again misses 3 or more assignments in one (1) week, a **Missing Assignments Meeting (MAM)** will be scheduled between the parent/guardian, teacher, Principal and, for grades 6-8, the student, to refer them back to their district of residence.
6. We take student assignments very seriously, and will not contribute to truancy if we find our placement inappropriate for any child.

No Work Completed

Our No Work Completion Guidelines is as follows*:

1. Students received their assignments for the week on Monday (Tuesday if a Monday holiday). This is the student's independent study work, and it is due the following Monday.
2. Parents should help their student to complete their work on Thursday and Friday (it will be approximately four (4) hours of schoolwork for both days). They will check to make sure that it is correct, and double check that they don't forget to turn it in (including electronic assignments)! Backpacks tend to "eat" student work. Folders are much kinder.
3. If the student does not turn in ANY schoolwork on the due date, the parent will get an email or phone call from their child's teacher reminding them to turn it in by Wednesday.
4. If, for whatever reason, the student's teacher STILL doesn't receive ANY schoolwork by Wednesday, the student will accrue two absences for the previous week's work: one (1) for Thursday, and one (1) for Friday.
5. If a student misses Hybrid class due to illness, parents are expected to follow the [Student Illness](#) guidelines.
6. If a student misses Hybrid class due to non-illness and the parent(s) failed to notify their teacher ahead of time, they are expected to follow the [Missing Hybrid Academy Class \(Non-Illness\)](#) guidelines.
7. Failure to complete assignments and turn them in by the teacher's due date under both of the above noted requirements will also result in absences.
8. If a student has two (2) absences during one (1) trimester, the parents will be contacted to meet with the Principal to discuss the guidelines and whether it is in the student's best interest for them to remain in independent study.
9. We take student work completion very seriously, and will not contribute to truancy if we find our placement inappropriate for any child.

The Master Agreement describes the responsibilities for both parents and students regarding assignments. We feel that transparency is very important regarding our policies and encourage parents to ask questions when they need to. When iLearn is a good fit for families and students it can create amazing opportunities for growth in many ways. We love what we do, and it's because we get to serve such an amazing community.

Student attendance is based on work completion, and as a result, it is critical that parents and students understand how this is different from a typical comprehensive, 5 day/week school. If the student fails to turn in any schoolwork, it is essentially the same as missing that number of days of school in a traditional 5 day/week school.

Hybrid Academy Format	
Mondays	School day (on campus)
Tuesdays	School day (on campus)
Wednesdays	School day (on campus)
Thursdays	School day (at home)
Fridays	School day (at home)

While students are only at the school site three (3) days per week, students still have school five (5) days per week. Attendance is based on *work completion*.

*Students with an IEP or 504 Accommodation Plan will have a slightly modified process for Missing Assignments and No Work Completed. Parents should contact the Ed. Specialist or 504 Coordinator for this information.

100% Independent Study Option: Missing Assignments & No Work Completed

100% Independent Study Format	
Mondays - Fridays	School days (at home)

Missing Assignments

Our Missing Assignments Guidelines is as follows*:

1. If, your student is missing three (3) or more assignments, the teacher will discuss the missing assignments with the parent during their weekly meeting and develop strategies/solutions to complete them within 3 school days.
2. If a student's assignments are not turned in to the teacher within 3 school days after their weekly meeting, the student's teacher will refer the matter to the school office.
3. The office will contact the parent/guardian, at which time they **and** their student will be required to sign up for a Thursday or Friday tutoring session. These sessions are intended to provide both the parent/guardian and the student with strategies and solutions for completing all schoolwork.
4. A maximum of 2 tutoring sessions per year will be provided to the family to address missing work.
5. If, after attending two (2) tutoring sessions, a student again misses 3 or more assignments in one (1) week, a **Missing Assignments Meeting (MAM)** will be scheduled between the parent/guardian, teacher, Principal and, for grades 6-8, the student, to refer them back to their district of residence.
6. We take student assignments very seriously, and will not contribute to truancy if we find our placement inappropriate for any child.

No Work Completed

Our No Work Completion Guidelines is as follows*:

1. Assignments are provided to parents/guardians during their appointment with their Independent Study teacher.
2. All assignments should be corrected by the parent/guardian.
3. 100% of the work should be completed and turned in to the Independent Study teacher by the due date (usually the next appointment with the Independent Study teacher, unless otherwise noted on the assignment sheet).
4. If one (1) entire days' worth of work is not returned completed by its due date, it will result in one (1) absence, and a letter from the Principal.
5. Once a student has been assessed two (2) absences in one (1) trimester, the parents will be contacted to meet with the Principal to discuss the policy and whether it is in the student's best interest for them to remain in independent study.
6. We take student work completion very seriously, and will not contribute to truancy if we find our placement inappropriate for any child.

*Students with an IEP or 504 Accommodation Plan will have a slightly modified process for Missing Assignments and No Work Completed. Parents should contact the Education Specialist or 504 Coordinator for this information.

Textbooks/Chromebooks/Hotspots Checkout Guidelines

Textbooks & Misc. Curriculum

Textbooks and occasionally hands-on kits are provided to students to utilize at home throughout the school year. Any abuse, markings, tears, stickers, missing items or damage can result in fines being issued to cover the cost of replacement.

Chromebooks

Chromebooks are checked out to students to use for the school year. Any abuse, markings, stickers, or adhesive residue found on the Chromebooks will result in fines being issued to cover repairs necessary to return items to like-new condition or replacement of the computer if necessary. (This information can also be found on the student computer check-out form). The Chromebook AND charging cable that came with the device MUST be returned when a student leaves the school or at the end of the school year.

Hotspots

Hotspots are available for students to checkout to use for the school year. This device should only be used by the student which it is checked out to and for completing school assignments. Data usage is monitored by our IT Department. Any abuse, markings, stickers, or adhesive residue found on the Hotspot will result in fines being issued to cover repairs. If a hotspot is misplaced, the parent will need to pay to replace the device (\$99.00 + tax). Any loss of a hotspot due to fire, theft, etc. will require a police report and investigation to satisfy the terms on the insurance policy. Prosecution will be pursued for any fraud or other criminal activity (per our computer checkout form). ALL COMPONENTS (hotspot, cable, wall plug & case) MUST be returned when a student leaves the school or at the end of the school year.

Vacation Guidelines

If you have planned a vacation or will be out of town when school (including Hybrid Academy classes) is in session, a parent must notify the teacher and school office through an online form on the **Parent Resources** tab in the **Resources** section of our [website](#) ***no less than 5 school days*** (this includes the Hybrid Academy's independent study days) prior to the first date that the student will be out of town.

- Hybrid Academy Option:
 - Students in upper grades who utilize Google Classroom or online assignments can access assignments while they are gone.
 - In-class work and/or hardcopy assignments will NOT be provided to the student before they leave. Schoolwork and assignments will be provided upon their return.
 - ALL vacation assignments AND any *new* schoolwork assigned for the week that the student returns must be completed and turned in at the next upcoming Monday due date.
 - No exceptions will be made in regards to our [3 or more missing assignments](#) guidelines.
- 100% Independent Study Option:
 - The teacher can provide schoolwork to complete while on vacation, both digitally and in hardcopy format.
 - ALL vacation assignments must be completed and turned in at the next upcoming meeting with the student's Independent Study Teacher.
 - No exceptions will be made in regards to our [3 or more missing assignments](#) guidelines.
- At the discretion of the Principal, due dates may be extended beyond the first due date that the student is back, not to exceed one (1) week.

Distance Learning

If instruction cannot be provided to the pupil at the school (in-person) for more than 10 school days due to emergency conditions caused by fire, flood, impassable roads, epidemic, earthquake, imminent major safety hazard as determined by local law enforcement, a transportation services strike by a non-school entity, or other official order issued to meet a state of emergency or war, instruction will be provided by one or more of the means stated below in light of the emergency circumstances and District policy.

- Teacher posted lessons, asynchronous (online or other media)
- Virtual class meetings (synchronous)
- Personalized learning tools (virtual or paper packets, as available)
- Scheduled teacher appointments (virtual or in-person, as available)
- Scheduled email check-ins (parent or student)
- Virtual office hours (drop-in; parent or student)

As soon as practicable following the determination that instruction cannot be provided either at the school or in person for more than 10 days due to a qualifying state of emergency, the parent will be notified as to the specific means that access to instruction will be provided, considering the emergency circumstances present at that time. Public health orders shall be taken into account in implementing the emergency conditions provision.

Plagiarism Guideline

Pathways Charter iLearn Academy's Plagiarism Guideline is defined as:

Using the intellectual material produced by another person without acknowledging its source.

Examples include:

- Wholesale copying of passages from works of others into your homework, independent study work, essay, or internal assessment without acknowledgment.
- Use of the views, opinions, or insights of another without acknowledgment.
- Paraphrasing of another person's work without proper acknowledgment.
- Using intellectual property (pictures, graphs, diagrams, quotes, books, films, music recordings, television, or any other media) without proper citations when appropriate.
- The use of online translation programs to translate assignments for World Language courses.

Collusion - Supporting the malpractice of another student, in allowing work to be copied or submitted for assessment by another; collaborative work that is duplicated and submitted for assessment by different students.

Duplication of work - submitting the same work for different assessment components.

Malpractice - behavior that results in, or may result in, students gaining an unfair advantage in one or more assessment components; it includes collusion, duplication of work, plagiarism, and cheating.

Student Dress and Appearance

The iLearn Academy believes that appropriate dress and grooming contribute to a productive learning environment. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. The major responsibility for dress and grooming is placed upon the student and the student's parents. The administration reserves the right to decide the appropriateness of the student's attire. Inappropriately dressed students will be expected to change clothing.

The following guidelines are intended to define appropriate student attire and personal grooming and shall apply to all regular school activities:

- All garments must fit and be worn in the manner in which they are designed. Pants must be worn at or above the hip point and be able to stay up without a belt.
- Footwear must be worn at all times. For safety reasons, flip flops or backless shoes/sandals are prohibited; however, sandals may be worn if they have heel straps.
- For the safety of our students, Physical Education requires that athletic shoes that stay on during high activity be worn.
- Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, spaghetti straps, torn off sleeves, bare midriffs, and skirts or shorts with less than a 3-inch inseam are prohibited.
- Inappropriate lettering, printing, message patches, or messages on clothing, hats, backpacks, binders or other personal items are prohibited.
- Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic, or religious prejudice or the use of drugs or alcohol.
- Any apparel, jewelry, accessory, school materials, or manner of grooming which by virtue of its color, arrangement, or any other attribute denoting membership in a gang is prohibited.

Hybrid Academy

Bell Schedule/Class Hours

Hybrid Academy Students	Start Time	End Time	Grade Level
Hybrid Class Days (Mon, Tues, Wed)	8:45am	2:50pm	K-8
K-2 Break	10:30am	10:45am	K-2
3-5 Break	10:15am	10:30am	3-5
6-8 Break	11:00am	11:15am	6-8
K-2 Lunch	12:17pm	12:52pm	K-2
3-5 Lunch	12:00pm	12:35pm	3-5
6-8 Lunch	12:35pm	1:10pm	6-8
Minimum Day Noon Dismissal	8:45am	12:00pm	K-8

Students may be dropped off at campus **no earlier than 8:15am** (supervision is available from 8:15-8:40am on the playground). Doors open at 8:37am so students can be in classrooms for the start of school at 8:45am. On Enrichment days, students may be dropped off at campus **no earlier than 8:15am**.

Lunches & Snacks

Students may bring their meals or purchase them. Snacks are not provided by the school. School lunches are available for purchase for \$3.00 and are provided in conjunction with the Newcastle Elementary School District. If parents plan on purchasing a lunch, they will be required to set up an online account through [Mealtime](#), and maintain adequate funds to purchase meals. When setting up the account, parents will choose 'iLearn Academy' as the school. The passcode for the student is the student's "Stu #", which is a 6-digit number and can be found in the Aeries Parent Portal, under the tab 'Student Info', then 'Demographics'. **Cash/check payments for lunches ARE NOT accepted.** Newcastle only permits accounts to be Accounts overdrawn by \$6.00, so parents must make be sure they have enough funds in their child's account. The office will not heat up food for students.

Free and Reduced Meals

Free and Reduced Meals are available to families who believe they may qualify. Eligibility is determined by parents completing the Income Survey during the Data Confirmation process at the beginning of each school year. This information may also be used for other state or federally funded school benefits.

Factors considered in the survey are household size and total household income. HOUSEHOLD SIZE is considered all persons, related or unrelated: Including parents, children, grandparents who live in your home and share living expenses. The TOTAL HOUSEHOLD INCOME is the income each household member received last month before taxes - this includes wages, social security, pension, unemployment, welfare, child support, alimony, and any other cash income.



Foster children are categorically eligible for free meal benefits. An application is not needed yet there does need to be documentation of status by a state or local entity familiar with the child's status. Foster children may be included in the household application as part of the household size.

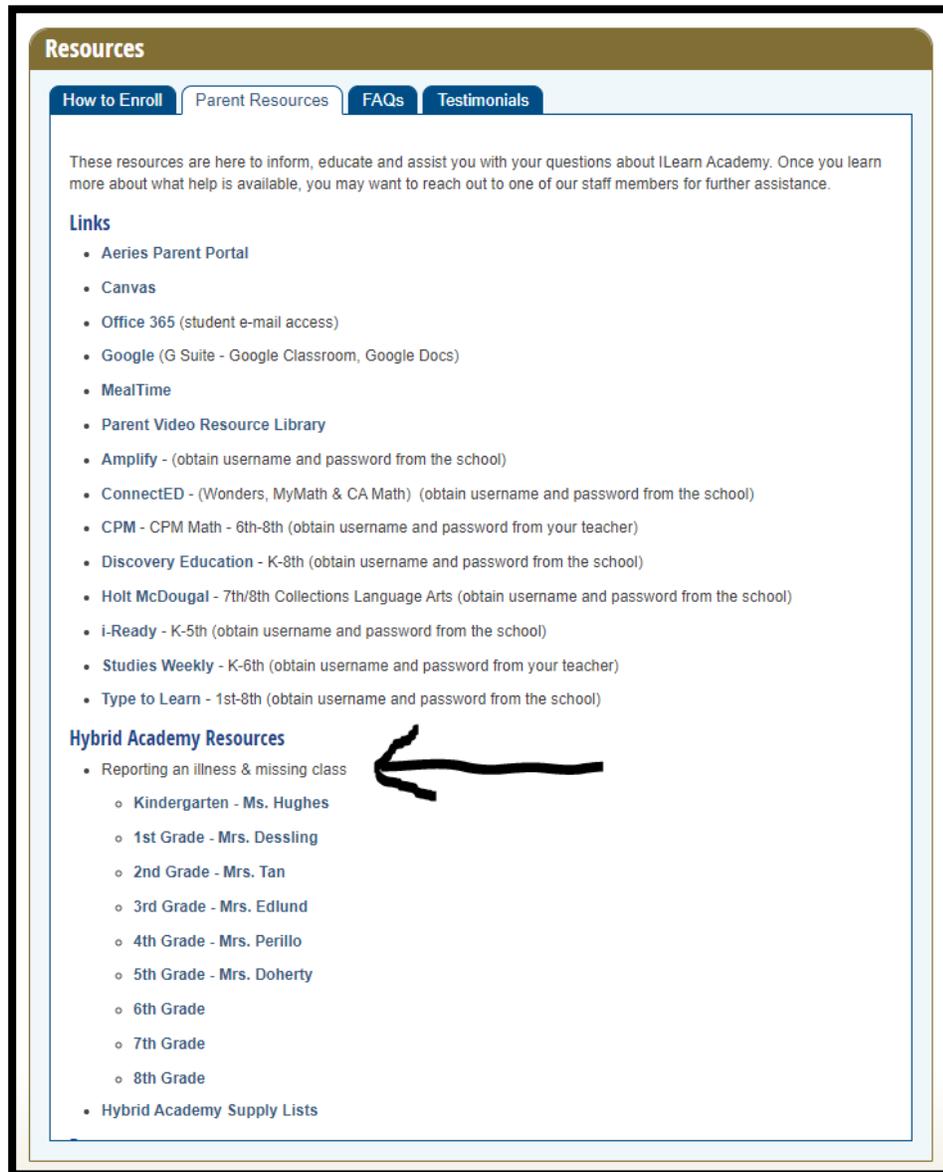
Tardies

An emphasis is placed on students arriving to school on time. Late students often miss the focus of the day or lesson and disrupt the flow of the lesson for other students. When students are late for class, they will need to check into the office before going to class. Parents will be notified if a student has continual tardies and will be asked to follow through with a program to increase punctuality.

Student Illness

If a student is sick and needs to stay home from the Hybrid Academy or enrichment classes, parents/guardians should contact their teacher to obtain schoolwork for the missed day(s).

1. Perform a health check on your student before bringing them to class.
2. This process is to be followed for **same day** illnesses or missing class only.
3. If your student will not be in class:
 - a. Go to our [website](http://www.ilearnacademy.info) (www.ilearnacademy.info)
 - b. Find the **Resources** section
 - c. Click on the **Parent Resources** tab.
 - d. Scroll down to **Hybrid Academy Resources**
 - e. Under 'Reporting an illness & missing class', find your child's grade level and click on the appropriate link.



Resources

[How to Enroll](#) [Parent Resources](#) [FAQs](#) [Testimonials](#)

These resources are here to inform, educate and assist you with your questions about iLearn Academy. Once you learn more about what help is available, you may want to reach out to one of our staff members for further assistance.

Links

- [Aeries Parent Portal](#)
- [Canvas](#)
- [Office 365](#) (student e-mail access)
- [Google](#) (G Suite - Google Classroom, Google Docs)
- [MealTime](#)
- [Parent Video Resource Library](#)
- [Amplify](#) - (obtain username and password from the school)
- [ConnectED](#) - (Wonders, MyMath & CA Math) (obtain username and password from the school)
- [CPM](#) - CPM Math - 6th-8th (obtain username and password from your teacher)
- [Discovery Education](#) - K-8th (obtain username and password from the school)
- [Holt McDougal](#) - 7th/8th Collections Language Arts (obtain username and password from the school)
- [i-Ready](#) - K-5th (obtain username and password from the school)
- [Studies Weekly](#) - K-6th (obtain username and password from your teacher)
- [Type to Learn](#) - 1st-8th (obtain username and password from the school)

Hybrid Academy Resources

- [Reporting an illness & missing class](#)
 - [Kindergarten - Ms. Hughes](#)
 - [1st Grade - Mrs. Dessling](#)
 - [2nd Grade - Mrs. Tan](#)
 - [3rd Grade - Mrs. Edlund](#)
 - [4th Grade - Mrs. Perillo](#)
 - [5th Grade - Mrs. Doherty](#)
 - [6th Grade](#)
 - [7th Grade](#)
 - [8th Grade](#)
- [Hybrid Academy Supply Lists](#)

4. Fill out and submit the online form.
5. Your child's teacher **and** the office will receive notification that your child will not be in class that day.
6. **Note:** this **does not** replace our process for reporting a *future* vacation. Please follow the process reviewed in our ['reporting an illness or missing class' video](#) in our **Parent Video Resource Library**.

→ Assignments During Illness: Students will have the same number of illness days missed as the number of days assignment deadlines are extended. For Example: student is sick for 2 Hybrid days = assignment deadlines are extended by 2 days.

Missing Hybrid Academy Class (Non-Illness)

Parents who fail to notify the school and their teacher(s) that their student will miss Hybrid Academy classes are still expected to contact their child's teacher via email to obtain **and** complete schoolwork, or check Google Classroom for the days' assignments. Students will be required to turn missed classwork in upon their first day back in class.

Parents will need to allow the teacher enough time to prepare schoolwork for the student to complete. If a student is going to miss class due to a pre-planned trip, parents should follow our [Vacation Guidelines](#).

Independent Study does not have excused absences; therefore, **all schoolwork** missed from class time needs to be completed and returned to their child's teacher upon their return to class. Any missed assignments will follow our [Missing Assignments](#) Guidelines. This policy applies to **all** assignments, regardless if the student completes them in-class or at-home.

If, after three (3) consecutive days of missing Hybrid Academy classes (without prior written or electronic notification), a call will be made to the parent by the Principal to discuss the issue.

Checking Out of Class Early

Because our Hybrid Academy only meets three (3) days per week, class time with the teacher is a crucial part of their student's learning for the week. We highly discourage parents from checking their child out of class early. However, we do understand that there may be unforeseen circumstances that may prevent this from happening. We ask that parents please plan appointments such as doctor/eye/dentist appointments on non-Hybrid days, whenever possible. If there appears to be a continual pattern of leaving school early, the Principal may contact the parent to touch base.

Medications on Campus During School Hours

If a student requires medication while on campus (including over-the-counter), parents/legal guardians must have their child's physician fill out a **Medication Order and Request Form** prior to bringing anything to school.

- Medications cannot be transported by students.
- Parents need to bring them in and give them to staff.
- Once the doctor's order form is complete, the school nurse will need to prepare a care plan.
- Once the plan is complete, the parent may leave the medication (including over-the-counter) with staff in the school office.
- If necessary, parents may bring medication to school and administer it to their own child until they can leave the medication on campus.

- The Medication Order and Request Form is available on our website, and in the school office. Parents should have this form with them prior to the physician's visit so that medication can begin on schedule.

After Hours Drop-Off/Pick-up Bins

If, for some reason, students/parents need to turn in completed packets or schoolwork after hours, drop-off & pick-up bins are located outside the school office.

Student Information

Bicycles

Bicycles may be ridden to and from school with the understanding that they will be maintained and operated in a safe manner. This includes:

- Using the crosswalk
- Locking the bicycle
- Walking the bike while on the playground or school sidewalks
- Wearing a helmet
- Parents should make sure their child has capable riding skills and knows the rules of the road before allowing him/her to ride to school.
- The school cannot be responsible for damaged or stolen bicycles

Cell Phones on Campus

Grades K-8 students are allowed to have cell phones and other electronic signaling devices in their possession while at school. However, they must be off during school hours, shall not be visible and shall not be used during school hours. The cell phone may be used if it is approved by a school staff person and for a supervised school activity.

Gum

Gum is not allowed at school.

Lost and Found

Parents are strongly encouraged to label jackets, sweaters, and lunch boxes with their owner's name. "Found" articles will be kept in the lost and found bin. If, at the end of each trimester, items are not claimed, they will be donated to a charitable organization.

Personal Property

All students should mark personal belongings with first and last name before articles are brought to school. This includes lunch boxes, backpacks, coats, sweaters, umbrellas, gloves, binders, etc.

Valuables and expensive items such as iPods, iPads, laptops, eReaders, and other electronic items other than cell phones should be kept at home. All toys should be left at home. An item can be specifically approved to be at school by the teacher, but the school or district is not responsible for loss or damage to personal items. If an item is brought to school without permission, it will be confiscated and returned only to the parent.

Dangerous or illegal items are not allowed at school and in some cases suspension or expulsion of the student can occur if such items are brought to school.

School Telephone Usage

Student use of the telephone is limited to emergencies and/or illness. Students may not call to make play date arrangements after school. The office staff will make calls home for students when appropriate. Texting is not allowed at school. Parents should not text their child during school hours.

Positive Behavior Interventions and Supports (PBIS)

What is Positive Behavior Interventions and Supports (PBIS)?

Positive Behavior Interventions and Supports (PBIS) is a framework for organizing systems and practices so that all students can be successful. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through interventions ranging from a school-wide system, to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of proactive procedures and practices to prevent problem behavior for all students and improve school climate.

The following pages describe the School-wide PBIS plans and programs for iLearn Academy. It is expected that **all school staff will be active participants** in the school-wide programming, including General Education and Special Education staff, administration, Certified and Classified staff, volunteers, and substitute teachers. iLearn especially seeks out the partnership and support of parents, as they are a critical part of the program.

BOBCATS ARE...		
KIND	SAFE	RESPONSIBLE

Why Do We Need School-Wide Rules?

Having a few simple, positively stated rules facilitates the teaching of behavioral expectations across school settings because students will be learning through the same language. By focusing on three simple rules, it is easier for students to remember. It is also important for staff because instruction focusing on a few simple rules will improve teaching and consistency across staff through the use of a common language.

Positively stated rules are important, because research has shown that recognizing students for following the rules is even more important than catching them breaking the rules. By stating rules positively, the hope is that staff will be more likely to use the rules to catch students engaging in the appropriate behavior.

School-Wide Behavior Expectations

BOBCATS ARE...

AREA/ SETTING	KIND	SAFE	RESPONSIBLE
Hallway	<ul style="list-style-type: none"> Use kind words Use an inside voice Greet others 	<ul style="list-style-type: none"> Walk at all times Hands and feet to yourself Keep walkways clear 	<ul style="list-style-type: none"> Touch only your belongings Keep belongings organized
Independent Study	<ul style="list-style-type: none"> Follow your Independent Study teacher's instructions Use kind words and actions 	<ul style="list-style-type: none"> Use materials appropriately 	<ul style="list-style-type: none"> Complete your work Stay focused and on task Do your best
Restrooms	<ul style="list-style-type: none"> Give other's privacy Use an inside voice 	<ul style="list-style-type: none"> Wash hands Keep water in the sink 	<ul style="list-style-type: none"> Throw trash in trash can Flush toilet Tell an adult if something is wrong
Playground	<ul style="list-style-type: none"> Take turns Share Include all 	<ul style="list-style-type: none"> Kick balls only against ball wall Hands and feet to self 	<ul style="list-style-type: none"> Pick up trash Put away equipment Leave your lunch box by the line
Parking Lot	<ul style="list-style-type: none"> Use kind words and actions Keep hands and feet to self 	<ul style="list-style-type: none"> Stay with adults Watch for cars Walk at all times 	<ul style="list-style-type: none"> Wait with teacher patiently
Office	<ul style="list-style-type: none"> Use a quiet voice State your purpose politely 	<ul style="list-style-type: none"> Use chairs appropriately Keep hands off office supplies and equipment 	<ul style="list-style-type: none"> Wait patiently Use front door
Assemblies	<ul style="list-style-type: none"> Face forward Listen to speaker 	<ul style="list-style-type: none"> Walk at all times Keep hands and feet to self 	<ul style="list-style-type: none"> Clean up after yourself
Multi-Purpose room	<ul style="list-style-type: none"> Use quiet voices Follow yard-duty instructions 	<ul style="list-style-type: none"> Walk at all times Sit while eating Only play with approved equipment 	<ul style="list-style-type: none"> Clean up after yourself Put away all equipment



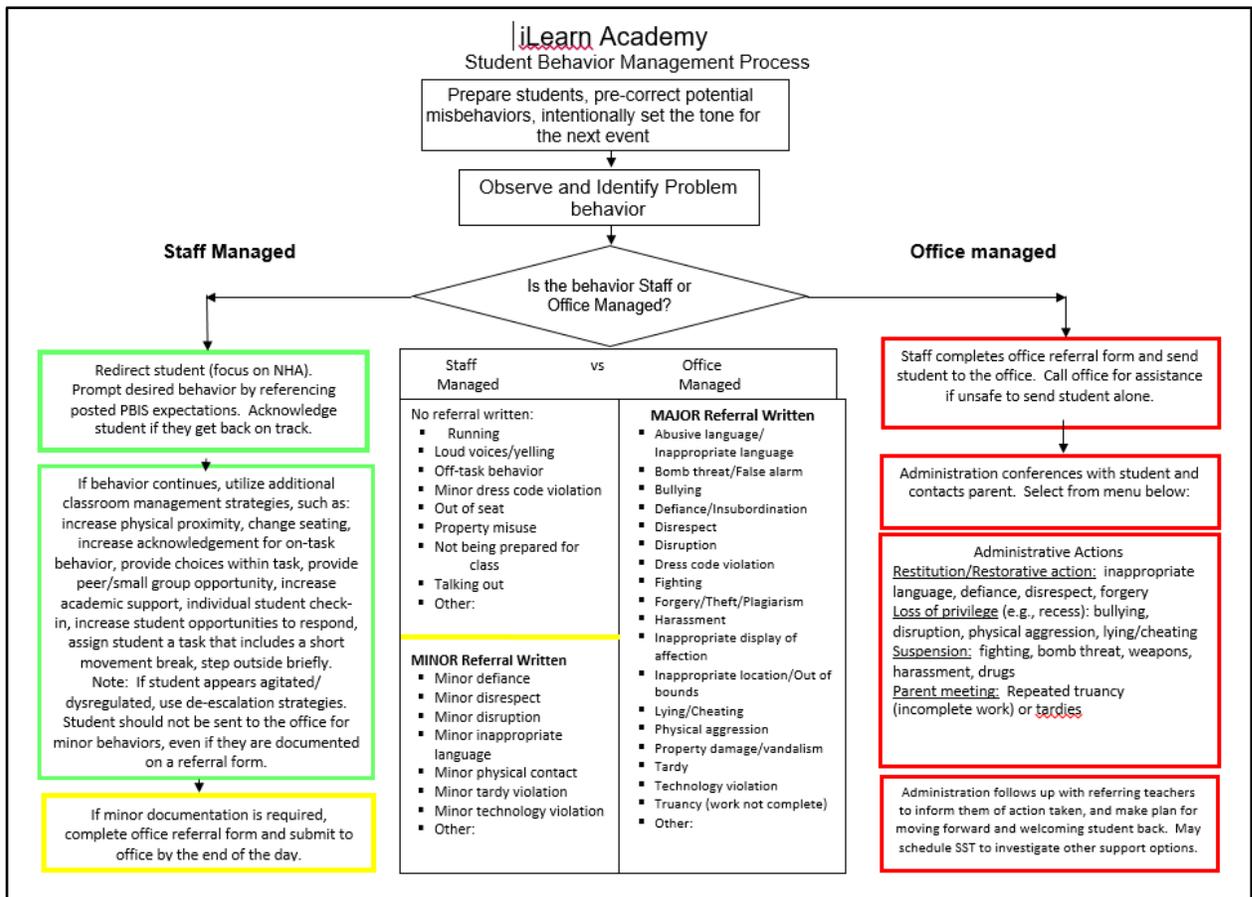
Consequence & Progressive Discipline System

Consistent and fair discipline procedures are crucial to a successful consequence system in all schools. It is important that we are respectful of students in our disciplinary responses.

Consequences should focus on teaching, remediation, or logical consequences as much as possible.

In providing consequences we also want to be mindful of the instructional time students are missing with the goal of minimizing the amount of instructional time missed.

It should be noted that if lower-level off-task behaviors occur in classrooms, staff should address the issue using general classroom-management protocols (e.g., counsel student privately, prompt them to switch to the appropriate behavior, move seating, etc.), and that these behaviors do not need to be documented or referred out of the classroom. The goal is to keep all students in class, engaged in instruction, whenever possible. However, the Behavior Management Flowchart outlines which types of behaviors would result in time being spent outside of class, as well as administrative responses for more escalated behavior.



Enrichment Opportunities

iLearn Academy offers many enrichment opportunities to enhance all of our students' educational experiences. The following represents a list of possible enrichment activities students may participate in.

Please Note: Not every activity occurs every year.

- **Back-to-School Event** – An event to meet other families and enjoy the festivities!
- **Club Live (6th-8th graders)** – A service club for any 6th-8th grade students. Meetings/activities are held twice a month TBD.
- **Enrichment Classes**
 - **K-5th Enrichment Classes** – various enrichment classes are held throughout the school year.
 - **6th-8th Career/Technical Education classes** - includes culinary, robotics/programming, multimedia, and video production.
- **Environmental Living Program (ELP)*** – Families participate in activities as they role play the lives of the people who lived in that time period. It is required is to attend the information meeting and several meetings to prepare for the overnight stay. Open to all iLearn families, however, space is limited.
- **Family Science Camp*** – This is an opportunity for families to attend a 2-3 day camp learning about a specific area in California. If you are interested in participating, you must participate in an interest meeting. Open to all iLearn families, however, space is limited.
- **Field Trips** –These take place throughout the year. A small donation asked per requirement of tour facilities.
- **Fun Run** – Fundraiser sponsored by the iLearn Academy PTO in which funds are used to support school activities such as teacher/class supplies, assemblies, etc. Held in late September/early October.
- **Talent Show/Spaghetti Dinner*** – Fundraiser sponsored by the iLearn Academy PTO in which funds are used to support school activities such as teacher/class supplies, assemblies, etc. Held in late April.
- **8th Grade Promotion** – Ceremony held at the end of the school year for all 8th graders.

*May not occur every school year.

Field Trip Information

iLearn arranges field trips for students and families throughout the year. Upcoming field trips are listed in the weekly Bobcat Bulletin, and on the **Field Trips** page on the iLearn website at www.ilearnacademy.info. Details about each field trip, including suggestions on what to bring, etc. can also be found in these resources.

NOTE: all students attending a school sponsored field trip must be current on all immunizations or have a medical waiver on file in the school office.

Making Reservations/Signing Up

You can reserve a space via phone call or in person at the school office in Auburn.

Donations/payment must be received no later than one (1) week before the field trip. If payment is not received by one (1) week before the trip, then the reservation will be released to those on the waiting list.

Transportation and Supervision

Families are responsible for transportation to and from the field trip destination. Families are also responsible for the supervision of their children and will follow guidelines required by the field trip facilitators. **All parents/adults attending a field trip MUST have a [fingerprint clearance](#).**

Volunteering and Fingerprinting Procedures

The Placer County Office of Education's volunteer policy requires that all iLearn Academy volunteers must follow these steps to be cleared to volunteer:

1. **Pick up** the 'iLearn Notification for Parent Volunteer' form in the iLearn Academy Office.
2. **Obtain your TB clearance.** *The TB Risk Assessment Questionnaire can be picked up in the iLearn office to take to your primary doctor. Do not sent your TB clearance to the iLearn office.*
3. **Email Lisa Ennis-Panganiban** in the PCOE HR office to schedule your fingerprinting appointment:
lennis-panganiban@placercoe.org.
4. **Take your TB Clearance and the 'iLearn Notification for Parent Volunteer' form with you to your appointment.**
 1. Your appointment will be at: PCOE Main Office, 360 Nevada Street, Auburn
5. **One-time** fee is approximately \$52.00.

This is a one-time process as long as the volunteer's student is *continuously* enrolled at iLearn. If a child leaves iLearn and then returns at a later date, volunteers will be required to go through the above process again.

Volunteer Guidelines

Duties of Volunteers

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher.

Volunteers may also supervise students during recess and lunch periods. All volunteers must be fingerprinted, regardless if they are working in the classroom, supervising students during recess and lunch periods or while attending any school-sponsored field trip.

Lunch Supervision

- Volunteers will check in to the office, sign-in, receive their volunteer badge, and walkie talkie.
- Students will have lunch in the Multi-Purpose Room for the first fifteen (15) minutes of lunch. After all students have thrown away all trash in appropriate disposal containers, they will be dismissed to the playground (their classroom if there is inclement weather).
- When dismissed, students will take their lunch bags out to the playground with them.
- Volunteers need to circulate around the playground during recess. This makes them more visible and accessible if students need assistance.
- If there is an injury, a message to the office via walkie talkie will be sent by the volunteer to notify staff that the student will be coming for assistance. Students with head injuries should be sent to the office with a partner. Other smaller injuries can be addressed on the playground.
- If a volunteer notices non-school personnel on or near campus they should notify the office and Principal immediately via walkie talkie. They should not approach strangers unless they present as an immediate danger to students or school personnel.
- Volunteers will recognize positive behavior by giving students Bobcat Bucks or LiveSchool points.
- Have fun and enjoy the students. It's called recess for a reason.