



CHARTER SCHOOL

2015-2015

Student Handbook

iLEAD TEAM

Faculty

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Lead Teacher/Administrator

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Governance Council

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Governance Council meetings are held the first Monday of every other month at 5:30 p.m. at iLEAD Charter School.

www.ileadcharter.org
School Address: 800 Grayside Avenue, Mauston, WI 53948
Phone: (608) 847-4410 (ext. 5323)

iLEAD Charter School: Individualized, Leadership, Entrepreneurship, Academic, Discovery

MISSION

Empowering students to be agents of innovation by cultivating their entrepreneurial spirit and leadership capacity.

VISION

Our definition of “*entrepreneurship*” is different from the traditional, I’m-going-to-start-a-business model. Entrepreneurs are those individuals that love to explore ideas, and to see them through from start to finish. Entrepreneurship is all about innovation, and is something Juneau County is already known for through our very successful Juneau County Inventors and Entrepreneurs Club. We are at the forefront of entrepreneurship, and we value that same spirit in our youth!

In this charter school we will foster the development of skills such as communication, problem solving, critical thinking, leadership, teamwork, ethics and technical skill proficiency in the student’s area of study. The cornerstone of this work will be individualized learning plans which will be completely unique to the needs and interests of that particular student. Through these plans students will have the flexibility and safety to experiment with their own ideas.

INTRODUCTION

iLEAD Charter School endeavors to provide a positive learning environment for all students. The iLEAD Charter School handbook is the guideline for proper behavior and conduct. This handbook is approved by the iLEAD Governance Council and the Mauston Board of Education.

The various sections of this handbook are intended to comply with local, state, and federal laws. If any section of this document is found to be contrary to law or constitutional rights, it shall be revised.

TABLE OF CONTENTS

- Notice of Nondiscrimination
- Discrimination Complaint Procedures
- College Entrance Requirements
- Graduation Credit Requirements
- Technology Use/District Network & Internet Code of Conduct
 - Transcript Requests
 - Attendance Regulations
 - Excessive Absences
- Guidelines for Student Behavior
 - Bullying
 - School Property
 - Alcohol, Tobacco, Drugs
 - Dress
 - Gangs, Gang Activity
- Harassment/Discrimination
 - Video Surveillance
 - Electronic Devices
 - iLEAD Campus
- Graduation Ceremony
- Guest/Visitor Policy
- Student Desks
- Parking & Drop-off
- Prescription Medications
- Publication of Student Photographs/Video
- Release of Student Information
- Directory Notice

NOTICE OF NONDISCRIMINATION

Federal and State Statutes prohibit discrimination against qualified handicapped/disabled persons, including both students and staff members, by school districts receiving federal financial assistance. This includes all programs or activities of the school district receiving federal funds regardless of whether the specific program or activity involved is a direct recipient of federal funds.

The School District of Mauston and iLEAD Charter School does not discriminate against individuals, including all students, staff and as identified below, on the basis of age, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental emotional or learning disability or handicap in its education programs or activities.

Legal References: Wisconsin State Statutes §115, §118.13, §111.31, and §111.34

Title IX; Education Amendment of 1972; Title VI, Civil Rights Act of 1964, 1991 Section 504, Rehabilitation, Act of 1973; Americans With Disabilities Act of 1990 and Amendments, 2008

Individuals with Disabilities Education Act 2004 (2006, 2008 regulations)

The person in the School District of Mauston who is responsible for ensuring compliance with Section 504 is:

Name: Ann Pesta

Title: School Psychologist

Address: 510 Grayside Avenue, Mauston Wisconsin 53948

Telephone: (608)847-5451 extension 6600

It is the policy of the School District of Mauston and iLEAD Charter School that no person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

All vocational education programs follow the district's policies of nondiscrimination on the basis of race, color, national origin, sex, age, or disability. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

School District of Mauston Central Office, 510 Grayside Avenue, Mauston, WI 53948, 608/847-4410

DISCRIMINATION COMPLAINT PROCEDURES

If any person believes that the Mauston School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX and Section 504, or in some way discriminates on the basis of sex, race, color, national origin, age or disability, he/she may bring forward a complaint to the District Office Building located at 510 Grayside Avenue Mauston, WI 53948.

INFORMAL COMPLAINT PROCEDURE

The person who believes he/she has a valid basis for complaint shall discuss the concern with the appropriate nondiscrimination coordinator who shall in turn investigate the complaint and reply to the complainant in writing within two (2) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

FORMAL COMPLAINT PROCEDURE

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the appropriate nondiscrimination coordinator within five (5) business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the complaint and reply in writing to the complainant within five (5) business days, unless a notice is given that an extension of the investigation is needed.

If the complainant wishes to appeal the decision of the nondiscrimination coordinator, he/she may submit a signed statement of appeal to the superintendent of schools within five (5) business days after receipt of the local coordinator's response to the complaint. The district administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within ten (10) business days.

If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the school board within five (5) business days of his/her receipt of the superintendent's response in Step 2. In an attempt to resolve the complaint, the school board shall meet with the concerned parties and their representatives within fifteen (15) business days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent by the board secretary to each concerned party within ten (10) business days of this meeting.

If, at this point, the complaint has not been satisfactorily settled, further appeal may be made to the Department of Public Instruction, Equal Educational Opportunity Office. Nothing in these procedures shall preclude an individual from filing a complaint directly with the Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago IL 60606.

COLLEGE ENTRANCE REQUIREMENTS

Since each university and technical college has somewhat different entrance requirements, we ask that individual students contact the post-secondary institution of their choice for information on what classes will best meet their needs.

GRADUATION CREDIT REQUIREMENTS

Total needed to graduate

English 4

Social Sciences 3

Science 3

Mathematics 3

Health 1

Physical Education 2

Leadership/Entrepreneurship 4

21st Century Skills 4

Electives 4

GRADUATION CEREMONY POLICY (Board Policy 345.61)

iLEAD graduates may choose to participate in the graduation ceremony held for students of Mauston High School each spring. Students must have completed all of the requirements in board policy 345.6 – Graduation Requirements in order to participate in the graduation ceremony.

TECHNOLOGY USE/ CODE OF CONDUCT

Computers, iLEAD networks, the Internet, and other technologies are available for the benefit of all learners. In order for the technology to be available and in working order for all the students and staff please use them for academic purposes only. For further clarification read and sign Board Policy 362.2 and the iLEAD Charter School Technology Agreement.

Students are held financially responsible for loss or damage to school materials checked out in their name. Students will be charged for any damage that is determined to be above and beyond normal wear and tear. ***An annual technology fee of \$75 will be charged per student.***

TRANSCRIPTS

Students and graduates will no longer be requesting transcripts from the counseling office directly. Transcript requests will now be submitted online through a new service called DOCUFIDE. This service will allow students and graduates the ability to send transcripts electronically 24/7/365 eliminating the need to contact the counseling office or wait for school hours. Transcripts will also arrive faster and the chance of them being misfiled will be greatly reduced. Cost for this service will be \$2.55 for each electronic transcript and \$4.25 per transcript if they need to be mailed. Please contact the counseling office if you have questions. Please visit the high school website and click on “Transcripts” to request your transcripts.

ATTENDANCE REGULATIONS

When a student must be absent for illness or other emergency reason, parents are to contact the school at **(608) 847-4410 ext. 5323**. If the parent does not notify the school, parents are required to send a signed note stating the reason for absence with the student when he/she returns. The student must present the note to the lead teacher the day he/she returns to school.

iLEAD adheres to the SDM policy on attendance. Refer to the SDM Policy Manual for details about excused or unexcused absences, tardiness, and truancy.

VIRTUAL ATTENDANCE

A student at iLEAD Charter School will be counted as present for any day in which all of the following criteria are met:

1. The absence is pre-approved.
2. Student provides iLEAD staff with a plan for the day connected to student projects and work.
3. Student is able to show completion of plan outlined in #2.
4. Student and Teacher are able to connect virtually (email, video chat, phone call, etc.) for longer term absences.

EXCESSIVE ABSENCES

When a student has accumulated 10 absences in a school year, whether excused or unexcused, they are considered to be excessively absent. The state allows parents to excuse their child up to 10 days in a given school year. After the 10 days the student will be required to provide documentation from a doctor or other health care professional, a probation officer or social worker, police officer or judge in order to be excused.

Students with excessive absences may be subject to further disciplinary action. By State Statute, students with five or more unexcused absences (all or part of a day, including unexcused tardies) will be deemed to be “habitual truant” and their attendance record will be forwarded to the appropriate legal entity. Both students and parents may be cited.

iLEAD conforms to State Law under Articles 118.15, sub-sections 1-5

GUIDELINES FOR STUDENT BEHAVIOR

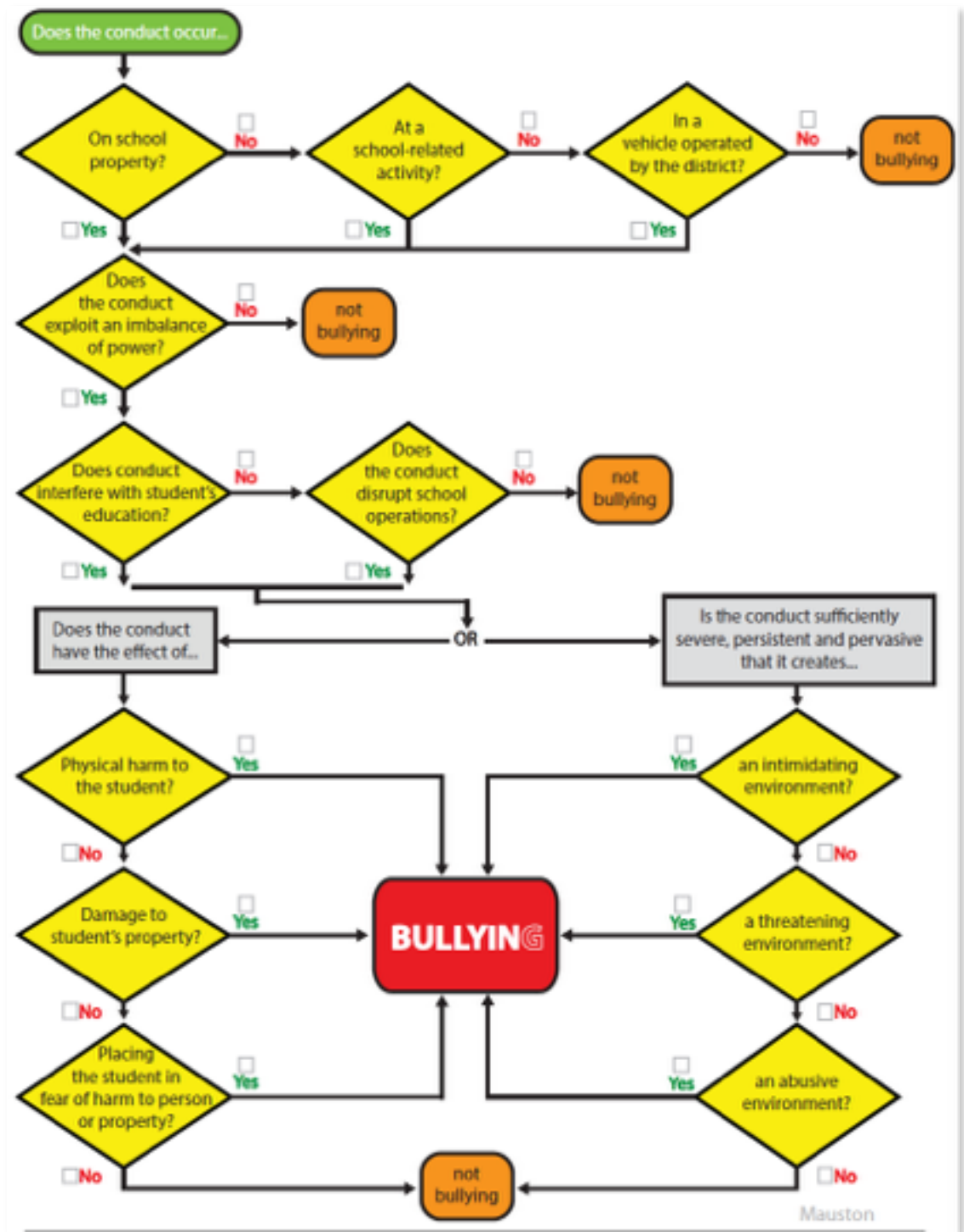
- You may engage in any behavior which does not create a problem for you or anyone else in the world.
- If you find yourself with a problem, you may solve it by any means which does not cause a problem for anyone else in the world.
- You may engage in any behavior that does not jeopardize the safety or learning of yourself or others. Unkind words and actions will not be tolerated.

In ensuring that the above guidelines are adhered to, we will operate with the following guiding principles:

- We will react without anger or haste to problem situations.
- We will provide consequences that are not punitive but that allow the child to experience the results of a poor choice, enabling him or her to make better choices in the future.
- We will proceed in all situations with the best interest of the child who—foremost in our minds— academic, social and emotional well-being will be fostered.
- We will guide students toward personal responsibility and the decision-making skills they will need to function in the real world.
- We will arrange consequences for problem situations in such a way that the child will not be humiliated or demeaned.
- Equal is not always fair. Consequences will be designed to fit the problems of individual students, and they may be different even when problems appear to be the same.
- We will make every effort to ensure that, in each situation, the students involved understand why they are involved in consequences.
- If we at any time act or react in a way that a child truly feels is unjust, that student need only say to us, “I’m not sure that’s fair.” We will arrange a private conference during which the student can express to us why he or she feels our actions were not fair. This may or may not change our course of action. We are always open to calm, rational discussion of any matter

Discipline penalties that are administered will conform to governance council policy, board policy and state law.

BULLYING FLOWCHART



BULLYING POLICY

The School District of Mauston strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and school sponsored activities. Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying behavior can be physical, verbal or indirect (e.g. spreading rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet.) It has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

The safety of children and their feeling of security is a top priority for this district. All threats should be reported to the administration for evaluation by professional staff. Please see Policy 443.8 for further details.

Bullying is aggressive behavior that involves unwanted, negative actions. It involves a pattern of behavior repeated over time and involves an imbalance of power or strength.

Harassment is unwanted behavior that interferes with your life. It limits and denies the rights of students to study, work, and play in the school setting. Harassment makes people feel bad. Everyone has a right to not be harassed and the MHS staff feels strongly that all students should feel safe at school.

Sexual harassment is unwelcome behavior of a sexual nature.

Racial harassment is unwanted comments regarding a person's ethnic background.

Verbal harassment is unwanted verbal comments which make a person feel bad or unsafe.

Physical harassment is unwanted behavior of a physical nature.

Intimidation is unwanted threats to cause harm.

What can you do about harassment/bullying?

1. Say stop!
2. Tell someone! Talk to a teacher, counselor or administrator.
3. Keep records! Record what happened, dates, times, places, and witnesses.

Any form of harassment is wrong and will not be tolerated at MHS. Forms are available for documentation of a harassment complaint or discrimination. Harassment complaints are investigated and the consequences can include:

- in-school suspension – parent contact
- out-of-school suspension – police referral
- expulsion

SCHOOL PROPERTY

Each student is entitled to a well-equipped, well-maintained, clean and aesthetically pleasing school environment. Each student is responsible to respect and help maintain the appearance and cleanliness of the building. Acts of vandalism, theft, and abuse of the school buildings and grounds are prohibited.

ALCOHOL, TOBACCO AND DRUGS

Each student has the right to associate with students who are free from the use of alcohol, tobacco and drugs and not be subjected to those wishing to buy, sell or use such substances. Each student has the responsibility to keep his or her mind and body in a sound, healthy condition. The use of any non-prescription drugs, prescription drugs (unless administered by the school nurse or designee), alcoholic beverages, paraphernalia, or tobacco is prohibited on school grounds, as well as at or before school sponsored activities. The sale or distribution of any prescription, non-prescription drugs, alcoholic beverages, paraphernalia or tobacco is prohibited on school grounds, as well as at or before school sponsored activities.

DRESS AND GROOMING STANDARDS OF GOOD GROOMING

Dress and grooming are personal matters but should be appropriate for the occasion. How you dress has an effect on you, your school, and the community. Neatness and cleanliness is expected of all students.

iLEAD students are prohibited from wearing or possessing items such as clothing, accessories, or attire which, in the opinion of school authorities, is contrary to acceptable health and safety standards or may disrupt the educational process or learning atmosphere. Parents are asked to monitor clothing so it is not a distraction to a positive learning environment.

GANGS AND GANG ACTIVITY

Gang-related affiliations and activities, including but not limited to clothing, gestures, and pictures/symbols anywhere in the Mauston School District, on school property, or at school sponsored events is prohibited. The Mauston School District defines a gang as an organized association, either formal or informal, of two or more persons with common signs, symbols and other identifying factors, who individually or collectively engage in criminal, harassing or threatening behavior.

Violation of this policy may result in notification to parents and/or guardians and/or law enforcement officials; suspension from school pending parent/student conference with school personnel. Continued gang activity may result in expulsion from school.

HARASSMENT & DISCRIMINATION POLICY

iLEAD will maintain a learning and working environment that is free from harassment, intimidation, or violence. It is a violation for any student or staff member to harass, intimidate, or inflict violence upon a student or staff member through conduct or communication as defined by this policy. Intimidation is defined as behavior which causes fear and psychological or physical discomfort. A student will be warned to discontinue any behaviors that cause another discomfort. If they should choose to continue, they will face further discipline. Flagrant intimidation/ harassment may result in immediate suspension and/or eventual expulsion.

The school will act to investigate all complaints, formal or informal, verbal or written, of harassment or intimidation, and to discipline any student or staff member who harasses or intimidates a student or staff member of iLEAD. Complaints should be addressed in written form by following the SDM Complaint Procedure.

VIDEO SURVEILLANCE

The School Board has authorized installation of a video surveillance system within the School District of Mauston. This system will be used for the purpose of maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft, vandalism, bullying and harassment, and for enforcing school policies and rules including, but not limited to, truancy and tardiness issues. Please see policy 731.2 for more information.

ELECTRONIC COMMUNICATION DEVICES (ex. Cell Phones)

Students on the iLEAD campus may use cell phones as long as the use augments their academic progress, and does not deter from their, or other's learning. The teacher reserves the right to revoke this privilege.

iLEAD CAMPUS

Students may leave campus during the school day with parent permission. They may only enter and exit iLEAD through the designated entrance. iLEAD students may only enter the MHS campus if designated in the ILP or with teacher permission.

PROJECT FEES

iLEAD students are responsible for fees relating to their individual projects. Mini-grants (sponsored by the iLEAD Charter School Foundation) are available to support student projects if needed. See an iLEAD teacher to complete an application.

GUEST/VISITOR POLICY

While iLEAD understands the desire to showcase our amazing facilities, we also must protect the academic integrity of our school. Therefore all visitors must receive permission from the lead teacher prior to the visit. The visitor is subject to all school regulations.

STUDENT DESKS

The provision of desks to pupils is a privilege, therefore, the teacher/administrator of the school shall have the right to inspect pupil desks and technology and any other resources supplied to students.

The administrator retains the right to inspect any locker and its contents as deemed necessary. This right shall be exercised when, in the judgment of the administrator, there may be reasonable suspicion to believe that a locked space may be used to conceal anything illegal or would endanger the health and safety of the school population.

Students' personal possessions and money should not be left unattended at any time. Students are advised not to bring large sums of money, expensive jewelry or other valuable articles to school.

PARKING & DROP-OFF

All students must register their vehicles in the main office to receive a parking permit. There is a charge for the initial permit and for replacements. Permits may be revoked for inappropriate use. All student vehicles must be parked in designated parking spots. The administration exercises the right to tow illegally or inappropriately parked vehicles.

iLEAD students that are being dropped off should enter the main parking lot entrance of the high school closest to the “Mauston High School” sign. They should take a left into the east parking lot and drop off students by the bike rack. Vehicles should continue toward Olson Middle School and loop back towards where they entered the east parking lot. They should exit at the entrance they entered by the “Mauston High School” sign.

iLEAD students who drive to school should use the far western parking lot entrance to Mauston High School. Students should only park in the west parking lot during school hours.

PRESCRIPTION MEDICATION

Students are forbidden to bring prescription medicine on school premises except to deliver such prescription medicine to the school nurse/health room immediately upon the arrival of the student at school. The school nurse or designee will hold the medication for the student until the end of the school day when this medicine will be returned to the student. School policy and Wisconsin law require a written physician/ health care provider signature for prescription medication administration. School policy requires written parent permission for administration of non-prescription medication. If it is required that the medication be taken or administered during the school day, the school nurse or designee will supervise the administration or taking of that medication as required.

PUBLICATION OF STUDENT PHOTOGRAPHS/VIDEO

Photographs of student activities are routinely published in the local media and internet. If you do NOT want your child’s photograph published, and/or if you prefer that he or she is not included in routine videotaping of classroom activities, special events, or programs, you must notify the teacher or administrator of your child’s school building, in writing of said preference.

RELEASE OF STUDENT INFORMATION

Student Directory Data (student’s name, parents’ name, addresses, and phone numbers) may be released to businesses and organizations requesting mailing addresses unless the parent or adult pupil informs the school office to the contrary within the first 14 days of the current school year.

DIRECTORY NOTICE

PUBLIC NOTICE School District of Mauston Family Educational Rights and Privacy Act (FERPA) Directory Information [2015]

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Mauston School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Mauston School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Mauston School District to include this type of information from your child’s education records in certain school publications. *Examples include:*

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone

listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Mauston School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District **in writing** by **Friday, September 11, 2015**. If you have questions, please contact Michele Yates-Wickus, Director of Student Services, at 847-5451, Ext. 6602. **The Mauston School District has designated the following information as directory information:**

MAUSTON HIGH SCHOOL HANDBOOK

On issues not directly outlined in the iLEAD handbook, we will utilize the Mauston High School handbook to determine the course of action.