



CHARTER SCHOOL

2022-2023

Student Handbook

iLEAD TEAM

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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 Country 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.

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ADMISSION POLICY/LOTTERY

Requirements for Admission to the Charter School.

Limitation on Enrollment. Enrollment at the Charter School shall not exceed 80 students, unless renegotiated under Section 9(b) of this Contract.

Grade Level. The Charter School shall serve students in Grades 7-12.

Application. iLEAD shall create a form to apply for admission to the Charter School.

Admission When Initial Applications Do Not Exceed Maximum Enrollment.

1. **Application Deadline.** iLEAD shall accept applications for admission for the following school year until the last day of April. If iLEAD receives fewer applications than the number of seats available and an applicant meets the qualifications for admission established in this Contract, the applicant shall be admitted to the Charter School for the following school year.
2. **Late Applications.** Applicants submitting applications after the last day of March shall be admitted to the Charter School on a first come/first served basis until the enrollment cap is reached, so long as the applicant meets the qualifications established in this Contract.
3. **Waiting List.** Once the enrollment cap is reached, applicants shall be put on a waiting list and shall be notified of their status and wait list number. If an opening becomes available for the school year that the applicant applied for, the applicant with the lowest number on the waiting list and that meets the qualifications for admission shall be admitted to the Charter School.
4. **Admission When Initial Applications Exceed Maximum Enrollment.**
 1. **Lottery System Established.** If the number of applications received prior to the last day of March exceeds the number of seats available, iLEAD shall conduct a random lottery to determine which applicants will be admitted for the upcoming school year.

Entry of Applicants Into Lottery. The name of each applicant shall be written on a piece of paper, except that applicants who identify themselves as siblings (and are in fact siblings by blood or marriage) shall be entered on the same sheet of paper as their sibling(s). That piece of paper shall be folded and stapled so that the applicant's name is not visible. Applicants who are the siblings of returning students of the Charter School shall have their sheets of paper placed into a container without the sheets of paper of the non-sibling applicants being added. Section 14(e)(3) shall then be followed until all the sheets of paper containing the sibling applicants are drawn. Then, the sheets of paper containing the names of the non-sibling applicants shall be placed into the container and Section 14(e)(3) shall be repeated.

Lottery Team. iLEAD shall then select an individual to be the "Drawer," who shall draw from the container. The Drawer shall not have prior knowledge of the identity of any applicant participating in the lottery. The Drawer shall be observed by two members of the Governance Council. The observers shall be elected by a majority of the Governance Council. The Drawer shall draw one piece of paper at a time. The Drawer shall record the name of the applicant drawn and the order in which the name was drawn. Paper with the names of siblings on it shall be recorded by assigning the first sibling in alphabetical order the lowest number and shall continue until each sibling has been assigned a number. Paper will continue to be drawn from the container until it is empty.

Notification of Results. Each applicant shall be notified, in writing, of the order in which the applicant's name was drawn within 72 hours of the completion of the lottery. An applicant's priority for admission to the Charter School shall be in relation to the order in which the applicant's name was drawn in the lottery. The first applicant drawn shall have the highest priority. iLEAD shall notify the applicants whose position in the lottery entitles them to enroll in the Charter

School of their status in writing. The notice shall state that the applicant has 10 days from the date of the letter to confirm the applicant's enrollment or the opportunity to enroll shall be forfeited.

Confirmation of Enrollment. If the applicant does not timely confirm their enrollment, the applicant shall be notified that the applicant's opportunity to enroll has been forfeited.

Reaching Maximum Enrollment. If one or more applicants decline or fail to timely confirm enrollment, iLEAD shall notify the applicant with the next lowest lottery number who was not yet given an opportunity to enroll. The notice shall contain the same 10-day deadline to confirm enrollment. This process shall be repeated until maximum enrollment is reached or the number of applicants is exhausted.

Waiting List. If there were applicants that were not offered enrollment prior to the maximum enrollment being reached, those applicants shall be placed on a waiting list and assigned a number corresponding to their priority for the next available opportunity to enroll in the Charter School. Priority on the waiting list shall be in the same order as the results of the lottery.

Applications Received After Lottery. Applications received after the lottery is completed shall be assigned priority based on a first come/first served basis. Applicants placed on the waiting list shall be notified of their status and waiting list number in writing.

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.

ELECTRONIC COMMUNICATION DEVICES (ex. Cell Phones)

Cell phones are to be turned in at the start of the school day. They may be used during the lunch period, and with teacher permission. Students who have their phone will have them confiscated, and they must be picked up by a parent.

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.

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 graduation requirements in order to participate in the graduation ceremony.

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. Visitors must submit ID when they enter the school.

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.

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 right and be dropped off in the parking lot across from iLEAD 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.

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.

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.

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 or teacher 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.

STUDENT USE OF TECHNOLOGY AND INTERNET SAFETY

An annual technology fee of \$50 will be charged per student.

STUDENT RESPONSIBILITIES

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property, pride in one's work, achievement within the range of one's ability, and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Responsibilities Handbook. In addition, student conduct on internet-based social media outlets, such as Facebook, Twitter, MySpace, YouTube, etc. when such conduct forms a sufficient connection to school or staff, is governed by the Student Handbook. These handbooks shall be reviewed and approved annually.

Student conduct in the classroom shall be governed by the rules and provisions of the Student Responsibilities Handbook developed for each school in consultation with a committee of School District residents that consists of parents, students, members of the School Board, school administrators, teachers, pupil services professionals, and other residents of the School District who are appointed to the committee by the School Board. Each school's handbook shall be adopted by the School Board.