

INTERNATIONAL LEADERSHIP ACADEMY

SCHOOL POLICIES A-Z

898 West 1100 South Spanish Fork, UT 84660

ATTENDANCE POLICY:

Philosophy

International Leadership Academy believes in promoting policies that help students learn the necessary skills to be successful and contributing citizens in society. Learning the importance of responsibility and punctuality is critical in the future success of our students. It is our goal to maintain an attendance policy that is clear and effective. We believe there is a strong correlation between success in academics and good attendance.

International Leadership Academy recognizes that attendance is a student-parent-school responsibility. We strive to work together with students, teachers and parents in educating and motivating our students to consistently attend the appropriate classes to meet the state requirements to graduate from ILA with all attendance issues resolved.

If intervention is necessary it is our goal to address the issue quickly and help the student return back to class to complete all necessary requirements to obtain academic credit.

Student Responsibilities:

Students and parents are responsible to check student attendance regularly from Power School which can be accessed from the school website at <http://www.ilaschool.org/>.

How to Track Your Attendance

1. Go to Power School from our website: americanleadership.net
2. Enter your USERNAME and PASSWORD
3. An attendance icon will be on the right side of your name, click on it.
4. You can enlarge the report to 100% to read it easier.

Parent Responsibilities:

1. Absences must be excused within five (5) school days.
2. Parents/Guardians may excuse their student's absence through the attendance secretary by:
 - a. Calling 801-227-9996
 - b. Sending a note with your student, to be turned in to the attendance office.
 - c. Sending an email to admin@ilaschool.org.
 - The following information is required in order to excuse absences or tardies:
 1. Students full Legal Name.
 2. Date of absences
 3. Class periods missed
 4. Grade level
 - Blanket excuses covering unspecified dates of absences, tardies, etc. are not acceptable. (Example: *Please excuse my child from all absences this past week.*)
 - Due to the broad geographical area that we serve, tardies for the first class/period of your student's day are excusable within five (5) school days of the tardy. This may be done by using any of the options listed above.
 - If a student has been checked out by a parent and then returns to school after class

has started, the student needs to check in with the attendance or front desk secretary.

- ***Parents may not excuse students for being tardy from lunch, unless checked out prior to lunch beginning.***

Check Out Procedures

- Students leaving the campus for any reason during school hours must be checked out by a Parent/Guardian with the attendance secretary or front desk secretary. Once checked out, students are not allowed on school premises until they are checked back in.
- Students are able to check out younger siblings with parental permission but must go through the attendance office. Siblings are not allowed to pull their siblings straight out of class.
- For student safety, students will only be released to persons listed on the approved contact list.

Teacher Responsibilities:

Teachers will:

1. Accurately mark attendance daily in Power School by 4:00 P.M.
2. Contact Parent/Guardian and attendance secretary regarding any excessive attendance issues.
3. Include the following in *teacher's disclosure document*.
 - a. Students will track their attendance weekly with coaches/fine arts teachers.
 - b. Parents/Guardians must excuse absences within 5 school days.
 - c. Parents must appeal attendance discrepancies within 10 school days.
 - d. Students will be on time to classes.
 - e. Students must be attendance eligible in order to participate in extra-curricular activities.
 - f. Students will leave campus when checked out of school.
 - g. Students will not be excused for any tardy other than for the 1st class of the day unless checked out by parent/guardian prior to leaving campus.
 - h. It is the responsibility of the parents/guardians and students to be aware of International Leadership Academy's attendance policy.

Administrator Responsibilities:

In order to support this attendance policy, Administrators will:

1. Make the school attendance policy available to parents, students, and staff.
2. Enforce and support the attendance policy.
3. Provide absence intervention.
4. Review attendance appeals.

Administrator and/or the attendance office may enter the following codes:

Power School attendance codes with definitions that are school related and do **not** require parent involvement.

Absences	Description	Definition
E	Excused Absence	A parent contacts the attendance office to excuse an absence within 5 school days.

O	Office Excused	A student is meeting with a counselor or administrator.
V	Vacation Absence	A student has completed a vacation form prior to being absent. (Vacation forms and instructions are available on the school website.)
A	Activity Excused	A student is missing class due to a school approved activity.
H	Homebound	A student is missing school for ten (10) or more days. A doctor's note is required and must be turned into the attendance office.

The following are the Power School codes that are used to notify parent, students, and administrators that there is a possible problem. These codes and their definitions require parent and/or student action within a certain time period.

Code	Description	Definition
U	Unexcused Absence	A student is not in attendance during class or is more than 30 minutes late
S	Sluff	A student is caught out of class unexcused
L	Late Tardy	A student is 15-30 minutes late
T	Tardy	A student is not in the class room when the tardy bell rings and is up to 15 minutes late

Excused Absences:

Parents must call within five (5) days to excuse absences. Students must be off campus when excused from school. A student can be excused from school for the following reasons as specified in the Education Code:

- 1-An illness
- 2-The death of a family member or close friend
- 3-An approved school activity
- 4-A medical, dental or orthodontic appointment
- 5-A family emergency
- 6-A family activity
- 7-An absence excused through a health care or other accommodation plan
- 8-An Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA)
- 9-A Section 504 accommodation Plan

Rewards for Good Attendance:

At the end of each term, students with no outstanding attendance deficiencies will become eligible for prizes and/or activities as set aside and scheduled by ILA Administration.

Extra Curricular Policies:

- If a student is not attendance eligible they may not participate with any school group or team as per the extracurricular policies in place regarding attendance.
- Students participating in sports must be eligible at the end of the prior term before season begins and at mid season.
- Students participating in Fine Arts must be eligible at the end of the prior term and

- before each performance.
- Students participating in Student Government must be eligible at the end of the prior term.
- Students are considered ineligible when they have any of the following discrepancies that have not been resolved with detention:**
 - U=1 Unexcused Absence. L = 2 Late Tardies.**
 - T = 3 Tardies**
 - S = Sluff: Zero (0) A student will be ineligible to participate in any extra-curricular activities including and not limited to state championships if a sluff occurs within 5 days prior to said event.**

Detention hours will be assigned as follows:

Attendance Deficiency	Make-Up Time Required For Each:
U= Unexcused Absence One (1) or more.	1 Hour
T=Tardy Three (3) or more.	15 Minutes
L=Late Tardy Two (2) or more.	30 Minutes
E=Excused Six (6) or more in any single class.	1 Hour

Attendance Deficiency Make Up Options:

	Morning Detention Session	Lunch Detention Session	After School Recovery Session. Must be served with teacher where attendance discrepancy
Cost	\$1.00	No Charge	No Charge
Time	7:45 am-8:40 am	12:30 pm-1:00 pm	3:30 pm-3:50 pm
Earned Make-Up Time	One (1) full hour	Thirty (30) minutes	Thirty (30) minutes

Note:

- Parents may attend an entire class with student to be able to recover one (1) hour of detention time.
- Saturday Detention Sessions will be made available as deemed necessary by administration

Appeals Forms:

Parents must send a written appeal for contested unexcused absences or Notice of Truancy within ten (10) calendar days. Parents will receive an automated phone call once an unexcused absence has gone beyond the five (5) day allowance for excusing absences. Parents will then have ten (10) calendar days to appeal the unexcused absence. If no appeal is made within the ten (10) days of notice the actions as set forth in notice and attendance record will be final.

BEHAVIOR POLICY FOR SECONDARY 7-12

This policy consists of 5 categories:

- 1-Major Discipline
- 2-Minor Discipline
- 3-Dress Code
- 4-Truancy
- 5-Electronic Media

1. Major Discipline Behavior:

- Harassment (physical, sexual, verbal)
- R-rated swearing (f-word), comments, speech or lewd gestures
- Vandalism or destruction of property
- Possession of pornography in any form
- Threats or intimidation (bullying)
- Willful Disobedience

INFRACTION PROCEDURE:

- 1- First Offense – Strike 1 = 3 Day Suspension
- 2- Second Offense –Strike 2 = 5 Day Suspension
- 3- Third Offense – Strike 3 = Suspended until board meeting for Expulsion Hearing

2. Minor Discipline Behavior:

- Disruption of class
- Minor damage of property or equipment
- Rough housing (hitting, pushing, kicking, poking, holding, tripping, etc.)
- Swearing or hurtful language, written or spoken, being disrespectful or talking back to teachers or peers.
- Public display of affection (hugging, kissing, holding hands, sitting on laps or inappropriate touching)
- Throwing snowballs

INFRACTION PROCEDURE:

- 1- First Offense – Teacher record/Parent contact
- 2- Second Offense - Teacher record/Parent contact
- 3- Third Offense - Teacher record/Parent contact
- 4- 4-Fourth Offense – Send to the office – Strike 1 = 3 Day Suspension
- 5- Fifth Offense – Send to the office – Strike 2 = 5 Day Suspension
- 6- Six Offense – Send to the office – Strike 3 = Suspended until board meeting for Expulsion Hearing

Chewing gum on campus (parent contact)

- Classroom/Hallway/Outside = \$5.00
- Gym/Auditorium/Football field = \$25.00

3. Dress Code

Students are sent to the office

- 1- First Offense – Warning/Student contacts parent then fixes problem before returning to class
- 2- Second Offense - Warning/Student contacts parent then fixes problem before returning to

class
Third Offense - Warning/Student contacts parent then fixes problem before returning to class

- 3- Fourth Offense – Strike 1 = 3 Day Suspension
- 5- Fifth Offense – Strike 2 = 5 Day Suspension
- 6- Six Offense – Strike 3 = Suspended until board meeting for Expulsion Hearing

4. Truancy

- 1- First Offense – 5 hours of school service
- 2- Second Offense – Strike 1 = 3 Day Suspension
- 3- Third Offense – Strike 2 = 5 Day Suspension
- 4- Fourth Offense – Strike 3 = Suspended until board meeting for Expulsion Hearing

5. Electronic Media Devices

- 1- First Offense – Warning/Device confiscated until the end of the day
- 2- Second Offense - Warning/Device confiscated until the end of the day (parent pick up and sign form)
- 3- Third Offense – Device is confiscated until the end of the term (parent pick up and sign form)
- 4- Fourth Offense – Device is confiscated until the end of school year - Strike 1 = 3 Day Suspension
- 5- Fifth Offense – Any Device is confiscated until the end of school year - Strike 2 = 5 Day Suspension
- 6- Six Offense – Any Device is confiscated until the end of school year - Strike 3 = Suspended until board meeting for Expulsion Hearing

Mandatory Expulsion K-12

Administration Suspends and the Board Expels

- Carrying, bringing, using or possessing a deadly weapon. A deadly weapon includes, but is not limited to a firearm, loaded or unloaded; knife; bludgeon; or any other weapon or instrument, which when used in the manner intended to be used, is capable of causing death or serious bodily injury. Also, the possession, control, or actual or threatened use of a weapon, explosive, or noxious or flammable material including matches and lighters, is prohibited. A facsimile weapon will also be treated in the same manner and the student goes before the Board.
- The sale, exchange, distribution, or gift of drugs or controlled substances, as defined by state law, including anabolic steroids and prescription drugs, as defined in section 58-37b-2 of Utah Code, or drug paraphernalia, as defined in section 58-37 a-3 of Utah Code.
- The commission of an act which, if committed by an adult, would be robbery or assault, as defined by
- Use of possession of tobacco, drugs or alcohol. Students who are in possession of alcoholic beverages, as defined in section 32A-1-105 of Utah Code. Students who come to school intoxicated.
- Future enrollment of above-mentioned students, or any students who are expelled.

CAFETERIA USE

Students are expected to observe ordinary rules of etiquette and clean up. Minor or major discipline (depending on the offense) will apply for inappropriate behavior.

CALENDAR

The school's academic and event calendar can be found on our website at the following address:
www.americanleadership.net.

Days Students Are Not in School:

Labor Day September 2
Fall Break..... October 10-11
PC Comp Day..... November 27
Thanksgiving Break..... November 28-29
Christmas Break.... December 23 - January 1
Martin L. King Day..... January 20
Presidents Day February 17
PC Comp Day..... March 7 & 8
Spring Break..... April 9-11

Parent Teacher Conferences

Secondary 7-12

Parent-teacher conferences for grades 7-12 will be held from 4:00 p.m. -7:00 p.m. on the dates listed below. Conference locations will be announced.

- September 25, 2013
- December 4, 2013
- February 12, 2014

CLASS CHANGES

Completed student schedules will be available in August. In the event of a scheduling conflict with the student's schedule, the following times, options and procedures are available.

Counselors will be available to make schedule changes from 8-4 for the three weeks prior to the start of school.

During **walk in registration** in August, students will have the opportunity to fill out **Change Request Forms** or schedule times to meet with the counselors for the schedule changes.

However, **no schedule changes will be available during registration.**

After school begins, scheduled changes will only be done through official request forms. All requests are subject to class availability and are based on administrative approval. After the second Friday of the school year, there will be a \$10 fee for class changes. After the first week of September, class changes can only be made by a parent through the administration.

CLOSURE AND DELAY

While emergency school closure occurs infrequently, we are prepared with delayed start time and closure procedures when weather makes it necessary to send children home or when building systems malfunction, making the building unfit. During severe weather, tune in to local radio or TV for announcements regarding school closure or delayed opening.

COUNSELING DEPARTMENT

The Counseling Department for the High School is located in the High School building and the Counseling Department for the Junior High is located upstairs in the Junior High building. The offices will be open on school days from 8:00 a.m. to 4:00 p.m., or by appointment. In addition, the counseling offices will be open for the three weeks prior to the start of school. The Counseling Department assists students and parents with graduation requirements, class changes, scheduling, career exploration, and post-high school goals.

DISCIPLINE

Students at ILA are expected to act as examples and leaders in all settings. This includes making choices in accordance to the discipline policy, taking responsibility for their actions, and making sure their choices and actions don't cause a problem for someone else. We see future leaders in our students at ILA and hope to help them learn healthy interactions with peers and adults – skills that will serve them faithfully for life.

DRESS CODE PHILOSOPHY

By remaining true to the ILA dress code, we believe that students will be able to focus more fully on learning and discovering their talents and abilities. Students will not need to worry about distractions that often accompany fashion. We believe the dress code will help students focus on the heart and character of their classmates and themselves, versus that which is only seen externally. Dress Code fosters a safe environment.

ILA Dress Code

Colors - The official DRESS CODE colors of ILA are: **Red** (not maroon), **White**, **Navy Blue**, and **Black**.

Shirts

- 1- The official school shirt must have a collar and buttons with no logos, patches, lettering, and stripes of any kind.
- 2- Shirts must be solid in one of the official colors. (No see through shirts).
- 3- Short or long sleeves are acceptable.
- 4- Red, White, Navy Blue and Black undershirts, under armor turtlenecks, or camis without lace, lettering or logos of any kind may be worn underneath the official school shirt.
- 5- Shirts must be buttoned to a modest level.
- 6- Girl's shirts do not need to be tucked in. However, shirts must be long enough that no bare skin is showing at their midriff when standing, bending or sitting.
- 7- Boys in grades 7-12 must tuck their shirts in.
- 8- Other shirts cannot be layered on top of the official school shirt.

Pants and Skirts

- 1- Pants may be long pants, skorts, capris, skirts, jumpers or shorts.
- 2- Colors may be tan, navy blue or black, and must be solid in color with no contrasting colors of stitching.
- 3- No denim of any kind.
- 4- Pants may be Docker or cargo-style but must be sized appropriately and not tight fitting.

No low riding pants.

- 5- Knit pants or athletic pants such as sweats or warm-ups are not allowed.
- 6- All shorts, skirts, jumpers and skorts must be knee length or longer, and slits in a skirt may be no higher than the knee.
- 7- Pants and shorts must be hemmed at the bottom with no frayed edges and no holes.

Accessories

- 1- For boys, belts must be worn and must be solid brown or black leather style without rivets or weaves. If girls choose to wear a belt they also must be solid brown or black.
- 2- Belt buckles must be small with no graphics or logos.
- 3- Ties and scarves that are solid or patterned in school colors may be worn. No graphics, logos or lettering are allowed.
- 4- Socks must be matching in color. Girls may wear smooth, opaque, or cable knit tights, but no fishnet stockings.
- 5- Shoes must be a matching pair and have an ankle/heel strap. No flip-flops. No soft sole style slippers. No shoes with flashing lights, wheels, electronics, or character logos.
- 6- Leggings in red, white, navy blue and black will be allowed under dress code appropriate skirts, jumpers or skorts. (They may not be worn as pants or shorts.)
- 7- Hats, beanies, bandanas, distracting hair accessories, gloves or sunglasses may not be worn in class or within the building during school hours.
- 8- A minimum amount of jewelry is acceptable. Boys cannot wear earrings. No nose rings, tongue rings, gauges, placeholders, or other facial or body piercing are allowed. Tattoos are not allowed, and existing ones must be covered at all times. Fake tattoos are not allowed. All jewelry, if worn must be appropriate for school and must not be a distraction.
- 9- Backpacks may not display skulls, drug/alcohol, or gang pictures or references.

Jackets and Hoodies

Only jackets, coats or hoodies that are solid red, white, navy blue or black are allowed to be worn in the classroom unless it is a school issued jacket or hoodie.

Sweaters

Sweaters, cardigans, and vests may be worn. They must be solid in school colors red, white, navy blue or black without logos, lettering, graphics or stripes of any kind. An official school shirt must be worn underneath.

Blazers

Students may wear a solid black, red, or navy blue blazer without logos.

Additional Dress Code Guidelines

- 1- Students must adhere to the dress code during school hours and except under special circumstances that will be determined by the Administration.
- 2- Students are required to be in dress code attire (which includes activity uniforms) or athletic team practice attire during school hours.
- 3- Students must present a modest, clean, and neat appearance at all times. All clothing must be clean, appropriately sized and correctly worn. Clothing must be worn right-side out.
No torn or ripped clothing is permitted.
- 4- Hair must be kept neat, groomed and clean cut. No trendy, extreme hair styles or

unnatural looking hair colors. Boy's hair must be cut above the top of the shirt collar with bangs no longer than their eyes. Boys must be clean shaven. Hair styles must be appropriate for school. This is determined by the Administration.

- 5- Make-up must be appropriate for school. This is determined by the Administration.
- 6- Student dress code will be worn during field trips, unless otherwise stated by the Administration.
- 7- *Any dress code items not specifically covered are not allowed.*

Guidelines for Dress-Down Days

- 1- No skulls, no drug/alcohol/gang references.
- 2- Nothing offensive or inappropriate to the ILA conduct code.
- 3- Clothing must be clean and in good repair with no holes, frayed edges, rips, etc.
- 4- Clothing must fit appropriately. Nothing too tight or too baggy.
- 5- Modesty rules apply. Shirts must cover shoulders and midriffs. Shorts and skirts must come to the knee, and undershirts must be worn under low tops.
- 6- ILA sweats, generic sweats, and pajama pants are allowed as long as they fit the above rules.
- 7- Hats are allowed as long as they fit the above rules. Teachers are allowed to ask the student to remove the hat if it is a distraction.
- 8- No fake colored hair.
- 9- Jewelry (no spiked collars or chains).
- 10- Footwear (slippers and flip flops are ok).

Spirit Day Dress Code

Purpose: To encourage the ILA student community towards the common goal of belonging to something bigger than themselves, thus creating strong young leaders. Spirit dress day encourages students to demonstrate their school pride by wearing red, white or navy blue apparel to school.

Items That Are Allowed:

- 1- Red, white or navy blue polo shirts.
- 2- Red, white or navy blue spirit shirts.
- 3- ILA issued team or club shirts that are red, white or navy blue.
- 4- Red, white or navy blue pants.
- 5- Dress code pants.
- 6- ILA issued hat (teacher's discretion in the classroom).

EMERGENCY CONTACT INFORMATION

Each student **must have a current emergency procedure card on file** indicating person to be called in case of illness or emergency. It is important that the school be informed when home or work numbers or other contact numbers change. Also, a contact person other than the parent or guardian must be provided. Every effort will be made to notify parents or guardians in case of emergency, and those efforts will be documented by Administration.

EVALUATIONS AND ASSESSMENTS

ILA follows the Utah State policy on standardized testing. The following tests will be administered to assess student performance.

- Utah Performance Assessment System (UPASS)
- Student Achievement Guarantee in Education (SAGE)
- Iowa Test of Basic Skills (ITBS)
- American College Testing (ACT) – 11th grade

7TH-12TH GRADE FEE SCHEDULE

Required Fees (each student pays)	7 th - 8 th Grade	9 th - 12 th Grade
Book Fee	\$20.00	\$40.00
Activity Fee	\$25.00	\$35.00
Technology Fee	\$15.00	\$25.00
Core Classes	\$40.00	\$40.00
<i>General Fees</i>		
Yearbook	\$35.00	\$55.00
Parking Permit		\$10.00
Class Change Fee	\$10.00	\$10.00
Transcript	\$ 5.00	\$ 5.00
PE Uniform	\$15.00	\$15.00
<i>Parent Council</i>		
Parent Donation	\$ 5.00	\$ 5.00
Emergency Preparedness	\$ 5.00	\$ 5.00
<i>Class Fees</i>		
AP Classes Driver's Education	\$20.00 per class	
	\$150.00	
Full Year Electives	\$20.00 per class	\$20.00 per class
Half Year Electives	\$10.00 per class	\$10.00 per class

Note: All elective classes are subject to class fees, except tryout classes where a Participation Fee of \$80.00 or \$50.00 (depending on the class) is required. Course disclosure will provide details of additional fees.

EXTRACURRICULAR PARTICIPATION FEES*

Due at the beginning of each activity or season, maximum of \$150 per student

Football, Basketball, Volleyball, Track, Cross Country, Soccer, Wrestling, Baseball, Softball	\$80.00
Color Guard, Drill Team, Cheer, Golf, Speech & Debate, Concert Choir (JH or HS), Show Choir (JH or HS), Concert Choir, Musical Dance Theatre, Drama IV, Symphonic Band, Rock Band, ILA Symphony, Dance Company, Ballroom Company, Hip Hop Company	\$50.00

* All coaches, teachers, directors, etc. are required to have a mandatory meeting with parents and students disclosing all fees including player packs, costumes, etc. Fees may be collected at these meeting. All fees **MUST** be paid before participation.

Refunds on fees are not given if a student exits the school before the end of the year.

FIELD TRIPS

Students are expected to obey all ILA rules, including dress code (unless otherwise stated by Administration) while on field trips off campus. Other off-campus activities will be considered on a case-by-case basis with respect to ILA's dress code. Students may be denied field-trip privileges for misbehavior and/or delinquent assignments. Students are required to be respectful, compliant, and courteous to the bus driver or parents providing transportation and/or supervision on any given trip.

A permission and emergency medical form will be sent home prior to the scheduled trip, and must be completed for each individual and returned to school before a student may participate in the trip. Each trip will require a new form. Phone permission is not sufficient and will not be accepted.

Field trips utilizing parental transportation, require that each parent providing transportation must watch the Defensive Driving Video and fill out an authorization form. This form, along with a copy of insurance coverage and a valid driver's license must be presented. Drivers must agree to enforce usage of safety belts for all children. Forms are available at the school.

GRADING POLICY

The purpose of providing grades at International Leadership Academy is to assess levels of skills and understanding, while providing an informative structure that aids the learning process. Our goal is to clearly communicate to students and families the grading practices of the school.

Formative and Summative Assessments Summary

Highland Park utilizes both formative and summative assessments in order to gain insight on student learning. The teacher continuously assesses the students' learning before and throughout the unit.

Formative assessments take place frequently, as they serve as a tool to inform and improve the teaching process. These assessments prepare for the summative assessment. *Examples* of formative assessments are quick writes, daily homework, quizzes, journals, some labs, class discussion, and think-pair-shares. Formative assessments will be worth *30% of the overall grade* for the marking period.

Summative assessments typically take place at the end of a unit and provide opportunities for the student to demonstrate his/her knowledge, understanding of concepts, and/or skills while answering the unit guiding question based on the chosen standards (local, state and national) and MYP Areas of Interaction. *Examples* of summative assessments are tests, projects, presentations, and essays. The majority of the students' grade should reflect the levels of

achievement gained in summative assessments. Summative assessments will be worth 70% of the overall grade for the marking period.

HP Grading Scale (%)

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 - 69

N = 59 or below

A passing grade to earn credit is 60%

Grading Late Assessments

Students are expected to complete and submit assigned work on time. For any reason that work is not on time, it is the responsibility of the student who has missed class(es) to find out from the teacher what work he/she has missed, including the details of assessment tasks. This should be done on the day of the student's return.

Excused late work

Late work due to *excused absences* will not be penalized. As a general rule, an extra day will be given to turn in work for every excused absence. Highland Park recognizes the following reasons as excused: Illness, medical treatment, observances required by student's religion, extreme family emergency, funeral of a close family member, or participation in an approved school activity. Dismissals and suspensions are considered an excused absence, in accordance with the district policy. It is the responsibility of the parents and students to verify excused absences (except for school sponsored activities, dismissals or suspensions). Absences will be assumed to be unexcused until an excused absence is verified.

Unexcused Late Work

Late work due to *unexcused* absences will be subject to a reduction in credit. Unexcused absences are any absences other than those that are considered excused. These include truancy, family vacation, work (at home or a job), oversleeping, missing the bus or ride, or any absence where a student does not have a documented reason.

Formative assessments completed and submitted after the due date will be reduced up to and no more than 50 % of the assessment's earned score. For example, a student who earns a score of 40/50 points on an assignment, but turns it in late (unexcused), will receive up to a 50% reduced score for a total of 20/50 points. The window for turning in late *formative assessments* is five (5) school days from the due date (if the student was in class when the assignment was given) or from the date of the student's return (if the student was absent when the assignment was given). After this time, work will be given no credit. An exception to this guideline is at the end of a quarter. Late formative assessments that have not been turned in five (5) school days prior to the end of a quarter will be given no credit or zero. Note that since formative assessments are given a 30% weight on the grade, a student still is able to achieve above passing scores through the summative assessments.

Summative assessments submitted after the due date will be reduced up to and no more than 25% of the earned score. For example, a student who earns a score of 80/100 on a project, but turns it in late (unexcused), will receive up to a 25% reduced score for a total of 60/100 points. The window for turning in late *summative assessments* is five (5) school days from the due date (if the student was in class when the assignment was given) or from the date of the student's return

(if the student was absent when the assignment was given). After this time, work will be given no credit. An exception to this guideline is at the end of a quarter. *Summative assessments* turned in late after the end of a quarter due to an **unexcused** absence will not be given credit.

Academic Integrity

Cheating:

Definition: Cheating is the use of any resource not allowed by an instructor to aid in the taking of an exam or in the completing of an assignment. This includes, but is not limited to, copying answers, inappropriately consulting with another person regarding test content or taking any other action which unfairly aids oneself or another person.

Evidence: witnessed by teacher, copies of suspicious work, other documentation.

Consequences:

1st Offense:

- 1- The student's work will be confiscated and the student will receive no credit.
- 2- A conference will be held with the parent/guardian, the teacher, and the counselor.

2nd Offense:

1. The administrator will notify the parent/guardian immediately.
2. The student will receive an N for the course and be removed from the course.

Incorrect Documentation:

Definition: A poor attempt at giving credit to the source, using insufficient or incorrect information. Instruction in proper documentation will be given in all classes.

Consequences:

1st Offense:

1. The student will be asked to correct the work.
2. A parent/guardian conference will be held with the teacher.
3. The student will be required to attend an after-school documentation class.

Further Offenses: Any further offense will be regarded as plagiarism.

Plagiarism:

Definition: Plagiarism is an idea or work that is not common knowledge and is submitted as the student's own work, without giving due credit to the original source. This act can be intentional or unintentional. Work is defined as, but not limited to: a quote, a phrase, complex idea, research, table, chart, graphic, text, internet resource, paper, or thesis. Paraphrasing of any of the above without proper citation is also plagiarism.

Evidence: Copies of plagiarized material, highlighted passages which are suspicious, other documentation.

Consequences:

1st Offense:

1. The student will receive no credit for the assignment.
2. A conference will be held with the teacher, the counselor, and the student.
3. The student will be required to attend an after school documentation class.

2nd Offense:

1. The administrator will notify the parent/guardian immediately.
2. The student will receive an 'N' for the course and be removed from the course.
3. A report will be made to the National Honor Society.

Notes:

1. A record of each student's academic violation(s) (Cheating, Incorrect Documentation or Plagiarism) will be maintained by the SLC administrator.
2. Appeals may be made within 15 days to the principal regarding consequences of these violations.
3. On the second offense of any violation, all of the student's teachers will be notified.

HOURS

For grades 7-12, school will be dismissed at 3:15 p.m. Optional classes are offered 7:30 a.m. - 8:40 a.m. and 3:20 p.m. - 4:30 p.m. Office hours are Monday – Friday from 8:00 a.m. to 4:00 p.m., during days of regular school operation. School will dismiss at 2:00 p.m. each Wednesday to accommodate Professional Learning Communities (PLC's) for teachers. The office is closed during holidays. Voice mail is available at all times.

INTERNET POLICY

The purpose of computers at ILA, aside from distance-based learning programs, or for use with courses that specifically utilize technology, is primarily as a research tool.

The Internet is one way for students to obtain information. Please note that students are cautioned not to plagiarize (a breach of the honor code), as there are many Internet web sites from which to obtain information. The use of the Internet is to provide students with access to information that assists in their education. Users are responsible to ensure their activities adhere to these uses and generally accepted educational and ethical standards. To the extent practical, steps shall be taken to promote the safety and security of users of the International Leadership Academy online computer network when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. Students and parents will sign a computer use agreement that is kept on file.

ILA utilizes appropriate Internet filtering technology to protect minors from obscene or harmful material. ***Please note: In compliance with the Children's Internet Protection Act, ILA has installed a content filtering system. All Internet traffic must pass through this filtering system. Any attempt to bypass content filtering is a violation of the Computer Use Agreement.*** In addition to Internet filtering, adult supervision of students on the Internet is required, and the System Administrator monitors access to appropriate sites on the World Wide Web.

It is the responsibility of all members of the ILA staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with the official ILA Internet Safety Policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21st Century Act.

The use of the schools computer network is a privilege, not a right. Students will receive age

appropriate training in the acceptable use of Internet services including safety, appropriate behavior while online, on social networking Web sites and in chat rooms. Cyber bullying awareness and response will be included in the training. Inappropriate use will result in restriction or cancellation of privileges and will be subject to the school's disciplinary code.

LOCKERS

Student lockers are the property of ILA. Lockers may be periodically inspected, without notice, for illegal items, stolen property, or potentially harmful items. Students should not leave money or valuable items in lockers. Students should not attach anything to the front of their locker.

Students will be financially responsible for any loss or damage to their locker if it is left unlocked. A locker agreement must be signed by parent/guardian prior to a student receiving a locker.

LIBRARY

Libraries are located in both the elementary and secondary schools. The elementary library is located in the elementary building across from the main office. The secondary library is located in the High School. Library materials are available for checkout. Students will be charged for the replacement of lost, damaged or destroyed materials. Replacement costs will be as follows:

- Book with listed price: Cost
- Lost Text Books - \$50
- Damage charges will be levied in relation to the amount of damage and its effect on the usability of the material. Damage costs may not exceed the cost of replacing the material.

LOST AND FOUND

In order to help the school return lost items to students, please label coats, backpacks, jackets, and other items with your child's name. All lost items will be placed in the lost and found in the building where they were found. Items will be kept for 90 days, after that time they will be donated to a second-hand store.

MEDICAL NEEDS

The school utilizes reasonable precautions to ensure a healthy environment. Please keep your child home if they have one or more of the following:

- A fever of 100 degrees or more
- Vomiting and/or diarrhea
- Conjunctivitis (pink eye)
- Stomach pain
- Sore throat
- Rash
- Head lice

Be sure your child is free of symptoms mentioned for at least 24 hours before returning to school. Some communicable diseases require a longer exclusion from school.

When a child becomes ill at school, they will be isolated from other children. The parents will be notified, and the child must be picked up. If a parent cannot be reached, their emergency contact person will be called. In case of a more serious injury or illness, 911 will be contacted for necessary medical assistance, and the parents/guardians will be notified immediately. Emergency personnel will decide if the child should be transported to a hospital.

Prescription medication and over-the-counter drugs will be administered to students at school only on the specific written request of the student's parents or guardian. A student Medicine Request Release Agreement form is required.

- The parent or guardian must deliver all medications to the school. Medications are to be hand-delivered to the school nurse. Students are not to carry medications to or from school at any time.
- All medications are to be delivered in the original pharmacist or manufacturer-labeled container. Any medication not delivered in the appropriate containers cannot be administered and will be returned to the parent/guardian.
- All medications will be kept in the nurse's office.
- Unused medications must be picked up by the parent/guardian at the end of the school year, or they will be discarded.
- An ILA school employee will assist with this, should the nurse be unavailable.
- Ibuprofen or acetaminophen may be requested by a student at school if they call their parent or guardian and get permission to be given this medication. The child's name and the medication given are kept on file.

PARKING PERMIT

Students must have a parking permit displayed on the rearview mirror of their vehicle to park on school property. To obtain the parking permit, a student must have a current vehicle registration, valid driver's license, pay a \$10 fee and sign a parking agreement. This may be done when school fees are paid or at the front desk in the Junior High. If the parking agreement is violated, a student's car may be ticketed or parking privileges may be revoked.

RELEASE TIME

ILA is a public school willing to work with all denominations in a release-time program. Currently, the LDS Seminary release-time program is available adjacent to campus for those students desiring to attend. Instructors will be provided by the LDS Church Educational System beginning with 9th grade. Students will be issued report cards from the Seminary Program of the LDS Church.

REQUIRED CORE CLASSES AND ELECTIVES

ILA requires 28 credits for graduation. For a complete listing of graduation requirements, please contact the Counseling Office in the High School building.

ILA Graduation Requirements include the following:

- 4.0 credits of English, Mathematics, Science and Social Studies.
- 2.0 credits of Health/Physical Education
- 1.5 credits of Fine Arts

- 1.0 credits of Career and Technical Education (CTE)
- .5 credits of Computer Technology, Leadership 11, and Financial Literacy
- 6.0 credits of additional electives.

ILA offers a variety of electives and encourages students to take advantage of the strong CTE, Fine Arts, World Language, and Physical Education Departments to fulfill electives.

Ed-Net, Concurrent Enrollment and AP classes are also available for college credit. Contact the Counseling Department for specific graduation requirements.

See the ILA website www.ilaschool.org for a comprehensive course catalog.

CLASS SCHEDULES

7-12 Grade Schedules: The class schedule follows an A/ B format, with five class periods per day. Monday/Wednesday (A- Days), Tuesday/Thursday (B- Days). Friday's (Alternate A/B Days). Please check the school calendar on the website for the schedule.

Class Periods Are Scheduled As Follows For A/B Days:

Early morning (optional).....	7:30 a.m. - 8:40 a.m.
A-1 / B-1	8:45 a.m. - 9:50 a.m.
A-2 / B-2	9:55 a.m. - 11:10 a.m.
A-3 / B-3	11:15 a.m. - 12:20 p.m.
Lunch	12:20 p.m. - 12:55 p.m.
A-4 / B-4	1:00 p.m. - 2:05 p.m.
A-5 / B-5	2:15 p.m. - 3:15 p.m.

Early-Out Schedule

Every Wednesday beginning the second week of school. Students will be dismissed from school at 2 p.m. in order to facilitate Professional Learning Communities (PLC's).

Early-out bell schedule:

A-1/B-1	8:45 a.m. - 9:37 a.m.
A-2/B-2.....	9:42 a.m. - 10:34 a.m.
A-3/B-3	10:39 a.m. - 11:31 a.m.
A-34B-4	11:36 a.m. - 12:28 p.m.
Lunch	12:28 p.m. - 1:03 p.m.
A-5/B-5	1:08 p.m. - 2:00 p.m.

TRANSCRIPTS

Transcript Request:

1. Filling out the Official Transcript Request Form. (Available in the counseling office or on line.)
2. Transcript can be picked up in person, faxed or mailed.
3. The first transcript is free, each additional transcript is \$5.
4. Transcripts sent to Colleges or Universities are free.

5. Faxed transcripts may not be considered official documents by the receiving institution. Student is responsible for knowing the policy of the receiving institution before sending a faxed transcript.
6. Faxes will not be sent outside the United States.
7. All transcript requests are processed in the order in which they are received regardless of the method by which they are requested.

SPECIAL EDUCATION

There are as many diverse learning needs as there are students. We feel that each and every student is deserving of attentive educational consideration, whether served by an IEP (Individualized Education Program) or not.

In the Special Education Program, students work together with peers, teachers, and other staff to reach goals specified in their IEP and to understand their learning styles and strengths. The Special Education Department at ILA works to guide the individual student through possible difficulties within the educational process and helps them strive toward their goals. All students are served according to existing and applicable laws.

STUDENT VISITORS

Students are not allowed to bring another student as a visitor to ILA. If students want to visit, they may come with a parent and approval from the Administration.

VISITATION AND OBSERVATION

Parental access to teachers and Administration at ILA is vital to our success. An orderly approach to parent/teacher/Administration contact is necessary to provide a quality environment and carry out the school's mission. Parents of enrolled students are welcome to visit the school at any time.

Please observe the following guidelines:

- Parents are advised to contact the front office and make an appointment to meet with the teacher. This will avoid conflicts with testing, etc.
- Only one observation per instructional area will be scheduled at any given time.
- When arriving at ILA for a visit, or observation period, parents and visitors need to sign in at the Administration office, get a nametag, and inform the Administrative staff as to the purpose and location of their visit before proceeding to classrooms or other areas.
- For the safety of our students, no one may proceed beyond the office area until permitted to do so.
- Observation periods are to be used only for observing. Comments or discussion regarding what is observed can be scheduled at a conference with the teacher and/or an administrator at a later time.
- The teacher and students should not be interrupted during the observation period. To maintain an optimal learning environment, parents are asked not to interact with students unless directed to do so by the teacher.
- Other children are not permitted to accompany an observer in the classroom, nor can they be left in the ILA office or building. Arrangements must be made for the proper care of siblings or other charges during the observation periods.

SCHEDULED VISITORS/GUESTS

Class speakers and specialists are welcome. Teachers that have scheduled a class visitor are responsible to submit the visitor list via email to the front desk prior to the anticipated visit. The front desk will prepare a nametag and facilitate sign-in for the invited guest.

VOLUNTEER HOURS

Parents of students at International Leadership Academy commit to providing 40 volunteer hours. In lieu of performing this volunteer work, parents may pay \$300.00 for the 40 hours or \$7.50/per hour for any portion of the 40 hours.