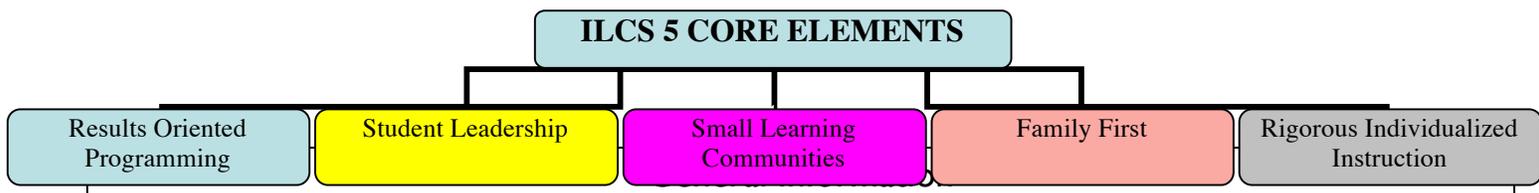




# Inland Leaders FAMILY HANDBOOK

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.



## Welcome

Inland Leaders welcomes your family to our school. ILCS is a school based on the belief that families are their child's first and most important teacher and we look forward to working, learning, and teaching with you. We deeply value the commitment you have made to send your child to a school of choice and to be a part of ILCS. **2020 changes to the Family Handbook have been highlighted in yellow.**

## Family 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 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 Handbook*, or the policies and procedures on which they may be based. ILCS will keep you informed when substantive changes occur.

## Mission Statement

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

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

## Charter Schools in California

Charter schools are nonsectarian public schools of choice that operate with freedom from many of the regulations that apply to traditional public schools. The "charter" establishing each such school is a performance contract detailing the school's mission, vision, educational program, goals, students served, methods of assessment, and ways to

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measure success. Charter schools are accountable to their sponsor—in our case, the YCJUSD Board of Education—to produce positive academic results and adhere to the charter contract.

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

### Overview of Inland Leaders

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

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

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

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

ILCS recognizes that students need to be prepared and equipped with skills and qualities beyond academics; therefore we will integrate leadership training into the curriculum to emphasize public service and character education. Special needs services are provided through inclusion 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

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and policies that affect you and your child. ILCS is a non-profit corporation that is governed by a Board of Directors, which maintains parent and community representatives.

#### Board of Directors

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

#### Inland Leaders Foundation (ILF)

The Inland Leaders Foundation (ILF) was created in 2011 with the goal to create a network of funding for capital projects such as a new facility and the purchase of property. The Foundation is a separate 501c3 non-profit organization and sponsors the annual gala, golf tournament and other activities to raise large amounts of money for the benefit of Inland Leaders. During the year you will receive information from the Inland Leaders Foundation to help with the events. Please visit our website at [www.ilfoundation.net](http://www.ilfoundation.net).

## 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.

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### Verification of Absence

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

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

### Truancy: Parent Notification

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

The following are considered truantries:

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

### Independent Study

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

### Tardiness

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

### SCAT

ILCS will initiate a Student Contract Accountability Team meeting with students and parents who demonstrate inconsistent attendance or other issues that breach the school contract. Parents will be required to attend a mandatory meeting with the school director and discuss resolutions and develop an action plan. In the event that the student's attendance or behavior does not improve, the issue may be referred by the director to the ILCS Board in closed session to discuss whether the student will be allowed to continue enrollment at the school.

### Board Review of Student Attendance

Each trimester the ILCS Board will review student attendance issues that demonstrate negative patterns of attendance by the recommendation of administration. The ILCS Board will conduct these proceedings in closed session and allow the parents or guardians of the student to communicate with the board in regards to their student's attendance. The Board will determine by vote whether a student shall remain at ILCS for the remainder of

the enrolled trimester on a case-by-case basis. Any student with over 20 absences or tardiness, or a combination of both, will be automatically referred to the Board for review.

### Transferring to Another School

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

### Perfect Attendance Rewards and Recognition

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

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

## ACADEMICS

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

### Common Core

ILCS transitioned into the Common Core standards start during the 2013-2014 school year. The California State Assessment (Smarter Balanced) began in 2015. The expectation for students is to master the content and learn it to a greater depth of understanding. Instructional practices will be changing to meet the new standards and parents are encouraged to research the Common Core and read information to become familiar with them.

### 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 teacher recommendation and permission from the parent.

### Success Academy

All Kindergarten through 8<sup>th</sup> grade teachers offer *Success Academy* sessions for students who need additional support in academics. Placement in *Success Academy* is up to each teacher's discretion, & when requested, attendance in the program is required.

## 2nd Session

2<sup>nd</sup> Session offers extra-curricular activities to 3<sup>rd</sup>-8<sup>th</sup> grade students after school once a week from 1:45-2:45. The activities are *similar* to the ILCS electives' program, and ensure that ILCS students will receive education & experience in technology, art, music, & science.

## 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 & 1<sup>st</sup> Grade = average of 30 minutes or less per night
- 2<sup>nd</sup> & 3<sup>rd</sup> Grades = average of 30-60 minutes per night
- 4<sup>th</sup> – 6<sup>th</sup> Grades = average of 60-90 minutes per night
- 7<sup>th</sup> & 8<sup>th</sup> Grades = 90-120 minutes per night

### 2. Level of Involvement of Parents & Guardians:

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

### 3. Informing Parents & Guardians:

- Homework Expectations - Students are expected to complete daily homework assignments the day it is assigned. Long-term projects may be assigned over the course of several days or weeks. If students are experiencing difficulty on an assignment, the students should complete as much of the homework as possible. Parents and guardians are asked to add a note indicating there was difficulty with this assignment.
- Homework & Students' Grades - Homework is a contributing factor in a student's grade. This factor varies from teacher to teacher. Homework offers the opportunity for students to practice the content learned in school, however, assessments 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. 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.

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- 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 trimester (semester for 7<sup>th</sup>-8<sup>th</sup>), an awards ceremony recognizes students in a variety of areas.

### State Mandated Testing

ILCS participates in the state mandated testing in 3<sup>rd</sup>-8<sup>th</sup> grades. Students in Independent Study will also be required to participate in the state testing.

### California Healthy Youth Act

Enacted January 1, 2016, this law integrates the instruction of comprehensive sexual health education and HIV prevention education. The bill renamed the *California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act* to the *California Healthy Youth Act*. The bill requires school districts to ensure that all pupils in grades seven to twelve, inclusive, receive comprehensive sexual health education\* and HIV prevention education\*.

The law requires that both comprehensive sexual health and HIV prevention education are taught once in middle school and once in high school.

Parents or guardians must be notified by the school or district at the beginning of the school year (or at the time of enrollment) about planned instruction in comprehensive sexual health and HIV prevention education. In this notification, **schools must advise parents/guardians that they have the right to excuse their child from comprehensive sexual health education and HIV prevention education** and that in order to excuse their child they must state their request in writing to the school district. (Ed. Code 51938(b)(4).) Schools may not require active consent (“opt-in”) for participation in comprehensive sexual health and HIV prevention education.

**Parents/guardians must request in writing that their child not participate in the instruction** (passive consent, or “opt-out”). If the parent/guardian does not request in writing that the child be withheld, the child will attend the instruction. (EC § 51938(a).)

\**Comprehensive sexual health education* means education regarding human development and sexuality, including education on pregnancy, contraception, and sexually transmitted infections (EC 51931).

\**HIV prevention education* means instruction on the nature of human immunodeficiency virus (HIV) and AIDS, methods of transmission, strategies to reduce the risk of HIV infection, and social and public health issues related to HIV and AIDS (EC 51931). Please visit the CDE’s [FAQ page](#) for detailed information on the *CA Healthy Youth Act*.

## HOME & SCHOOL COMMUNICATION

### Parent-Teacher Conferences

Conferences with teachers should be scheduled before or after school. Formal, report card, parent-teacher conferences are held up to two times a year near the end of each trimester grading period. Parents are required to attend teacher-requested parent conferences. Teachers may be reached by email.

### Report Cards

Report cards are the teacher's formal notification of student progress. Report cards are sent home after each trimester (semester for 7<sup>th</sup>-8<sup>th</sup>). Please contact your child's teacher immediately for help in working with your child.

### Parent Deliveries

Please recognize that deliveries of lunches, homework or other items lead to an unnecessary disruption of school activities. Please make sure your student attends school with all the items required rather than bringing items to the office.

### Student/Parent Phone Calls

ILCS provides access for students to call home from their classrooms (with teacher permission) or from the school cafeteria at the lunch break. Calls from the office are prohibited *unless an emergency* type of situation occurs. Cell phone use for students is *not allowed once a student walks on campus*. Teachers may approve the use of cell devices or other electronic devices as a part of the instructional program.

### Email/Website

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

- Receive all school and classroom communication via email, text, or mobile app
- Share and download photos
- View the grade level and the school calendar online
- Easily sign up to volunteer and/or bring items
- Sign up for Parent Conferences
- Access important resources and links online

### FERPA for Elementary and Secondary Schools

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

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

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

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

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

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

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

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

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

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

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

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

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants,

volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs

authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

## STUDENT SUPPORT

### Special Education Services

ILCS offers full special education support for our students. Students in our program are not viewed as learning disabled but having learning differences from other children. Therefore, we seek to provide different experiences for these students to progress in their social, emotional and academic lives. Our Special Education program is supported through the El Dorado SELPA.

### Mental Health

Inland Leaders Charter School is a school focused on meeting all the needs of the student. At different times in childhood and adolescence, life can bring challenges that require additional support, particularly emotional supports. Inland Leaders Charter School has a school counselor available for students presenting with emotional challenges that are impacting their learning. Additionally, ILCS provides support in assisting in screening for wellbeing and continued care. If you have concerns about your child or another, please contact the school directly at 909-446-1100.

In addition to resourced located at our school, there are many community resources available. Below are a few crisis hot-lines and other web-based resources:

National Suicide Prevention Lifeline - 800-273-8255

Crisis Textline - Text TALK to 741741

Web-based Crisis Chat service - <http://didihirsch.org/chat>

State Department of Education Resources: <http://www.cde.ca.gov/nr/el/le/yr16ltr0901.asp>

### Food Service

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

### Textbooks

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

## STUDENT EXPECTATIONS

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

1. Do not arrive at school before 7:30 a.m. There is no supervision before this time.
2. Always treat others, and their belongings, with respect. This includes school buildings and the grounds. Do not play in the restrooms. Keep the restrooms neat and clean.
3. Pets should not be brought to school unless prior permission granted by the teacher or administration.
4. The playground equipment is to be used properly and according to the rules. Students are expected to share playground equipment.
5. Students are not permitted to play games that could lead to injury such as tackle football, wrestling, piggyback riding, or chicken fighting.
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.
9. Gum chewing is not permitted.
10. ILCS has a gate-to-gate policy when it comes to cell phone. Cell phone use is not permitted at anytime on campus unless the student has special permission from a staff member. Cell phones must be silenced and placed in backpack while on campus. Smart Watch devices may only be used under staff-discretion.

### 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, bullying, cyberbullying, participates in any fighting that inflicts serious bodily injury on another person, and sells or provides alcohol or other drugs at school or school events. Furthermore, ILCS reserves the right to suspend and expel any student who does not demonstrate appropriate behavior. Students may be dismissed from attending ILCS in the event their behaviors do not show improvement to an acceptable level. Other examples of unacceptable behavior include, but is not limited to:

- 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.
- Engaged in sexual harassment (Grades 4<sup>th</sup>-8<sup>th</sup>) Education Code 48900
- 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 the policies as defined in the *ROAR to Success* guidelines.

## **ROAR to Success**

A team of teachers, parents, & administration in 2016 created *ROAR to Success*. ROAR highlights the expectations ILCS holds for all students:

**R**espect others, self, & property

**O**wn your actions

**A**ct safely

**R**ise to servant leadership

The ILCS staff celebrates as students exhibit the leader-like behavior outlined in ROAR. Students who fail to meet expectations are encouraged & provided support so that they may grow towards the expectation of all students. Encouragement & support is provided through data-driven interventions & consequences.

In effort to continually improve the ILCS campus, ROAR to Success went through the following amendments in 2017:

- *Dean of Students* added to ILCS staff for more support in supervision & discipline.
- *Bully behavior* contract added to ILCS policy.
- *Data celebrations* are scheduled into the academic calendar so that classes may celebrate their progress towards meeting ROAR expectations.

\*The *Bully Behavior Contract* has been placed in the *Digital Family Handbook* for your viewing.



## Bully Behavior Contract

Bullying among children is commonly defined as intentional, repeated hurtful acts, words or others behaviors committed by one or more children against another. Bullying may be physical, verbal, social/emotional, or sexual in nature. There are two aspects of this hurtful behavior that all experts agree on; in bullying there is a difference in power between those being hurt and those doing the hurting. Bullying involves hurtful behaviors that are repeated and intentional.

The contract is given to \_\_\_\_\_ by ILCS administration for exhibiting bully behavior, as evidenced by the events of \_\_\_\_\_.

-----  
In the event that the above student is the continued source of bully behavior towards \_\_\_\_\_, the \_\_\_\_\_ family agrees to the sequence of consequences listed below:

**1<sup>st</sup> Offense:** Student will spend 2-4 hours with administration & other staff to study topics on bullying. Admin & student will investigate what “bully behavior” is, look at consequences of bullying at other schools, & read about the negative effects bullying has on students. This learning experience will ultimately lead all participants to reflect on the issues at hand, & weigh it against the definition of bullying.

**2<sup>nd</sup> Offense:** Suspension at home, followed by *academic probation* upon return to school. The severity of the academic probation will be decided by administration, but may include loss of electives, free time at recess/lunch, field trips, school dances, team sports privileges, & more.

**3<sup>rd</sup> Offense:** ILCS Board meeting with parent/guardian of student exhibiting bullying behavior.

Additional terms: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## ILCS Dress Code

The philosophy of ILCS is to prepare students as 21st Century Leaders. We continually consider ways to improve our ability to teach and educate students to prepare them for whatever job or career they choose. In our research, most positions require a uniform or professional dress type of standard. Colors are not important in this policy and the overarching dynamic is not about everyone's personal preference when it comes to attire, piercings, or other styles in fashion but to help students understand that their attire at school has a standard of expectation.

1. Collared shirts and/or ILCS blue lion logo shirts are required and they must fully cover the torso from the waist to the collarbone & must cover the top of the shoulder.
2. Dresses must cover the top of the shoulder with a scoop line near the collarbone & have a hemline no longer than three inches above the knee.
3. All pants/skirts/shorts must fall at, or above, the student's natural waistline.
4. All clothing, including jackets, must be free of text & graphic (pictures/drawings) prints. Small branding logos (no larger than a credit card) such as Polo, Lacoste, Nike, etc. are acceptable. Patterns such as stripes and plaids are acceptable.
5. Hats are not to be worn indoors but may have appropriate text or logos.
6. Shoes must be in good repair and have a heel strap.
7. All clothing should be in good repair without rips, tears, holes, or fraying (either intentional or unintentional).
8. On Fridays, students may wear ILCS t-shirts that support ILCS clubs & events, and t-shirts that represent colleges and universities or military.
9. All hemlines must be no higher than three inches above the knee.
10. Athletic wear and leisurewear are not acceptable. This includes, but is not limited to athletic shorts or pants, yoga pants, leggings worn as pants, tee shirts, pajama pants except on school sponsored dress up days.
11. Attire including jewelry/accessories such as piercings that present a safety hazard or distraction to the educational environment are not permissible.
12. ILCS-sports team shirts & outerwear can be worn each day.

*Student consequences for violations will be subject to progressive discipline as determined in the schoolwide discipline plan and initiatives.*

*Chronic violation of the policy constitutes a violation of the ILCS / Parent Contract and may result in further action by the ILCS Board.*

*School administration is provided the discretion to determine if certain attire meets the dress code that is not specifically listed in the policy above.*

## SAFETY

### Closed Campus

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

### Visiting the School

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

### Emergency Release Cards

Emergency release cards are printed at school sites based on information stored in the student information system.

### 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.

### 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 of personal items, such as toys, technology, and jewelry. Valuable items such as hand-held video games, MP3 players, cameras, trading cards, tape recorders, valuable jewelry, headsets, radios, skateboards, pagers, or other personal mementos are to be left at home. Please note, all lost and found items will be donated periodically throughout the school year, so be sure to look for and claim anything lost.

### Cell Phones

The school is not responsible for lost or damaged phones. Cell phones are not allowed to be used within school grounds, without staff supervision, and will be confiscated and require parent or guardian pick up. Specific rules for middle school students will be communicated to them through their classes and student orientations. Students who receive multiple infractions of the electronics policy will no longer be able to bring them to school.

## HEALTH SERVICES

### Health Services

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

## Regular Medication

### **Education Code Section 49423 - Administration of Prescribed Meds**

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

## Immunizations

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

## Epinephrine Policy

ILCS has an adopted allergy and EpiPen® policy that allows the school to administer epinephrine to any student on campus in case of an emergency, with signed parent consent per the Online Digital Enrollment. \*The complete policy is in the appendices of the *Family Handbook*.

ILCS has a number of students with severe allergies to peanuts and other substances. Parents of students that are in classes with these students will be notified of specific restrictions on food in the classrooms as well as ways to protect the students from allergic reactions. There are also designated "allergy-free" zones on the playgrounds and eating areas for students.

## Free/Reduced Lunch

Each family is encouraged to return a free/reduced lunch application to the school office *even if the student may not be eating lunch at the school*. These applications are relied on for grants and other extra funding. The more applications we can qualify for, the better chances we have of receiving these special grants. Applications may also be filled out online through the school website or through [www.mymealtime.com](http://www.mymealtime.com).

## Use of Pesticides

The Healthy Schools Act of 2000 was signed into law in September 2000 and requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Internet address (<http://www.cdpr.ca.gov>) for further information on pesticides and their alternatives. Parents/Guardians of ILCS students will be notified via Parent Square at least 72 hours before pesticides are applied.

# TRANSPORTATION

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

Parents are expected to follow all traffic laws. Students must be picked up at exit locations only and are not permitted to be picked up from any other location on or off campus. Furthermore, in regards to safety and to lessen traffic congestion, parents are encouraged to pick up their children from the side of the street where students exit. If a parent chooses to park on the opposite side of the street, the parent must walk entirely across the street to receive their child from the dismissal area. Parents may not wave their children to cross the street by themselves or receive their child in the middle of the street. Parents also may not double park to pick up or drop off their child/ren.

### Bicycles, Skateboards, & Roller Blades

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

## EDUCATIONAL COMMITTEES

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

### English Learner Advisory Committee (ELAC)

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

### Safety Committee

The Safety Committee meets each trimester to remedy safety issues at the school site.

### Stakeholder Committees

ILCS has many committees made up of parents, staff, Board, and administration in order to provide feedback and guidance in specific school issues such as textbook adoption, fundraising, LCAP, and school policy. These committees include, but are not limited to: Room Parent meetings, Grade-level Rep meetings, LCAP, ELPAC, Lead Teachers meetings, & more.

### Finance Committee

The budget committee is comprised of school stakeholders in order to provide guidance in the area of the school's finances and budgeting for the school for the following year. Finance Committee meetings are open to the public, & the agenda is posted 72 hours in advance.

### Student Activity / Fundraising Committee

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

## VOLUNTEERING

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

- Complete one "Megan's Law" form per adult (*multiple forms aren't needed for siblings*) and receive clearance if you wish to volunteer on a regular basis or for a field trip. These forms are available in the office.

- Pass a live scan fingerprint process (if working alone with students or attending overnight field trips)
- Keep confidential any student or staff information observed while volunteering.
- Dress appropriately.
- Do not distribute information to students or staff members unless authorized to do so by a teacher or an administrator.
- Any volunteers who create disruptions or who present difficulties for the staff will not be allowed to volunteer and will be informed by the Director.
- Abide by the parent/volunteer "code of conduct"

### ILCS Parent Code of Conduct

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

As a parent or volunteer at ILCS I will...

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

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

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

In the spring of 2019, ILCS adopted online enrollment for every student entering the 2019-20 school year. By filling out the online enrollment, parents approved or denied the following programs & policies:

- Consent/Refusal of Anaphylaxis Treatment
- Consent/Refusal for Google Suite®
- Consent/Refusal of Emergency Medical Attention
- Consent/Refusal for Media Permission
- Consent/Refusal for use of internet
- Acknowledgement of the ILCS Handbook

If you would like to see these policies in print form, please contact the school office at 909.446.1100. Additional documents are placed in the appendices for your reference.

## Appendices

Megan's Law Form  
Acceptable Use of Technology  
Food Services  
Anaphylactic Policy



Inland Leaders Charter School

MEGAN'S LAW VOLUNTEER/CHAPERONE BACKGROUND CHECK

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

Because you have volunteered to help at a school or to participate in a school sponsored field trip and/or overnight excursion, you are subject to a background check utilizing the Megan's Law database.

Thank you for your cooperation in increasing the school's ability to protect our students' well-being.

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

Print Full Name \_\_\_\_\_

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

If yes, list other name(s) used \_\_\_\_\_

Gender: Male Female Date of birth \_\_\_\_\_

Street Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

For Office use only:

Date Background check completed: \_\_\_\_\_

Clearance approved: YES NO

Completed by: \_\_\_\_\_

revised 9-17



## Acceptable Use of Technology Consent Form

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

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

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

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

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

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

### Student Consent

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

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parental Consent

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

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

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher Name \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work or Cell Phone: \_\_\_\_\_

## FOOD SERVICE AND FREE/REDUCED LUNCH

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

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

[WWW.MYMEALTIME.COM](http://WWW.MYMEALTIME.COM) IS ALSO THE WEBSITE FOR PARENTS WHO WISH TO MAKE PAYMENTS INTO THEIR STUDENT'S ACCOUNTS FOR PAID LUNCHES.

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School Year 2019-2020

Dear Parent or Guardian:

Inland Leaders participates in the National School Lunch Program and/or School Breakfast Program by offering nutritious meals every school day. Students may buy lunch for \$3.25. Eligible students may receive meals free of charge or at the reduced-price rate of \$0.00 for lunch. You or your children do not have to be U.S. citizens to qualify for free or reduced-price meals. If there are more household members than the number of lines on the application, attach a second application. For a simple and secure method to apply, use our online application at inlandleaders.com

LETTER TO HOUSEHOLD FOR FREE AND REDUCED-PRICE MEALS

QUALIFICATION: Your children may qualify for free or reduced-price meals if your household income falls at or below the federal Income Eligibility Guidelines below.

Income Eligibility Guidelines: July 1, 2019–June 30, 2020

Table with 6 columns: Household Size, Year, Month, Twice Per Month, Every Two Weeks, Week. Rows 1-8 and a final row for additional family members.

APPLYING FOR BENEFITS: An application for free or reduced-price meals cannot be reviewed unless all required fields are completed. A household may apply at any time during the school year. If you are not eligible now, but your household income decreases, household size increases, or a household member becomes eligible for CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKs), or Food Distribution

Program on Indian Reservations (FDPIR) benefits, you may submit an application at that time. DIRECT CERTIFICATION: An application is not required if the household receives a notification letter indicating all children are automatically certified for free meals. If you did not receive a letter, please complete an application. VERIFICATION: School officials may check the information on the application at any time during the school year. You may be asked to submit information to validate your income or current eligibility for CalFresh, CalWORKs, or FDPIR benefits. WIC PARTICIPANTS: Households that receive Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) benefits, may be eligible for free or reduced-price meals by completing an application. HOMELESS, MIGRANT, RUNAWAY & HEAD START: Children who meet the definition of homeless, migrant, or runaway, and children participating in their school's Head Start program are eligible for free meals. Please contact school officials for assistance at 909-446-1100. FOSTER CHILD: The legal responsibility must be through a foster care agency or court to qualify for free meals. A foster child may be included as a household member if the foster family chooses to apply for their non-foster children on the same application and must report any personal income earned by the foster child. If the non-foster children are not eligible, this does not prevent a foster child from receiving free meals. FAIR HEARING: If you do not agree with the school's decision regarding your application's determination or the result of verification, you may discuss it with the hearing official. You also have the right to a fair hearing, which may be requested by calling or writing the following: Lisa Urrea: 909-446-1100. ELIGIBILITY CARRYOVER: Your child's eligibility status from the previous school year will continue into the new school year for up to 30 operating days or until a new determination is made. When the carryover period

ends, your child will be charged the full price for meals, unless the household receives a notification letter for free or reduced-price meals. School officials are not required to send reminder or expired eligibility notices.

NON-DISCRIMINATION STATEMENT: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint\_filing\_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

HOW TO APPLY FOR FREE OR REDUCED-PRICE MEALS – Complete one application per household. Please print clearly with a pen. Incomplete, illegible, or incorrect information will delay processing.

STEP 1: STUDENT INFORMATION – Include ALL STUDENTS who attend Inland Leaders. Print their name (first, middle initial, last), school, grade level, and birthdate. If any student listed is a foster child, check the "Foster" box. If you are only applying for a foster child, complete STEP 1, and then continue to STEP 4. If any student listed may be homeless, migrant, or runaway, check the applicable "Homeless, Migrant, or Runaway" box and complete all STEPS of the application.

STEP 2: ASSISTANCE PROGRAMS – If ANY household member (child or adult) participates in CalFresh, CalWORKs, or FDPIR, then all children are eligible for free meals. Must check the applicable assistance program box, enter one case number, and then continue to STEP 4. If no one participates, skip STEP 2 and continue to STEP 3.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS – Must report GROSS income (before deductions) from ALL household members (children and adults) in whole dollars. Enter "0" for any household member that does not receive income.

- A) Report the combined GROSS income for all students listed in STEP 1 and enter the appropriate pay period. Include a foster child's income if you are applying for foster and non-foster children on the same application.
B) Print the names (first and last) of ALL OTHER household members not listed in STEP 1, including yourself. Report the total GROSS income from each source and enter the appropriate pay period.
C) Enter the total household size (children and adults). This number MUST equal the listed household members from STEP 1 and STEP 3.

- D) Enter the last four digits of your Social Security number (SSN). If no adult household member has a SSN, check the "NO SSN" box.

STEP 4: CONTACT INFORMATION & ADULT SIGNATURE – The application must be signed by an adult household member. Print the name of the adult signing the application, contact information, and today's date.

OPTIONAL: CHILDREN'S ETHNIC AND RACIAL IDENTITIES – This field is optional to complete and does not affect your children's eligibility for free or reduced-price meals. Please check the appropriate boxes.

INFORMATION STATEMENT: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number are not required when you list a CalFresh, CalWORKs, or FDPIR case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs.

QUESTIONS/NEED ASSISTANCE: Please contact Mike Gordon at 909-446-1100.

SUBMIT: Please submit a complete application to your child's school or the nutrition office at 12375 California St, Yucaipa, CA, 92399. You will be notified if your application is approved or denied for free or reduced-price meals.

**School Year 2019-2020 Inland Leaders Application for Free and Reduced-Price Meals** Complete **one** application per household.

Please read the instructions on how to apply. Print clearly with a pen. You may also apply online at [www.inlandleaders.com](http://www.inlandleaders.com) This institution is an equal opportunity provider.

**California Education Code Section 49557(a): Applications for free and reduced-price meals may be submitted at any time during a school day. Children participating in the federal National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.**

**STEP 1 – STUDENT INFORMATION**

Children in **Foster Care** and children who meet the definition of **Homeless, Migrant, or Runaway** are eligible for free meals.

Print the name of <b>EACH STUDENT</b> (First, Middle Initial, Last)	Enter <b>school name</b> and <b>grade level</b>		Enter <b>student's birthdate</b>	Check the applicable box if the student is <b>foster, homeless, migrant, or runaway.</b>			
	<b>EXAMPLE: Joseph P Adams</b>	<b>Lincoln Elementary</b>		<b>1st</b>	<b>12-15-2010</b>	Foster	Homeless
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**STEP 2 – ASSISTANCE PROGRAMS: CalFresh, CalWORKs, or FDIPIR**

Do ANY household members (child or adult) currently participate in CalFresh, CalWORKs or FDIPIR? If **NO**, skip STEP 2 and continue to STEP 3.

If <b>YES</b> , check the applicable program box, enter one case number, skip STEP 3, and continue to STEP 4.	<b>Select Program Type:</b>	<b>Enter Case Number:</b>
	<input type="checkbox"/> CalFresh <input type="checkbox"/> CalWORKs <input type="checkbox"/> FDIPIR	

**STEP 3 – REPORT INCOME FOR ALL HOUSEHOLD MEMBERS (Skip this step if you answered 'YES' in STEP 2)**

**A. STUDENT INCOME:** Sometimes students in the household earn income. Enter the **TOTAL GROSS** income (before deductions) in whole dollars earned by all students listed in STEP 1. Enter the appropriate pay period in the "How Often" box: **W = Weekly, 2W = Biweekly, 2M = Twice a Month, M = Monthly, Y = Yearly**

Total Student Income	How Often
\$	

**B. ALL OTHER HOUSEHOLD MEMBERS (including yourself):** List ALL household members not listed in STEP 1, even if they do not receive income. For each household member, report the **TOTAL GROSS** income (before deductions) in whole dollars for each source. If the household member does not receive income from any sources, write "0". If you enter "0" or leave any fields blank, you are certifying (promising) that there is no income to report. Enter the appropriate pay period in the "How Often" box: **W = Weekly, 2W = Biweekly, 2M = Twice a Month, M = Monthly, Y = Yearly**

Print the name of ALL OTHER Household Members (First and Last)	Earnings from Work	How Often	Public Assistance/SSI/ Child Support/Alimony	How Often	Pensions/Retirement/ All Other Income	How Often
	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	

**C. Total Household Members** (Children and Adults)   **D. Enter the last four digits of Social Security number (SSN) from the Primary Wage Earner or Other Adult Household Member**     **Check the box if NO SSN**

**STEP 4 – CONTACT INFORMATION & ADULT SIGNATURE**

Certification: I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable state and federal laws.

Signature of adult completing this application: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

**DO NOT COMPLETE. SCHOOL USE ONLY**

How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice a Month <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly	Total Household Income
Annual Income Conversion: Weekly x52, Biweekly x26, Twice a Month x24, Monthly x12	\$
Total Household Size <input type="text"/> <input type="text"/>	Eligibility Status: <input type="checkbox"/> Free <input type="checkbox"/> Reduced-price <input type="checkbox"/> Paid (Denied)
Verified as: <input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway	<input type="checkbox"/> Categorical <input type="checkbox"/> Error Prone
Determining Official's Signature: _____	Date: _____
Confirming Official's Signature: _____	Date: _____
Verifying Official's Signature: _____	Date: _____

**OPTIONAL – CHILDREN'S ETHNIC AND RACIAL IDENTITIES**

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

**Ethnicity (check one):**

Hispanic or Latino                       Not Hispanic or Latino

**Race (check one or more):**

American Indian or Alaskan Native     Asian     Black or African American

Native Hawaiian or other Pacific Islander     White

### Inland Leaders Solicitud para comidas gratis y a precio reducido

Llene una solicitud por hogar. Lea las instrucciones sobre cómo llenar la solicitud. Escriba claramente con tinta. También puede hacer su solicitud en línea en [www.inlandleaders.com](http://www.inlandleaders.com) Esta institución es un proveedor que ofrece igualdad de oportunidades.

**Sección 49557(a) del Código de Educación de California:** Las solicitudes para comidas gratis y a precio reducido pueden presentarse en cualquier momento durante el día de clases. A los niños que participan en el Programa Nacional de Almuerzos Escolares federal no se les identificará abiertamente con el uso de fichas especiales, boletos especiales, filas de servicio especiales, entradas separadas, comedores separados o por cualquier otro medio.

#### PASO 1 – INFORMACIÓN DE LOS ESTUDIANTES

Los niños bajo cuidado adoptivo temporal y los niños que cumplen con la definición de sin hogar, migrante o fugado del hogar reúnen los requisitos para recibir comidas gratis.

Anote el nombre de <b>CADA ESTUDIANTE</b> (Primer nombre, inicial del segundo nombre, apellido)	Anote el nombre de la escuela y el grado escolar		Anote la fecha de nacimiento del estudiante	Marque la casilla pertinente si el estudiante está bajo cuidado adoptivo temporal, sin hogar o es migrante o fugado del hogar.			
				Bajo cuidado adoptivo temporal	Sin hogar	Migrante	Fugado del hogar
<b>EJEMPLO: Joseph P Adams</b>	<b>Lincoln Elementary</b>	<b>1<sup>o</sup></b>	<b>12-15-2010</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### PASO 2 – PROGRAMAS DE ASISTENCIA: CalFresh, CalWORKs o FDIPIR

¿ALGÚN miembro del hogar (niño o adulto) participa actualmente en CalFresh, CalWORKs o FDIPIR?

Si contestó **NO**, sáltese el PASO 2 y vaya al PASO 3.

Si contestó <b>SÍ</b> , marque la casilla del programa pertinente, sáltese el PASO 3 y vaya al PASO 4. <input type="checkbox"/> CalFresh <input type="checkbox"/> CalWORKs <input type="checkbox"/> FDIPIR	Anote el número de caso:
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#### PASO 3 – DECLARE LOS INGRESOS DE TODOS LOS MIEMBROS DEL HOGAR (Sáltese este paso si contestó ‘SÍ’ en el PASO 2)

<b>A. INGRESOS DE LOS ESTUDIANTES:</b> En ocasiones, los estudiantes del hogar tienen ingresos. Anote los ingresos <b>BRUTOS TOTALES</b> (antes de deducciones) en números enteros de los estudiantes que se enumeraron en el PASO 1. Anote el período de pago correspondiente en la casilla de “Frecuencia”: S = Semanal, 2S = Cada dos semanas, 2M = Dos veces al mes, M = Mensual, A = Anual		Ingresos totales de los estudiantes			Frecuencia	
		\$				
<b>B. TODOS LOS DEMÁS MIEMBROS DEL HOGAR (incluido usted):</b> Anote a <b>TODOS</b> los miembros del hogar que no anotó en el PASO 1, <b>incluso si no reciben ingresos</b> . Para cada miembro del hogar, anote sus ingresos <b>BRUTOS TOTALES</b> (antes de deducciones) en números enteros para cada fuente. Si el miembro del hogar no recibe ingresos de ninguna fuente, anote “0”. Si anota “0” o deja cualquier campo en blanco, está certificando (prometiendo) que no hay ingresos que declarar. Anote el período de pago correspondiente en la casilla de “Frecuencia”: S = Semanal, 2S = Cada dos semanas, 2M = Dos veces al mes, M = Mensual, A = Anual						
Anote el nombre de <b>TODOS LOS DEMÁS</b> miembros del hogar (Apellido y nombre)	Ingresos del trabajo	Frecuencia	Asistencia pública/SSI/ manutención de menores/pensión alimenticia	Frecuencia	Pensiones/retiro/jubilación otros ingresos	Frecuencia
	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	
<b>C. Total de miembros del hogar</b> (Niños y adultos)		<b>D. Anote los últimos cuatro dígitos del número de Seguro Social (SSN) de la persona que recibe más ingresos o de otro miembro adulto del hogar</b>		Marque la casilla si <b>NO tiene SSN</b> <input type="checkbox"/>		

**PASO 4 – INFORMACIÓN DE CONTACTO Y FIRMA DE UN ADULTO**

Certificación: Certifico (prometo) que toda la información en esta solicitud es verdadera y que se declararon todos los ingresos. Entiendo que proporciono esta información en relación con la recepción de fondos federales y que los funcionarios de la escuela podrían verificar (revisar) la información. Soy consciente de que si proporciono deliberadamente información falsa, mis hijos podrían perder la asistencia para las comidas y se me podría procesar conforme a las leyes estatales y federales aplicables.

Firma del adulto que llenó esta solicitud:	Nombre en letra de molde:	Fecha:
Dirección:		
Correo electrónico:	Teléfono:	

**OPCIONAL – IDENTIDAD ÉTNICA Y RACIAL DE LOS NIÑOS**

Estamos obligados a pedir información acerca de la raza y origen étnico de sus hijos. Esta información es importante y nos ayuda a servir plenamente a nuestra comunidad. Responder a esta sección es opcional y no afecta la elegibilidad de sus hijos para recibir comidas gratis o a precio reducido.

<b>Origen étnico (marque uno):</b> <input type="checkbox"/> Hispano o latino <input type="checkbox"/> No hispano o latino
<b>Raza (marque una o más):</b> <input type="checkbox"/> Indígena americano o nativo de Alaska <input type="checkbox"/> Asiático <input type="checkbox"/> Negro o afroestadounidense <input type="checkbox"/> Nativo de Hawái u otro isla del Pacífico <input type="checkbox"/> Blanco

DO NOT COMPLETE. SCHOOL USE ONLY (PARA USO DE LA ESCUELA SOLAMENTE)	
How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice a Month <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly Annual Income Conversion: Weekly x52, Biweekly x26, Twice a Month x24, Monthly x12	Total Household Income \$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Total Household Size <input type="text"/> <input type="text"/> <input type="text"/> Eligibility Status: <input type="checkbox"/> Free <input type="checkbox"/> Reduced-price <input type="checkbox"/> Paid (Denied) Verified as: <input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway	<input type="checkbox"/> Categorical <input type="checkbox"/> Error Prone
Determining Official's Signature:	Date:
Confirming Official's Signature:	Date:
Verifying Official's Signature:	Date:

**Año escolar 2019-2020**California Department of Education  
Pricing Letter to Household & Instructions, revisado en febrero de 2017

Estimado padre, madre o tutor:

Inland Leaders participa en el Programa Estatal de Comidas (State Meal Program) ofreciendo comidas nutritivas todos los días de clases. Los estudiantes pueden comprar los almuerzos por **\$3.25**. Los estudiantes que reúnen los requisitos pueden recibir comidas gratis o al precio reducido de \$0.00 por el almuerzo. Ni usted ni sus hijos tienen que ser ciudadanos de los Estados Unidos para recibir comidas gratis o precio reducido. Si hay más miembros del hogar que número de renglones en la solicitud, adjunte una segunda solicitud. Un método sencillo y seguro de solicitar la asistencia es usar nuestra solicitud que se encuentra en línea en [www.inlandleaders.com](http://www.inlandleaders.com).

**CARTA PARA LOS HOGARES SOBRE LAS COMIDAS GRATIS Y A PRECIO REDUCIDO**

**REQUISITOS:** Sus hijos podrían reunir los requisitos para recibir comidas gratis o a precio reducido si los ingresos de su hogar son iguales o menores a las directrices federales de elegibilidad que se indican continuación.

**Guía de Ingresos Elegibles:** Julio 1, 2019–Junio 30, 2020

PERSONAS EN HOGAR	ANNUAL	MENSUAL	QUINCENAL	CADA DOS SEMANAS	SEMANAL
1	\$23,107	\$1,926	\$963	\$ 889	\$ 445
2	\$31,284	\$2,607	\$1,304	\$1,204	\$602
3	\$39,461	\$3,289	\$1,645	\$1,518	\$759
4	\$47,638	\$3,970	\$1,985	\$1,833	\$917
5	\$55,815	\$4,652	\$2,326	\$2,147	\$ 1,074
6	\$63,992	\$5,333	\$2,667	\$2,462	\$ 1,231
7	\$72,169	\$6,015	\$3,008	\$2,776	\$1,388
8	\$80,346	\$6,696	\$3,348	\$3,091	\$ 1,546
<b>PARA CADA MIEMBRO ADICIONAL DEL HOGAR AÑADE</b>	\$8,177	\$ 682	\$ 341	\$ 315	\$ 158

**SOLICITUD DE LA ASISTENCIA:** No podemos revisar su solicitud para comidas gratis o a precio reducido a menos que llene todos los campos requeridos. Los hogares pueden presentar una solicitud en cualquier momento del año escolar. Si no reúne los requisitos en este momento, pero los ingresos de su hogar disminuyen, el tamaño de su familia aumenta o algún miembro de su hogar reúne los requisitos para recibir beneficios de CalFresh, Oportunidad de Trabajo y Responsabilidad hacia los Niños de California (California Work Opportunity and Responsibility to Kids, CalWORKs) o Programa de Distribución de Alimentos en Reservas Indígenas (Food Distribution Program on Indian Reservations, FDPRI) puede presentar una solicitud en ese momento.

**CERTIFICACIÓN DIRECTA:** No se requiere llenar una solicitud si el hogar recibe una carta de notificación informándole que todos los niños fueron automáticamente certificados para recibir comidas gratis. Si no recibió una carta, llene una solicitud.

**PARTICIPANTES DE WIC:** Los hogares que reciben beneficios del Programa Especial de Nutrición Suplementaria para Mujeres, Infantes y Niños (Special Supplemental Nutrition Program for Women, Infants, and Children, WIC) podrían reunir los requisitos para obtener comidas gratis o a precio reducido llenando esta solicitud.

**NIÑOS SIN HOGAR, MIGRANTES, FUGADOS DEL HOGAR O EN HEAD START:** Los niños que cumplen con la definición de sin hogar, migrantes o fugados del hogar y los niños que participan en el programa de Head Start de su escuela reúnen los requisitos para recibir comidas gratis. Póngase en contacto con los funcionarios escolares al 909-446-1100 para obtener ayuda.

**NIÑOS BAJO CUIDADO ADOPTIVO TEMPORAL:** La responsabilidad legal debe ser a través de una agencia de cuidado adoptivo temporal o un tribunal para poder recibir comidas gratis. Un niño bajo cuidado adoptivo temporal podría ser incluido como miembro de la familia si la familia adoptiva temporal también elige solicitar asistencia para los niños que no están bajo cuidado adoptivo temporal usando la misma solicitud. Si los niños que no están bajo cuidado adoptivo temporal no cumplen con los requisitos, esto no impide que los niños que sí lo están reciban comidas gratis.

**AUDIENCIA IMPARCIAL:** Si no está de acuerdo con la decisión de su escuela en cuanto a la determinación de su solicitud o los resultados de la verificación, puede hablar con el funcionario de audiencia. También tiene derecho a una audiencia imparcial, la que puede solicitar llamando o escribiendo a: Lisa Urrea: 909-446-1100.

**PRÓRROGA DE LA CONDICIÓN DE ELEGIBLE:** La condición de elegible de su hijo del año escolar anterior continuará durante el nuevo año escolar por un máximo de 30 días operativos, o hasta que se haga una nueva determinación. Cuando finalice el período de prórroga, su hijo pagará el precio completo por las comidas, a menos que el hogar reciba una carta de notificación de comidas gratis o a precio reducido. Los funcionarios escolares no están obligados a enviar recordatorios o avisos de expiración de la condición de elegible.

**DECLARACIÓN DE NO DISCRIMINACIÓN:** De conformidad con la ley federal de derechos civiles y los reglamentos y las políticas de derechos civiles del Departamento de Agricultura de EE. UU. (U.S. Department of Agriculture, USDA), se prohíbe al USDA, sus agencias, oficinas y empleados y a las instituciones que participan o administran programas del USDA a discriminar por motivos de raza, color, origen nacional, sexo, discapacidad, edad, o represalias o venganza por actividades previas relacionadas con los derechos civiles, en cualquier programa o actividad realizado o financiado por el USDA.

Las personas con discapacidades que necesitan medios de comunicación alternativos para obtener información de los programas (por ejemplo, Braille, letra grande, cinta de audio o lenguaje de signos americano) deben ponerse en contacto con la agencia (local o estatal) donde solicitaron los beneficios. Las personas sordas, con dificultades auditivas o con discapacidad del habla pueden contactar al USDA por medio del servicio federal de retransmisión (Federal Relay Service) al 800-877-8339. Además, podría estar disponible información de los programas en otros idiomas aparte del inglés.

Para presentar una queja por discriminación, llene el formulario de quejas por discriminación en los programas del USDA (USDA Program Discrimination Complaint Form, AD-3027) que se encuentra en línea en:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) o en cualquier oficina del USDA, o escriba una carta dirigida a USDA y adjunte toda la información solicitada en el formulario. Para pedir una copia del formulario de queja, llame al 866-632-9992. Envíe su formulario de queja completo o carta a USDA por: (1) Correo postal: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; o (3) correo electrónico: [program\\_intake@usda.gov](mailto:program_intake@usda.gov).

Esta institución es un proveedor que ofrece igualdad de oportunidades.

## CÓMO SOLICITAR COMIDAS GRATIS Y A PRECIO REDUCIDO

Llene una solicitud por hogar. Escriba claramente con tinta. La información incompleta, ilegible o incorrecta retrasará el procesamiento de la solicitud.

**PASO 1: INFORMACIÓN DE LOS ESTUDIANTES** – Incluya a TODOS LOS ESTUDIANTES que asisten a Inland Leaders. Escriba sus nombres (primer nombre, inicial del segundo nombre, apellido), escuela, grado y fecha de nacimiento. Si alguno de los estudiantes está bajo cuidado adoptivo temporal, marque la casilla “Bajo cuidado adoptivo temporal”. Si sólo está solicitando asistencia para un niño bajo cuidado adoptivo temporal, llene el PASO 1 y luego vaya al PASO 4. Si cualquiera de los estudiantes enumerados está sin hogar, es migrante o fugado del hogar, marque la casilla “Sin hogar”, “Migrante” o “Fugado del hogar” correspondiente y llene todos los PASOS de la solicitud.

**PASO 2: PROGRAMAS DE ASISTENCIA** – Si ALGÚN miembro del hogar (niño o adulto) participa en CalFresh, CalWORKs o FDIPIR, todos los niños cumplen con los requisitos para recibir comidas gratis. Debe marcar la casilla del programa de asistencia pertinente, anotar un número de caso e ir al PASO 4. Si nadie participa, sáltese el PASO 2 y vaya al PASO 3.

**PASO 3: DECLARE LOS INGRESOS DE TODOS LOS MIEMBROS DEL HOGAR** – Debe declarar los ingresos BRUTOS (antes de deducciones) de TODOS los miembros del hogar (niños y adultos) en números enteros. Anote “0” para cualquier miembro del hogar que no recibe ingresos.

- A) Declare los ingresos BRUTOS combinados de todos los estudiantes enumerados en el PASO 1 y anote la frecuencia correspondiente. Incluya los ingresos de los niños bajo cuidado adoptivo temporal si está solicitando asistencia para niños bajo cuidado adoptivo temporal y niños que no están bajo cuidado adoptivo temporal en la misma solicitud.
- B) Escriba los nombres (nombre y apellido) de TODOS LOS DEMÁS miembros del hogar que no enumeró en el PASO 1, incluyéndose a sí mismo. Declare los ingresos BRUTOS totales de cada fuente y anote la frecuencia correspondiente.
- C) Anote el total de miembros del hogar (niños y adultos). Este número debe ser igual a la cantidad de miembros del hogar enumerados en el PASO 1 y PASO 3.

- D) Anote los últimos cuatro dígitos de su número de Seguro Social (SSN). Si ningún miembro adulto del hogar tiene un SSN, marque la casilla “NO tiene SSN”.

**PASO 4: INFORMACIÓN DE CONTACTO Y FIRMA DE UN ADULTO** – La solicitud debe ser firmada por un miembro adulto del hogar. Escriba el nombre del adulto que firma la solicitud, su información de contacto y la fecha de hoy.

**OPCIONAL: IDENTIDAD ÉTNICA Y RACIAL DE LOS NIÑOS** – Responder a esta sección es opcional y no afecta la elegibilidad de sus hijos para recibir comidas gratis o a precio reducido. Marque las casillas apropiadas.

**DECLARACIÓN DE INFORMACIÓN:** La Ley Nacional de Almuerzos Escolares Richard B. Russell (Richard B. Russell National School Lunch Act) requiere la información que se proporciona en esta solicitud. Usted no tiene que dar esta información, pero si no lo hace no podemos aprobar a su hijo para que reciba comidas gratis o a precio reducido. Debe incluir los últimos cuatro dígitos del número de Seguro Social del miembro adulto del hogar que firma esta solicitud. Los últimos cuatro dígitos del número de Seguro Social no son necesarios cuando anota un número de caso de CalFresh, CalWORKs o FDIPIR u otro identificador de FDIPIR para su hijo, o cuando indica que el miembro adulto del hogar que firma la solicitud no tiene un número de Seguro Social. Usaremos su información para determinar si su hijo reúne los requisitos para obtener comidas gratis o a precio reducido y para la administración y ejecución de los programas de almuerzos y desayunos.

**SI TIENE PREGUNTAS/NECESITA AYUDA:** Póngase en contacto con Mike Gordon al 909-446-1100.

**PRESENTACIÓN DE LA SOLICITUD:** Presente una solicitud completa en la escuela de su hijo o en la oficina de nutrición en 12375 California Street, Yucaipa, CA 92399. Se le notificará si su solicitud es aprobada o denegada para recibir comidas gratis o a precio reducido.

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## INLAND LEADERS CHARTER SCHOOLS

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

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

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

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

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



## Anaphylaxis Policy

### Intent

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

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

### Background

- *Allergy and Anaphylaxis Overview*

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

- *Definitions*

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

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

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

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

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



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

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

### **Pathophysiology and treatment**

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

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

#### Medications

- Epinephrine
- Antihistamines

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

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

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

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

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

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

### **School Protocol**

At Inland Leaders Charter School, the principal/school administrator, in coordination with the school nurse, shall implement a protocol, consistent with this policy and with the IHCPs and EHCPs, providing food allergic students with protections while they are attending school or participating in



school-sponsored activities. The protocols shall be reviewed and updated at least annually, as well as after any serious allergic reaction has occurred at school or at a school-sponsored activity.

## **Creating an Allergen-Safe School Environment**

### *(Importance of Prevention)*

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

## **Communication**

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

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

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

## **Identifying the School Team**

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

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

- School District administration
- School Nurse
- School Medical Director



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

### **Action Steps for Anaphylaxis Management**

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

### **Emergency Protocols and Standing Orders**

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

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

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

### **Allergy Bullying**

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

### **Confidentiality**

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

### **Evaluation and Review**

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

**Legal Reference**

California Department of Education Code Section 49414

*Rules and Regulations for School Health Programs ILCS Handbook*

Americans with Disabilities Act (ADA)

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

Section 504 of the Rehabilitation Act

Family Educational Rights and Privacy Act (FERPA),

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

**Effective Date**

This policy shall go into effect on August 1, 2016.