



## MEETING AGENDA - iLEAD Agua Dulce Board

Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all of the Board members shall be available for public inspection at the main office of the school between 9:00 am and 3:30 pm.

### Meeting

**Meeting Date** Wednesday, June 28, 2023  
**Start Time** 5:00 PM  
**End Time** 6:00 PM  
**Location** Address: 11311 Frascati Street, Agua Dulce, CA 9190  
Zoom Meeting: <https://zoom.us/j/5395735793>  
Meeting ID: 539 573 5793  
Dial in Number: 1-669-900-6833

**Purpose** Regular Scheduled Meeting

### Agenda

#### 1. Opening Items

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1.1. Call The Meeting To Order	(5:00 PM - 5:00 PM)
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1.2. Roll Call	(5:00 PM - 5:00 PM)
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1.3. Pledge Of Allegiance	(5:00 PM - 5:00 PM)
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1.4. Approve Agenda	(5:00 PM - 5:00 PM)
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**Due date:** 6/29/2023

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1.5. Approve Minutes	(5:00 PM - 5:00 PM)
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**Due date:** 6/29/2023

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#### Documents

- Minutes-2023-06-21-v1.pdf
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#### 2. Public Comments

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2.1. Public Comments	(5:00 PM - 5:00 PM)
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The public may address the iLEAD Agua Dulce governing board regarding any item within the Board's jurisdiction whether or not that item appears on the agenda during this time. If you wish to address the Board, please complete a public comment card. Comments for the public will be limited to 3 minutes.

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#### 3. Consent Items

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3.1. ELA Contract Over \$10,000	(5:00 PM - 5:00 PM)
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Replenishing student workbooks for the ELA Open Up Resource curriculum and purchasing trade books for additional classes.

**Due date:**

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## 4. Hearing

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### 4.1. LCAP Hearing

(5:00 PM - 5:00 PM)

Allow public input regarding the Local Control Accountability Plan and Budget.

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## 5. Action Items

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### 5.1. LCAP and Local Indicators

(5:00 PM - 5:00 PM)

Discuss and take action on the 2022 - 2023 Local Indicators and 2023 - 2024 LCAP.

**Due date:** 6/28/2023

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### 5.2. LCAP Federal Addendum

(5:00 PM - 5:00 PM)

Discuss and take action on the 2023 - 2024 LCAP Federal Addendum.

**Due date:** 6/28/2023

Documents

- Agua Dulce ATSI Federal LCAP Addendum 2023.pdf
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### 5.3. 2022-2023 Estimated Actuals & 2023-2024 Budget

(5:00 PM - 5:00 PM)

Discuss and take action on the Estimated Actuals and projected budget.

**Due date:** 6/28/2023

Documents

- EstimatedActuals2223.PreliminaryBudget2324.MYP\_ForBoard.pdf
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### 5.4. Revised Fiscal Policy

(5:00 PM - 5:00 PM)

Discuss and take action regarding the revised fiscal policy.

**Due date:** 6/28/2023

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### 5.5. Special Education Shared Resource Agreement

(5:00 PM - 5:00 PM)

Discuss and take action regarding the revised iLEAD CA Sp. Ed. Shared Service Agreement.

**Due date:** 6/28/2023

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### 5.6. Food Service MOU

(5:00 PM - 5:00 PM)

Discuss and take action on the Food Services MOU.

**Due date:** 6/28/2023

Documents

- MOU for Self Operation 23-24.pdf
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## 5.7. Family Guidebook

(5:00 PM - 5:00 PM)

Discuss and take action regarding the 2023-2024 Family Guidebook.

**Due date:** 6/28/2023

### Documents

- iAD 2023-2024 iLEAD Schools Family Guidebook .pdf

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## 5.8. 2023-2024 Insurance Policies

(5:00 PM - 5:00 PM)

Discuss and take action regarding the 2022-2023 insurance policies.

**Due date:** 6/28/2023

### Documents

- iLEAD 23-24 Premium Allocations - Agua Dulce.pdf

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## 5.9. Extended Learning Opportunities

(5:00 PM - 5:00 PM)

Discuss and take action regarding the ELO-P for learners .

**Due date:** 6/28/2023

### Documents

- iLEAD Agua Dulce - ELO - P(rogram) (2).pdf

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# 6. Board Comments

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## 6.1. Board Comments

(5:00 PM - 5:00 PM)

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# 7. Closing Items

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## 7.1. Next Meeting Date 9/12/23

(5:00 PM - 5:00 PM)

Our next meeting is scheduled for September 12th at 5PM.

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## 7.2. Adjournment

(5:00 PM - 5:00 PM)

**Please note:** items on the agenda may not be addressed in the order they appear. The Board of Directors may alter the order at their discretion.

- **Board Room Accessibility:** The Board of Directors encourage those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services to participate in the public meeting, please contact the office at least 48 hours before the scheduled Board of Directors meeting so that we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132).]

*The Secretary of the Board of Directors, hereby certifies that this agenda was publicly posted 72 or 24 hours prior to the meeting as required by law.*



## MEETING MINUTES - iLEAD Agua Dulce Board

### Meeting

**Date** Wednesday, June 21, 2023  
**Started** 5:02 PM  
**Ended** 6:19 PM  
**Location** Address: 11311 Frascati Street, Agua Dulce, CA 9190  
Join Zoom Meeting <https://us02web.zoom.us/j/3858775783>  
Meeting ID: 385 877 5783  
Dial in Number: 1-669-900-6833

**Purpose** Regular Scheduled Meeting  
**Chaired by** Christine Johnson  
**Recorder** Nicole Higdon

### Minutes

## 1. Opening Items

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### 1.1. Call The Meeting To Order

Meeting was called to order at 5:02PM.

**Status:** Completed

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### 1.2. Roll Call

Present: Christine Johnson

Present: Mary Johnson

Present: Michelle Guzman

Absent: Kurt Knechtel

**Status:** Completed

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### 1.3. Pledge Of Allegiance

The Pledge of Allegiance was recited.

**Status:** Completed

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### 1.4. Approve Agenda

Motion: Mary Johnson

Second: Michelle Guzman

Absent: Kurt Knechtel

Motion passed unanimously.

**Due date:**



**Status:** Completed

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### 1.5. Approve Minutes

Discuss and take action on the Board Meeting Minutes.

Motion: Mary Johnson

Second: Michelle Guzman

Absent: Kurt Knechtel

Motion passed unanimously.

**Due date:**

**Status:** Completed

Documents

- Minutes-2023-05-09-v1.pdf
- 

## 2. Public Comments

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### 2.1. Public Comments

The public may address the iLEAD Agua Dulce governing board regarding any item within the Board's jurisdiction whether or not that item appears on the agenda during this time. If you wish to address the Board, please complete a public comment card. Comments for the public will be limited to 3 minutes.

No comments were made

**Status:** Completed

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## 3. Consent Items

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### 3.1. Personnel Report

Motion: Mary Johnson

Second: Michelle Guzman

Absent: Kurt Knechtel

Passed unanimously.

**Due date:**

**Status:** Completed

Documents

- 6.21.23\_AguaDulcePersonnelReport.pdf
- 

### 3.2. Check Register

Motion: Mary Johnson

Second: Michelle Guzman

Absent: Kurt Knechtel



Passed unanimously.

**Due date:**

**Status:** Completed

Documents

- iAD\_Payment Register Summary\_20230614.pdf
  - iAD\_Payment Register\_20230614.pdf
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## 4. Discussion And Reports

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### 4.1. School Director Report

Lisa Latimer, Site Director, gives her report and answered questions of the Board. Her report included an update on the glider project, Jamboree, and we ended the year with the Kindergarten and 8th grade celebrations. Regarding facilities, we had wifi issues during testing and the bungalows are still affected as of now. In addition we had plumbing issues and we had workers on site for a couple days. The AD district will be taking care of the septic lines, which is the issue. On the personal report it won't reflect the changes in high School, a position was eliminated and a couple new teacher of record were hired for ELA and Science. Both third grade teachers are leaving, one is moving to Temecula, and the other teacher is going back to school to become a counselor and her program will not permit her to work as a teacher while she is in school.

**Status:** Completed

Documents

- Site Director Board Report - .pdf
- 

## 5. Closed Session

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### 5.1. Public Employee Performance Evaluation

Gov. Code section 54957(b)(1): School Director

**Status:** Completed

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### 5.2. Report of Closed Session

Nothing to report.

**Status:** Completed

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## 6. Action Items

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### 6.1. School Director Employment Agreement

Discuss and take action regarding the School Director employment agreement.

Mary Johnson makes a motion to approve the Site Director contract for the 2023-2024 school year, beginning July 1, 2023 and concluding on June 30, 2024. The School Director's annual pay as increased 10% for annual salary of \$112,639.05. She will be entitled to participate in the employee benefits program at the same rate the employer will pay all current employees, which will be \$710 per month starting July 1st.

Motion: Mary Johnson

Second: Michelle Guzman



Absent: Kurt Knechtel

Passed unanimously.

**Due date:**

**Status:** Completed

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## 6.2. Camera Policy

Discuss and take action regarding Camera Policy.

Kim Lytle, iLEAD Support Provider, explains the camera policy and answered questions of the Board. Lisa Latimer, Site Director, explains that it is primarily for the animals.

Motion: Mary Johnson

Second: Michelle Guzman

Absent: Kurt Knechtel

Passed unanimously.

**Due date:**

**Status:** Completed

Documents

- iLEAD Agua Dulce Camera Policy.pdf
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## 6.3. Shared Resource Agreement

Discuss and take action regarding the revised iLEAD CA Service Agreement.

Kim Lytle, iLEAD Support Provider, presented the agreement and answered questions of the Board. iCA took on MLN tasks and legal has looked at the document.

Christine Johnson asks Lisa Latimer, Site Director, her opinion and she said her only concern is marketing and getting the 30 second vignettes she requested. She goes on to say the social media help with Emily Steele has been amazing.

Mary Johnson mentioned the initial idea was to do a renewal every year, but this is a three year contract. The Board agreed to approve as the latest edition, but this will be discussed and reviewed in the March 2024 meeting.

Motion: Mary Johnson

Second: Michelle Guzman

Absent: Kurt Knechtel

Passed unanimously.

**Due date:**

**Status:** Completed

Documents

- iCA Service Agreement July 2023(7004719.2).pdf
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## 6.4. Special Education Resource Agreement

Discuss and take action regarding the revised iLEAD CA Sp. Ed. Shared Service Agreement.



The motion is to table this item until documents are available.

Motion: Mary Johnson

Second: Michelle Guzman

Absent: Kurt Knechtel

Passed unanimously.

**Due date:**

**Status:** Completed

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## 6.5. 2023-2024 Board Meeting Dates

Discuss and take action regarding the 2023 - 2024 Board Meeting Dates.

Kim Lytle, iLEAD Support Provider, reviews the Board Meeting Dates and answered questions of the Board.

Motion: Mary Johnson

Second: Michelle Guzman

Absent: Kurt Knechtel

Passed unanimously.

**Due date:**

**Status:** Completed

Documents

- 2023-2024 Board Calendar-iLEAD Agua Dulce (1) (2).pdf
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## 7. Board Comments

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### 7.1. Board Comments

Mary Johnson is resigning and the June 28th meeting will be her last meeting. She feels her purpose has been fulfilled.

**Status:** Completed

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## 8. Closing Items

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### 8.1. Next Meeting Date - June 28 @ 5:00

The next meeting is scheduled for June 28th at 5PM.

The next meeting date is June 28th at 5PM.

**Status:** Completed

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### 8.2. Adjournment

The meeting was adjourned at 6:19PM.

**Status:** Completed

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# LCFF Budget Overview for Parents

Local Educational Agency (LEA) Name: ILEAD Agua Dulce

CDS Code: 19753090138297

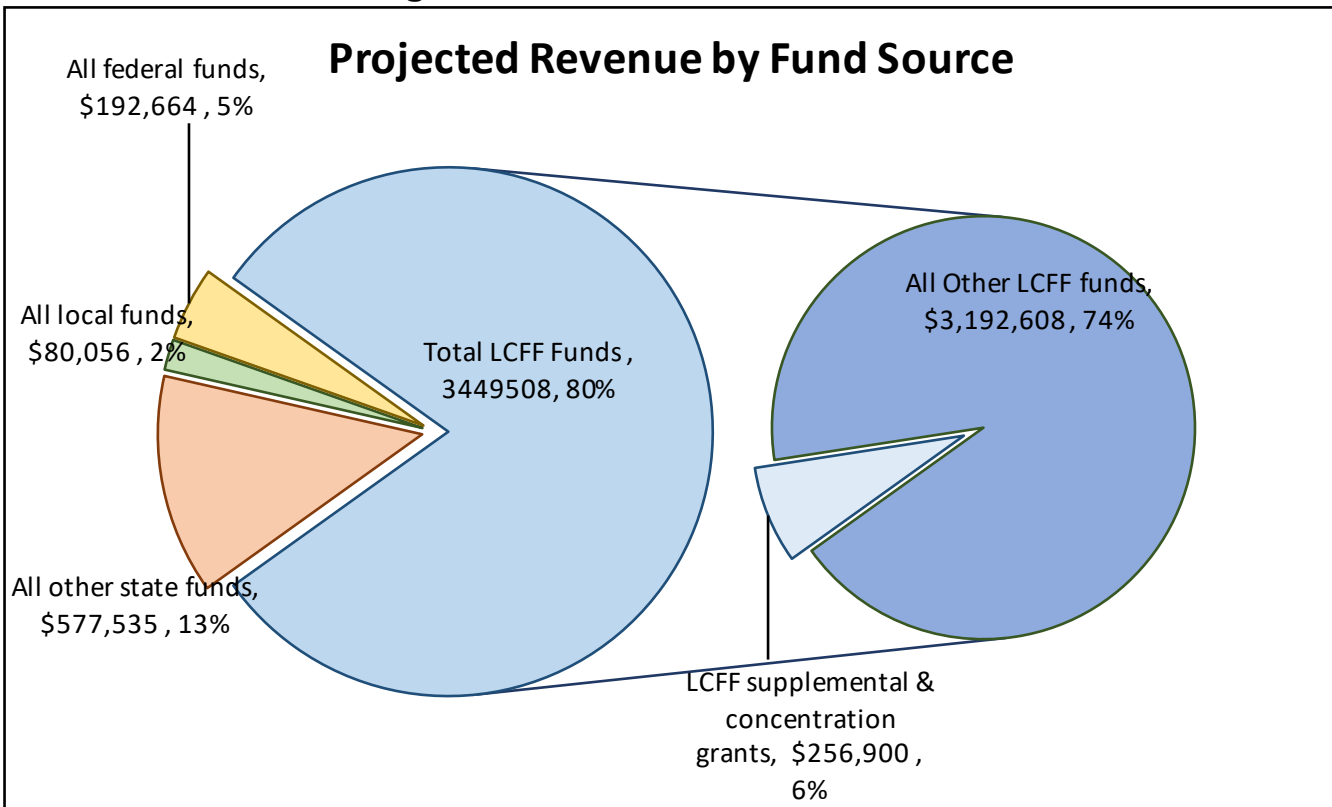
School Year: 2023 – 2024

LEA contact information: [Enter LEA contact "Lisa Latimer661-433-0955director@ileadaguadulce.org" informa

School districts receive funding from different sources: state funds under the Local Control Funding Formula (LCFF), other state funds, local funds, and federal funds. LCFF funds include a base level of funding for all LEAs and extra funding - called "supplemental and concentration" grants - to LEAs based on the enrollment of high needs students (foster youth, English learners, and low-income students).

## Budget Overview for the 2023 – 2024 School Year

### Projected Revenue by Fund Source

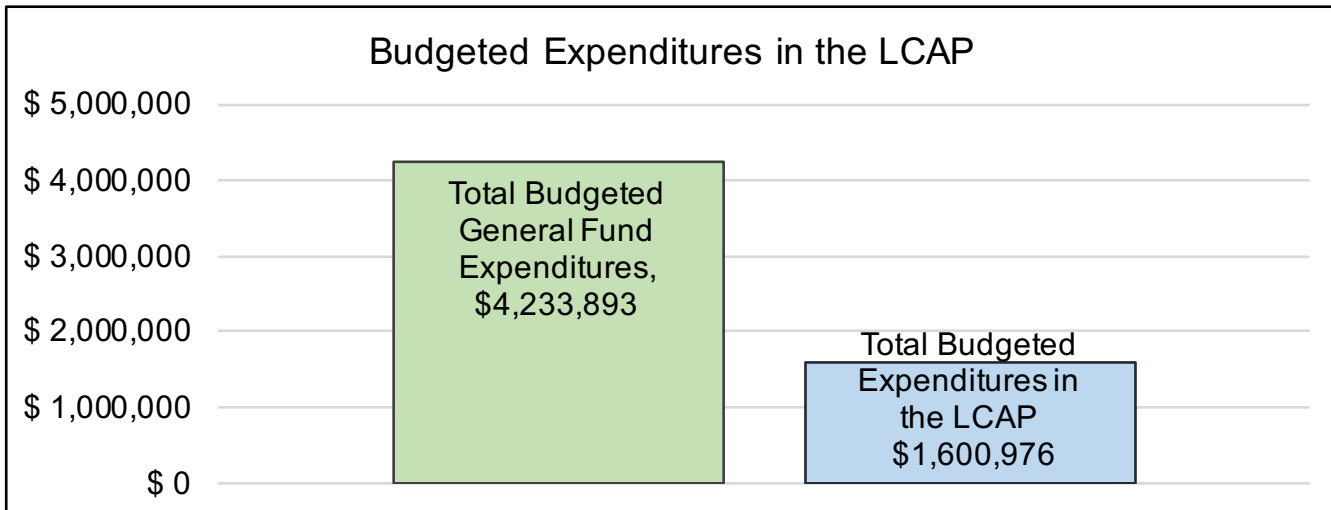


This chart shows the total general purpose revenue ILEAD Agua Dulce expects to receive in the coming year from all sources.

The text description for the above chart is as follows: The total revenue projected for ILEAD Agua Dulce is \$4,299,763.00, of which \$3,449,508.00 is Local Control Funding Formula (LCFF), \$577,535.00 is other state funds, \$80,056.00 is local funds, and \$192,664.00 is federal funds. Of the \$3,449,508.00 in LCFF Funds, \$256,900.00 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).

The LCFF gives school districts more flexibility in deciding how to use state funds. In exchange, school district must work with parents, educators, students, and the community to develop a Local Control and Accountability Plan (LCAP) that shows how they will use these funds to serve students.

# LCFF Budget Overview for Parents



This chart provides a quick summary of how much ILEAD Agua Dulce plans to spend for 2023 – 2024. It shows how much of the total is tied to planned actions and services in the LCAP.

The text description of the above chart is as follows: ILEAD Agua Dulce plans to spend \$4,233,893.00 for the 2023 – 2024 school year. Of that amount, \$1,600,976.47 is tied to actions/services in the LCAP and \$2,632,916.53 is not included in the LCAP. The budgeted expenditures that are not included in the LCAP will be used for the following:

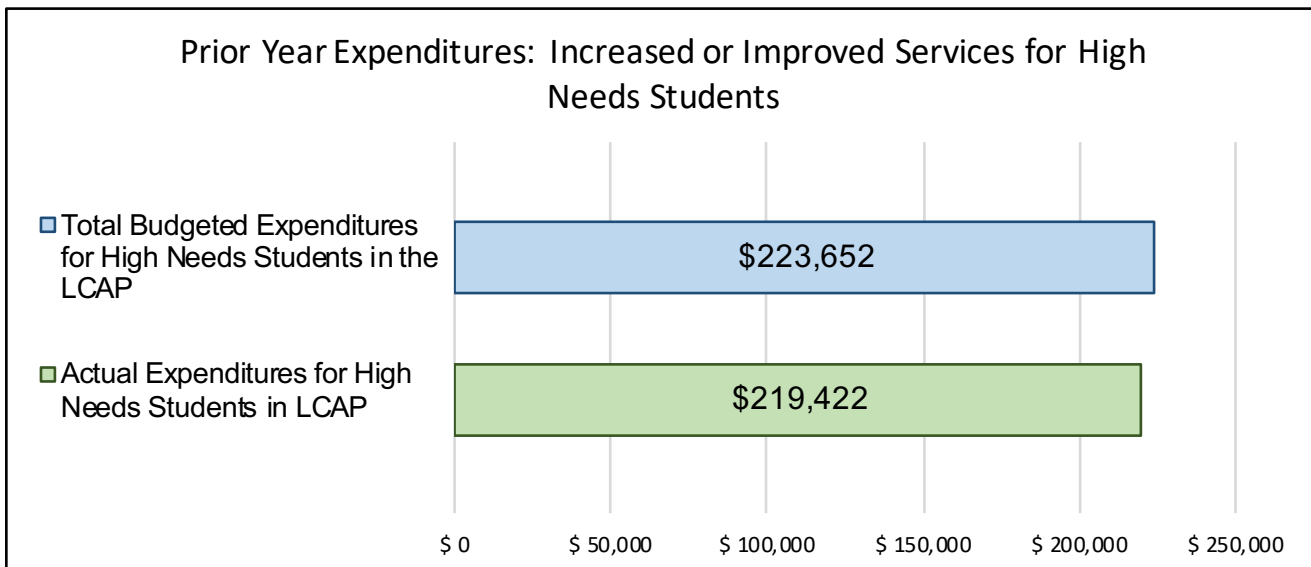
Expenditure not in the LCAP consists of net income designated for economic uncertainties recommended by the district and other sources such as legal, business services fees, banking, audit and district fees.

## Increased or Improved Services for High Needs Students in the LCAP for the 2023 – 2024 School Year

In 2023 – 2024, ILEAD Agua Dulce is projecting it will receive \$256,900.00 based on the enrollment of foster youth, English learner, and low-income students. ILEAD Agua Dulce must describe how it intends to increase or improve services for high needs students in the LCAP. ILEAD Agua Dulce plans to spend \$256,900.00 towards meeting this requirement, as described in the LCAP.

# LCFF Budget Overview for Parents

## Update on Increased or Improved Services for High Needs Students in 2022-2023



This chart compares what ILEAD Agua Dulce budgeted last year in the LCAP for actions and services that contribute to increasing or improving services for high needs students with what ILEAD Agua Dulce estimate it has spent on actions and services that contribute to increasing or improving services for high needs student in the current year.

The text description of the above chart is as follows: In 2022-2023, ILEAD Agua Dulce's LCAP budgeted \$223,652.00 for planned actions to increase or improve services for high needs students. ILEAD Agua Dulce actually spent \$219,422.00 for actions to increase or improve services for high needs students in 2022-2023. The difference between the budgeted and actual expenditures of \$4,230.00 had the following impact on ILEAD Agua Dulce's ability to increase or improve services for high needs students:

The difference between budgeted and actual expenditures to increase or improve services in 2022-2023 is due to a difference between projected revenue and P2 calculated revenue. All estimated actual expenditures were spent increasing and/or improving services for high needs students.

# Local Control and Accountability Plan

The instructions for completing the Local Control and Accountability Plan (LCAP) follow the template.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
iLead Agua Dulce	Lisa Latimer Director	lisa.latimer@ileadaguadulce.org 661-433-0955

## Plan Summary 2023-2024

### General Information

A description of the LEA, its schools, and its students in grades transitional kindergarten-12, as applicable to the LEA.

iLEAD Agua Dulce Charter School is a WASC accredited public charter school that opened in 2018. It is located in the town of Agua Dulce, and currently serves learners in TK-10th grade with plans to expand to 11th grade in 2023-24 and 12th grade 2024-25. As part of Santa Clarita Valley, iLEAD Agua Dulce Charter School is situated in a rural/suburban community on the outskirts of Los Angeles County and is considered a rural school. The school's enrollment for the 2022-23 school year is 322 learners, up one learner from 2021-22. The current population of the school is 52.3% White; 37.8% Hispanic or Latino; 6.8% Two or More Races; 1.2% African American; .9% Asian; 0.6% Not Reported; and 0.3% American Indian or Alaska Native. 41.7% of iLEAD Agua Dulce learners qualify for free and reduced meals.

iLEAD Agua Dulce offers a learner-centered approach to education that focuses on interdisciplinary project-based learning and social-emotional learning principles while adhering to the Common Core Standards. Social-Emotional Learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. iLEAD Agua Dulce's Schoolwide Learner Outcomes were carefully selected to develop the whole child with a focus on both academic and social-emotional learning.

At iLEAD Agua Dulce, learners are active participants in meaningful learning, as they engage in hands-on activities and play-based experiences to include farm animals, gardening and other outdoor projects/activities conducive to teaching higher order thinking. Projects more closely resemble real world work, so learners develop specialized skills. The school incorporates technology as a regular part of the learning process.

Learner performance and achievement are measured by a variety of summative and formative assessments that are aligned to state standards and reflect proficiency measures required by the California Assessment of Student Performance and Progress (CAASPP). To support instructional decision making, the school utilizes NWEA MAP (Measures of Academic Progress), an adaptive assessment tool approved by the California Department of Education (CDE), as one of several measures to monitor learner progress throughout the year.

Through thoughtfully-designed learning environments and the implementation of professional learning on diversity, equity and inclusion, it is iLEAD Agua Dulce's goal to build an engaging and rigorous educational experience with a focus on each learner's unique strengths to cultivate a love for learning. School staff works with each learner to develop an individualized learning plan with an emphasis on academic and SEL goals. The staff also incorporates a variety of methods and best practices including professional learning, implementation of intentional teaching strategies, analysis of learner performance data, Multi-Tiered Systems of Support (MTSS), and the revision of instruction as necessary to educate all learners and address the unique needs of English Learners (5%), Students with Disabilities (16.7%), Socioeconomically Disadvantaged (41.7%), those experiencing Homelessness (less than 1%), and Foster Youth (less than 1%). At iLEAD Agua Dulce, English learners receive designated and integrated language support throughout the school day. Students with Disabilities are taught in inclusive general education classes as much as

possible according to the needs of their individualized education plans providing them with the least restrictive environment possible.

iLEAD Agua Dulce's TK-8 program offers a wide-array of specialized classes cultivating an evidence-based, developmentally-appropriate environment that fosters creativity, imagination and progress in the Schoolwide Learner Outcomes (SLOs). Some of these areas include: Exploratorium (SMART Lab), the Makery (design and engineering lab), art lab, outdoor classroom, farm animal care, and farm to table cooking.

iLEAD Agua Dulce's high school, which began in 2021, continues to expand with the goal of adding one additional grade level per year through twelfth grade. Next year, the school will have learners enrolled through eleventh grade. As the high school program grows, the school will continue to prepare its learners for college and career through offering college-prep UC a-g approved coursework, Career Technical Education pathways, college credit course opportunities, and work-based learning opportunities. The school participated in its full WASC self-study visit in spring of 2023, earning a 6-year accreditation status. The school was also accredited in spring 2023 as an International Baccalaureate World School offering a Career Program.

## Reflections: Successes

A description of successes and/or progress based on a review of the California School Dashboard (Dashboard) and local data.

During the 2022-23 school year, iLEAD Agua Dulce's learners spent an entire school year back in person since the pandemic and continued executing its mission and vision. The school's proudest successes include:

- IB Accreditation: the school received IB Career Program accreditation to begin offering the IB CP certificate beginning with the graduating class of 2025.
- WASC Accreditation: the school participated in the first full self-study, receiving a full 6-year accreditation.
- Academic Successes:
  - New ELA curriculum aligned with project-based learning for Tier I and II instruction that included a successful peer mentorship program for facilitator adoption and use
  - Internal measures of growth and achievement were positive, with a .28 Conditional Growth Index (CGI) score in NWEA MAP in ELA and a .07 CGI score in Math in spring 2023
  - Creation of a music program for learner enrichment.
  - Field Studies resumed post-pandemic, allowing for real-world, hands-on connection to the state standards and adopted curriculum
  - After school workshops and summer programming for expanded learning and intervention
  - STEM focus, with opportunities for learners to participate in aerospace and aviation projects such as flying a glider and sending science experiments to the international Space Station through NASA partnerships.

Social-Emotional Well-Being:

- Expansion of the Wellness Center offerings, with social groups, counseling, and well-being workshops
- Teen SEL curriculum for middle school to support the high social-emotional needs of middle schoolers post-pandemic

School Community: The school continues to have a strong family community. One of the main community events held was Play Day, an event that highlights all of the activities that iLEAD Agua Dulce has to offer. This includes outdoor classroom activities involving play, sensory, art, newly formed rock band performances, etc.). Another exciting event was Jamboree, an end-of-the-year celebration where learners perform, have an opportunity to create and sell their own goods, display their artwork, etc. The governing board has a strong understanding of the school and collaborates strongly with the school director.

## Reflections: Identified Need

A description of any areas that need significant improvement based on a review of Dashboard and local data, including any areas of low performance and significant performance gaps among student groups on Dashboard indicators, and any steps taken to address those areas.

Based on the California Dashboard and internal measures, iLEAD Agua Dulce will continue to focus on the following identified needs:

- Academic Achievement: ELA and Math (scored Low on 2022 Dashboard and WASC Goal 1 and 5)
- Chronic Absenteeism (scored Very High on 2022 Dashboard)
- English Learner Progress (33% of learners making progress toward proficiency on 2022 Dashboard and WASC Goal 2)
- Continued development of multi-tiered systems of support (WASC Goal 3)
- Ongoing development of the high school program so that learners graduate as prepared on the CA School Dashboard (WASC Goal 4)
- Continue to increase learner enrollment

## LCAP Highlights

A brief overview of the LCAP, including any key features that should be emphasized.

Goal 1: Provide optimal conditions of learning through providing basic services, implementation of California Content Standards (CCS), and access to an academic and educational program as outlined in iLEAD Agua Dulce's Charter.

Key Features: The actions and services supporting goal #1 provide full funding for credentialed and classified staff salaries to support all student groups. It supplies all learners with personalized learning options through Project Based Learning coursework and/or curriculum aligned to state standards, as well as technology to increase learner engagement and success. It provides for a clean, safe, and well-maintained campus. School staff will receive professional learning on topics such as diversity, equity and inclusion, PBL, SEL, best practices, and academic content to increase the effectiveness of instruction to learners. Using MTSS, the school will support learners with enrichment and/or intervention strategies as needed in their academic and social emotional learning.

Goal 2: Provide all learners with a rigorous, creative, and broad curriculum to maximize academic achievement and college/career readiness.

Key Features: The actions and services supporting goal #2 enable school staff to further develop and utilize internal monitoring systems to support academic and social-emotional growth and achievement across student groups including EL learners, socioeconomically disadvantaged, foster youth and those experiencing homelessness. This includes analysis of academic and SEL data to close achievement gaps in ELA and math. Action steps to support ongoing high school program development for college and career readiness (as indicated on the CA School Dashboard) will expand high school opportunities for learners.

Goal 3: Generate active engagement between parents, families and the school as well as connections with the community, to promote learner achievement and communication among all educational partners.

Key Features: The actions and services supporting goal #3 include ongoing educational partner engagement and the fostering of connectedness through school/community events and activities. It also includes supporting the mental health and wellness of all learners. Additional services and/or resources will be provided to EL learners, socioeconomically disadvantaged, foster youth, and those experiencing homelessness based on individual needs.

# Comprehensive Support and Improvement

An LEA with a school or schools eligible for comprehensive support and improvement must respond to the following prompts.

## *Schools Identified*

A list of the schools in the LEA that are eligible for comprehensive support and improvement.

N/A

## *Support for Identified Schools*

A description of how the LEA has or will support its eligible schools in developing comprehensive support and improvement plans.

## *Monitoring and Evaluating Effectiveness*

A description of how the LEA will monitor and evaluate the plan to support student and school improvement.

# Engaging Educational Partners

A summary of the process used to engage educational partners and how this engagement was considered before finalizing the LCAP.

iLEAD Agua Dulce is committed to the meaningful engagement of its educational partners in the development of the LCAP. For the annual update, feedback from families, learners, community members, board members, learners, and iLEAD Agua Dulce staff and leadership was utilized to evaluate program effectiveness and address the state priorities. Upon careful examination of the input received, action steps under iLEAD Agua Dulce's three existing goals were maintained, expanded or modified to further learner achievement and continue the development of program offerings.

During the 2022-23 school year, monthly iSUPPORT meetings were held to allow opportunity for school staff and families to connect regarding the school program. Informal feedback was also received by families through family involvement at schoolwide events. Additionally, monthly EL collaborations with the EL coordinators across iLEAD Schools provided the opportunity for sharing ideas gathered from facilitator and family feedback on how to improve the English learner program. The WASC self-study visit and substantive change occurred in the fall and spring of 2022-23. Feedback from that visit included preparing future graduates to graduate as college and career prepared through the coursework and opportunities provided by iLEAD Agua Dulce.

Twice a year, iLEAD Agua Dulce learners and staff completed the iLEAD Comprehensive Growth Card, a measure of learner growth in the Schoolwide Learner Outcomes, as well as their progress towards academic and social-emotional goals. Additionally, staff and leadership meetings were held monthly to discuss the program, learner progress, and gather/reflect on suggestions for improvements. Parent and learner surveys regarding aspects of the program were sent in the spring of 2023 to solicit feedback. These surveys addressed specific aspects of the LCAP (the eight state priorities for the creation of potential action steps). Additionally, in the spring of 2023, iLEAD Schools' Equity Task Force also conducted listening sessions and/or facilitated surveys of staff, leadership and learners.



Monthly board meetings were held with the opportunity for anyone from the public to attend (including staff, parents and learners).

#### A summary of the feedback provided by specific educational partners.

As an ongoing result of the pandemic, families and staff observed an increased number of learners experiencing feelings of depression, anxiety and/or in need of other mental health support. Learners also reflected this sentiment through self-evaluation on the iLEAD Comprehensive Growth Card. Academic data on internal benchmarks and the 2022 CA State Dashboard show areas for growth, and learners are benefitting from additional tutoring and academic resources provided. Feedback from the WASC substantive change visit included increasing learner achievement in ELA in Math, continuing to increase/improve services for English learners and families, continue to articulate and implement MTSS systems, continued development of a high school that leads to college/career readiness, ongoing collaboration time for staff to vertically align curriculum, and improving staff recruitment and retention for staff serving students with disabilities.

A description of the aspects of the LCAP that were influenced by specific input from educational partners.

High School Course Offerings, Learner Enrollment, and MTSS (Goal 1): As the high school program grows at iLEAD Agua Dulce, school staff will work to increase the number of learners who are enrolled in A-G coursework, IB, college credit course, and CTE. MTSS continues to be developed so that all struggling learners are receiving the support needed. There is also an ongoing need to continue to grow enrollment.

Academic Achievement and College-Career Readiness (Goal 2): The high school team is dedicated to increasing the number of learners who are graduated as prepared, and school staff is working to offer ample opportunities for learners to graduate as prepared.

Social-Emotional Well-Being and Learner Engagement (Goal 3): Putting social-emotional needs first is critical, as it affects academic achievement and learner engagement. The school will continue to provide resources, training, and support for staff, families, and learners for whole-child education.

#### A description of the aspects of the LCAP that were influenced by specific input from educational partners.

When developing each action for iLEAD Agua Dulce, it was important to first consider the needs of foster youth, English learners, and socioeconomically disadvantaged learners (including those experiencing homelessness) in order to develop a plan on how to increase and improve services to these learners during the 2023-24 school year. The annual parent and student surveys were analyzed as a whole and by individual identified subgroups, data was analyzed by subgroup, and evidence-based best practices were evaluated. School staff can reduce barriers and increase equity and access through evidence-based, trauma-sensitive supports and practices that provide opportunities for success. In order to address achievement gaps in ELA and math, and to help these learners in their academic and SEL achievement (to include college and career), the school plans to implement several actions to target these learners directly, with the goal of increasing their engagement in learning, improving academic support and student achievement, removing barriers to education, addressing social-emotional needs, and promoting school-family connections/partnerships.

More specifically, the unique needs of foster youth include additional academic support/interventions, community resources, counseling support, trauma-sensitive instruction, social-emotional support, individualized learning plans, equity and inclusion, and parent/family assistance. The unique needs of EL learners include English language development, additional academic support/interventions, difficulty accessing curriculum due to language barriers, primary language support, literacy skill building, language acquisition monitoring, community resources, equity and inclusion, social-emotional support, individualized learning plans, family translation services, and parent/family assistance. The unique needs of socioeconomically disadvantaged include additional academic support/interventions, community resources, counseling support, funding to access AP exams, college credit courses, trauma-sensitive instruction, social-emotional support, individualized learning plans, equity and inclusion, and parent/family assistance.

When creating actions, the school also evaluated NWEA MAP benchmark results, SEL data, counselor/liaison feedback, attendance, and SST information. Additionally, feedback from counselors, facilitators, liaisons, families, learners, office staff, community partners, board members and/or EL collaborations was considered. Through family meetings, discussions at school events, and school surveys, educational partner feedback regarding curriculum/instruction, safety, school culture, and diversity, equity and inclusion (DEI) were also considered to develop a well-rounded plan that ensured the needs of all learners were being met.

In goal one, the school created an action to provide professional learning to include diversity, equity and inclusion. These trainings are principally directed towards



identifying any specific needs of unduplicated learners, referring them for additional support as needed (which also ties into the actions in goals two and three) and addressing any discrepancies in diversity, equity and inclusion in the classroom as it relates to curriculum and instruction. School staff will be able to better identify, support and implement practices/resources that increase services to these unduplicated groups. The school will also provide extra classified classroom aides (care team) to provide additional academic and social-emotional support for learners.

In goal two, the school plans to monitor these identified student groups both academically and social-emotionally in order to provide additional, targeted support to promote learner achievement and college and career readiness. As iLEAD Agua Dulce's new high school program evolves, the school will also increase counseling, monitoring and support to ensure unduplicated are utilizing opportunities and coursework in order to graduate prepared as indicated on the CA School Dashboard.

In goal three, ongoing family education and additional resources (through counseling support, community partnerships and/or additional resources based on individual need) will be dedicated to support these learners through the guidance of school counselors, liaisons and coordinators. Families of unduplicated learners are often less connected to school and sometimes need additional support on how to support their learners in the home typically resulting in higher rates of chronic absenteeism and lower graduation rates.

# Goals and Actions

## Goal

Goal #	Description
1	Provide optimal conditions of learning through providing basic services, implementation of California Content Standards (CCS), and access to an academic and educational program as outlined in iLEAD Agua Dulce's charter.

An explanation of why the LEA has developed this goal.

All learners are entitled to a rigorous and broad course of study, highly qualified teachers, standards-based learning/curriculum, current technology, well-maintained schools, and individualized support. Thus, the purpose of this goal is to provide optimal conditions of learning for all learners, ensuring access with appropriate supports and multiple forms of intervention based on each learner's need(s). Providing equity for all learners addresses the fact that not all students learn in the same ways, and many have individualized needs compared with their peers. Ongoing professional learning in diversity, equity and inclusion, best practices in education, as well as iLEAD cultural pieces to include social-emotional learning, will further improve the development of adaptive, inclusive learning environments.

This goal addresses the following State Priorities:  
Priority 1: Basic Services (Conditions of Learning)  
Priority 2: State Standards (Conditions of Learning)  
Priority 7: Course Access (Conditions of Learning)

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023-2024
SARC	The 2019-20 SARC shows:  0 Misassignments of Teachers of English Learners 0 Total Teacher Misassignments	The 2020-21 SARC shows:  0 Misassignments of Teachers of English Learners 0 Total Teacher Misassignments	The 2021-22 SARC shows: Data not ret released from the state		0 Misassignments of Teachers 0 Misassignments of EL Learners
2019 CA School Dashboard Local Indicator: Basics: Teachers,	2019 CA School Dashboard Local Indicator: Basics: Teachers,	2019 CA School Dashboard Local Indicator: Basics: Teachers,	2022 CA School Dashboard Local Indicator: Basics: Teachers, Instructional Materials,		Basics: Teachers, Instructional Materials, Facilities: Standard Met

Instructional Materials, Facilities	Instructional Materials, Facilities: Standard Met	Instructional Materials, Facilities: Standard Met	Facilities: Standard Met		
SARC	2019-20: The school was rated with a "good" status as measured by the Facility Inspections Tools (FIT) on the School Accountability Report Card (SARC).	2020-21: The school was rated with a "good" status as measured by the Facility Inspections Tools (FIT) on the School Accountability Report Card (SARC).	2021-22: The school was rated with a "good" status as measured by the Facility Inspections Tools (FIT) on the School Accountability Report Card (SARC).		The school will be rated with a "good" status as measured by the Facility Inspections Tools (FIT) on the School Accountability Report Card (SARC).
CA School Dashboard Local Indicator: Implementation of Academic Standards	2019 CA School Dashboard Local Indicator: Implementation of Academic Standards: Standard Met	2019 CA School Dashboard Local Indicator: Implementation of Academic Standards: Standard Met	2022 CA School Dashboard Local Indicator: Implementation of Academic Standards: Standard Met		Implementation of Academic Standards: Standard Met
Profession Learning Attendance	2020-21: 43% of staff have engaged in professional learning to improve learner outcomes.	2021-22: 100% of staff engaged in professional learning to improve learner outcomes.	2022-23: 100% of staff engaged in professional learning to improve learner outcomes.		100% of staff will engage in professional learning to improve learner outcomes.
Panorama	2021: 74.6% of parents/guardians feel the curriculum, courses, and resources available through the school are engaging/motivating, meet their learner's needs, and are preparing them for next year.	2022: 80.8% of parents/guardians feel the curriculum, courses, and resources available through the school are engaging/motivating, meet their learner's needs, and are preparing them for the next school year.	2023: 75% of parents/guardians feel the curriculum, courses, and resources available through the school are engaging/motivating, meet their learner's needs, and are preparing them for the next school year.		85% of parents/guardians will feel the curriculum, courses, and resources available through the school are engaging/motivating, meet their learner's needs, and are preparing them for the next school year.
CA School Dashboard Local Indicator: Percent Of Students Without Access To Their Own Copies Of Standards-Aligned Instructional Materials For Use At School And At Home	2019 CA School Dashboard Local Indicator: 0% Percent Of Students Without Access To Their Own Copies Of Standards-Aligned Instructional Materials For Use At School And At	2019 CA School Dashboard Local Indicator: 0% Percent Of Students Without Access To Their Own Copies Of Standards-Aligned Instructional Materials For Use At School And At	2022 CA School Dashboard Local Indicator: 0% Percent Of Students Without Access To Their Own Copies Of Standards-Aligned Instructional Materials For Use At School And At Home		0% Percent Of Students Without Access To Their Own Copies Of Standards-Aligned Instructional Materials For Use At School And At Home

	Home	Home			
CA School Dashboard Local Indicator: Access to a Broad Course of Study	2019 CA School Dashboard Local Indicator: Access to a Broad Course of Study: Standard Met	2019 CA School Dashboard Local Indicator: Access to a Broad Course of Study: Standard Met	2022 CA School Dashboard Local Indicator: Access to a Broad Course of Study: Standard Met		Access to a Broad Course of Study: Standard Met
Project Design Guide Data	2020-21: 100% of staff utilize the project design guide for project planning.	2021-22: 100% of staff utilize the project design guide for project planning.	2022-23: 100% of staff utilize the project design guide for project planning.		100% of staff will utilize the project design guide for project planning.
CA School Dashboard: College/Career Levels and Measures Report and Data	2019 CA School Dashboard: No high school data available as 2021-22 was the first year of high school (freshmen only) for iLEAD Agua Dulce.	2019 CA School Dashboard: No high school data available as 2021-22 was the first year of high school (freshmen only) for iLEAD Agua Dulce.	2022 CA School Dashboard: No high school data available due to no graduating class.		Once baseline data is available (new high school program), the school will set measurable outcomes.
DataQuest: School Enrollment	Per DataQuest, enrollment was 281 learners during the 2020-21 school year.	Per DataQuest, enrollment was 322 learners during the 2021-22 school year.	Per DataQuest, enrollment was 323 learners during the 2021-22 school year.		Increase enrollment to 360 learners.
CA School Dashboard: English Learner Progress	English Learner progress was not available for iLEAD Agua Dulce on the 2019 CA School Dashboard.	English learner progress was not available for iLEAD Agua Dulce on the 2019 CA School Dashboard.	English learner progress was not available for iLEAD Agua Dulce on the 2022 CA School Dashboard.		Once EL data is available, the school will set a desired outcome.

## Actions

Action #	Title	Description	Total Funds	Contributing
1	Fully Credentialed and Appropriately Assigned Staff	Fund appropriately assigned and credentialed staff (base salaries and benefits) in order to provide instruction and support for all learners (State Priority #1).	\$853,113.74	No
2	High Needs Support Team	Dedicate staff to support unduplicated learners in their academic and social emotional achievement (State Priority #1).	\$138,650.82	Yes
3	Access to Standards-Aligned Instructional Materials	School leadership and facilitators will ensure that all learners have access to standards-aligned instructional materials and technology (State Priority #1).	\$117,531.00	No

4	School Facilities	The facilities team and onsite staff will ensure all learners and facilitators have clean, safe, innovative spaces in which to conduct onsite learning activities (State Priority #1).	\$167,197.00	No
5	PBL Implementation of State Standards and Curriculum Offerings (repeated expenditure, Goal 1, Action 3)	Using the project design guide, all facilitators will participate in project planning each month with staff and leadership to address identified needs of learners and develop rigorous and engaging projects that align to Common Core State Standards. This includes Critical Friends Protocol and reaching out to experts in the field that relate to the current projects. This will be done to increase the rigor, authenticity, and equitable opportunities within projects for learners. School staff will also research, develop, and/or implement resources and curriculum offerings for a broad course of study leading to college and career readiness.	\$0.00	No
6	ELD Implementation of State Standards	The EL Coordinator and school staff will apply professional learning to provide English Learners with support for academic achievement through additional language support, ELlevation progress monitoring system, and other evidence-based resources that support inclusive learning environments (State Priority #2).	\$24,720.00	Yes
7	Professional Learning	All staff will engage in a variety of professional learning on best practices and first best instruction, utilizing the California Content Standards, to increase the effectiveness of instruction to all learners. School staff will also be trained on other iLEAD cultural and instructional practices such as diversity, equity, and inclusion, Restorative Practices, SEL, PBL, Love and Logic, and/or 7 Habits as needed (State Priority #2)	\$54,611.73	No
9	High School Course Access (repeated expenditure, Goal 1, Action 3)	School staff will increase the percentage of high schoolers who complete CA School Dashboard's college and career readiness measures including A-G coursework, college credit courses, IB, and CTE (State Priority #7).	\$0.00	No
10	Multi-Tiered Systems of Support	School staff will be provided professional learning to teach/model the iLEAD Learner Outcomes as a framework for a rigorous project-based curriculum. Using MTSS, the school will support all learners with enrichment and/or intervention strategies as needed in their academic and social emotional learning (State Priority #7).	\$75,000.00	No
11	Learner Outreach and Retention (repeated expenditure, Goal 3, Action 9)	The Director will continue to work with the outreach team on recruitment and retention of learners.	\$0.00	No

## Goal Analysis for 2022-2023

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

Goal #1 was efficiently implemented during the 2022-23 school year. All learners had access to curriculum, technology, and a broad course of study. Staff received professional learner to improve learner outcomes. There were no substantive differences in planned actions and the actual implementation of these actions.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.
Some funds were relocated to other state or federal funds.
An explanation of how effective the specific actions were in making progress toward the goal.
During the 2022-23 school year, learners fully returned to school for the entire year. Facilities were clean, safe and maintained. Bridges Math curriculum was utilized as a rigorous alignment with PBL coursework. A new ELA curriculum was adopted and implemented. One-to-one technology increased learning engagement and success. Amongst other professional learning, the staff was trained in diversity, equity and inclusion. MTSS was used to provide appropriate intervention in academics and behavior management.
A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.
For the 2023-24 school year, the last year in this LCAP cycle, the planned goal remains the same. Goal one pertains to conditions for learning, which includes Priority 1: Basic Services; Priority 2: State Standards; and Priority 7: Course Access. The school also ensured that all measurable outcomes required by the state are aligned to the LCAP.

**A report of the Total Estimated Actual Expenditures for last year’s actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year’s actions may be found in the Contributing Actions Annual Update Table.**

# Goal

Goal #	Description
2	Provide all learners with a rigorous, creative, and broad curriculum to maximize academic achievement and college/career readiness.

## An explanation of why the LEA has developed this goal.

This goal emphasizes a continued focus on student achievement across all student groups to include increased ELA and math achievement on both state assessments and NWEA MAP (a California Department of Education (CDE)-approved, internal diagnostic assessment). The goal is to prepare learners academically and social-emotionally through project-based learning and/or personalized learning opportunities that align with state standards. Learner and credentialed teacher (facilitator) feedback on the iLEAD Comprehensive Growth Card, a measure on social-emotional, academic and personal goal-setting, also indicate a need for growth in academic achievement. Additionally, there is a need to concentrate efforts on the percentage of high schoolers graduating as prepared as indicated on the California School Dashboard's college/career indicator.

This goal addresses the following State Priorities:

Priority 4: Pupil Achievement (Pupil Outcomes)

Priority 8: Other Pupil Outcomes (Pupil Outcomes)

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023-2024
CA School Dashboard State Indicator: ELA and Math CAASPP Testing Scores DataQuest: School Dashboard Additional Reports and Data - CAASPP Participation Rates  NWEA MAP CGI Index NWEA MAP Participation Rates	All Students 2019 DataQuest: 93% CAASPP Participation Rate - ELA 93% CAASPP Participation Rate - Math  All Students 2019 CA School Dashboard: CAASPP ELA: 10.5 points below standard (no color) Math: 41.4 points below standard (no color)  NWEA MAP Spring 2021 All Students Participation	All Students 2019 DataQuest: 93% CAASPP Participation Rate - ELA 93% CAASPP Participation Rate - Math  All Students 2019 CA School Dashboard: CAASPP ELA: 10.5 points below standard (no color) Math: 41.4 points below standard (no color)  NWEA MAP Spring 2022 All Students Participation	All Students 2022 DataQuest: 99% CAASPP Participation Rate - ELA 98% CAASPP Participation Rate - Math  All Students 2019 CA School Dashboard: CAASPP ELA: 29.3 points below standard (17.1 points below state) Math: 54.5 points below standard (2.8 points below state) CAST: 23.68% met or exceeded standard (5.77% below state)		95% CAASPP Participation - ELA & Math CAASPP: At or above state level CAST: At or above state level All Students NWEA MAP: 95% Participation ELA & Math All Students NWEA MAP Reading: Maintain CGI at or above 0 All Students NWEA MAP Math: Maintain CGI at or above 0

	<p>Rate - Reading: N/A NWEA MAP Spring 2021 All Students Participation Rate - Math: N/A</p> <p>NWEA MAP Spring 2022 All Students Reading CGI 0.23 NWEA MAP Spring 2022 All Students Math CGI 0.29</p>	<p>Rate - Reading 93.77% NWEA MAP Spring 2022 All Students Participation Rate - Math 96.57%</p> <p>NWEA MAP Spring 2022 All Students Reading CGI 0.23 NWEA MAP Spring 2022 All Students Math CGI 0.29</p>	<p>NWEA MAP Spring 2022 All Students Participation Rate - Reading 87% NWEA MAP Spring 2022 All Students Participation Rate - Math 87%</p> <p>NWEA MAP Spring 2022 All Students Reading CGI 0.38 NWEA MAP Spring 2022 All Students Math CGI 0.07</p>		
<p>EL Learners: CA School Dashboard State Indicator: ELA and Math CAASPP Testing Scores DataQuest: School Dashboard Additional Reports and Data - CAASPP Participation Rates</p>	<p>EL Learners 2019 DataQuest: 100% CAASPP Participation Rate - ELA 100% CAASPP Participation Rate - Math</p> <p>EL Learners 2019 CA School Dashboard: CAASPP ELA: No data available Math: No data available</p>	<p>EL Learners 2019 DataQuest: 100% CAASPP Participation Rate - ELA 100% CAASPP Participation Rate - Math</p> <p>EL Learners 2019 CA School Dashboard: CAASPP ELA: No data available Math: No data available</p>	<p>EL Learners 2022 DataQuest: 100% CAASPP Participation Rate - ELA 100% CAASPP Participation Rate - Math</p> <p>EL Learners 2022 CA School Dashboard: CAASPP ELA: 111.3 points below standard (51.8 points below the state) Math: 117.2 points below standard (25.2 points below the state)</p>		<p>95% CAASPP Participation - ELA &amp; Math CAASPP: At or above state level</p>
<p>Socioeconomically Disadvantaged: CA School Dashboard State Indicator: ELA and Math CAASPP Testing Scores DataQuest: School Dashboard Additional Reports and Data - CAASPP Participation Rates</p>	<p>Socioeconomically Disadvantaged 2019 DataQuest: 94% CAASPP Participation Rate - ELA 94% CAASPP Participation Rate - Math</p> <p>Socioeconomically Disadvantaged 2019 CA School Dashboard: CAASPP ELA: 2.6 points below standard (no color) Math: 41.5 points below standard (no color)</p>	<p>Socioeconomically Disadvantaged 2019 DataQuest: 94% CAASPP Participation Rate - ELA 94% CAASPP Participation Rate - Math</p> <p>Socioeconomically Disadvantaged 2019 CA School Dashboard: CAASPP ELA: 2.6 points below standard (no color) Math: 41.5 points below standard (no color)</p>	<p>Socioeconomically Disadvantaged 2022 DataQuest: 96.5% CAASPP Participation Rate - ELA 95% CAASPP Participation Rate - Math</p> <p>Socioeconomically Disadvantaged 2022 CA School Dashboard: CAASPP ELA: 59.6 points below standard (18.2 points below state) Math: 85.7 points below standard (1.7 points below state)</p>		<p>95% CAASPP Participation - ELA &amp; Math CAASPP: At or above state level</p>



Foster Youth: CA School Dashboard State Indicator: ELA and Math CAASPP Testing Scores DataQuest: School Dashboard Additional Reports and Data - CAASPP Participation Rates	Foster Youth 2019 DataQuest: N/A: % CAASPP Participation Rate - ELA N/A: % CAASPP Participation Rate - Math	Foster Youth 2019 DataQuest: N/A: % CAASPP Participation Rate - ELA N/A: % CAASPP Participation Rate - Math	Foster Youth 2022 CA School Dashboard: CAASPP ELA: No data available Math: No data available		95% CAASPP Participation - ELA & Math CAASPP: The school will set desired outcome once baseline data is available.
DataQuest: EL Data: Annual Reclassification Counts and Rates	2019-20: 28.6% reclassification rate	2020-21: 0% reclassification rate	2021-22: Data not yet released by state		8% reclassification rate
iLEAD Comprehensive Growth Card	Spring 2021 Participation Rates: K-2 Facilitators: N/A 3-9 Facilitators: N/A K-2 Learners: N/A 3-9 Learners: N/A  Spring 2021 Results: 85% of learners achieved one or more of their academic ILP goals. 83% of learners achieved one or more of their SEL ILP goals.	Spring 2022 Participation Rates: K-2 Facilitators: 95.4% 3-9 Facilitators: 100% K-2 Learners: 63.8% 3-9 Learners: 96.8%  Fall 2021 Results: 51% of learners achieved one or more of their academic ILP goals. 40% of learners achieved one or more of their SEL ILP goals.	Spring 2023 Participation Rates: K-2 Facilitators: 100% 3-9 Facilitators: 100% K-2 Learners: 63.8% 3-9 Learners: 96.8%  Fall 2022 Results: 66% of learners achieved one or more of their academic ILP goals. 46% of learners achieved one or more of their SEL ILP goals.		100% of facilitators and 80% of learners will complete the iLEAD Comprehensive Growth Card. 60% of learners will achieve one or more of their academic ILP goals. 50% of learners will achieve one or more their SEL ILP goals.

## Actions

Action #	Title	Description	Total Funds	Contributing
1	Student Achievement (repeated expenditure, Goal 2, Action 2)	School staff will support and track learners in their mastery of standards through integrated core projects and curriculum as reflected on state assessments and other internal measures. School staff will work to ensure there is a high percentage of learners who participate in internal and state assessments (State Priority #4).	\$0.00	No
2	EL Learner Achievement	School staff will support and track EL learners in their mastery of standards through integrated core projects and curriculum as reflected on state assessments and other	\$1,842.00	Yes

		internal measures (State Priority #4).		
3	Socioeconomically Disadvantaged Achievement	School staff will support and track socioeconomically disadvantaged learners in their mastery of standards through integrated core projects and curriculum as reflected on state assessments and other internal measures (State Priority #4).	\$91,687.18	Yes
4	Foster/Homeless Youth Achievement (repeated expenditure, Goal 2, Action 2)	School staff will support and track foster/homeless youth in their mastery of standards through integrated core projects and curriculum as reflected on state assessments and other internal measures (State Priority #4).	\$0.00	Yes
5	EL Reclassification (repeated expenditure, Goal 2, Action 2)	The EL Coordinator and other school staff will utilize professional development principles in ELD and regularly analyze data to provide targeted support with a focus on increased English proficiency in reading, listening, speaking, and writing to ensure progress is being made towards reclassification (State Priority #4).	\$0.00	Yes
6	Individual Learning Plan (ILP) (repeated expenditure, Goal 1, Action 7)	Through a variety of strategies including professional development sessions, learner-led conferences and/or learning period meetings, school staff will work with learners to create goals and action plans to improve academic performance and social-emotional learning (SEL). Additionally, school staff will provide SEL strategies to support learners in achieving their personal goals (State Priority #8).	\$0.00	No

## Goal Analysis for 2022-2023

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

During the 2022-23 school year, learners were tracked and monitored for academic achievement and social-emotional well-being. There were no substantive differences in planned actions and the actual implementation of these actions under goal two.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

Some funds were relocated to other state or federal funds.

An explanation of how effective the specific actions were in making progress toward the goal.

During the 2022-23 school year, iLEAD Agua Dulce's high school expended to 10th grade and received accreditation as an IB World School to expand course offerings and offer IB courses starting in 23-24. A new counselor was hired to continue working with creating a culture of college/career readiness as well as remove barriers to learning for TK-10th grade with a wellness center, social groups, and counseling services. SCOIR was used for high school for aptitude testing and college/career exploration. Learners took their first CTE course this year. The school adopted a new ELA curriculum. School staff is working to ensure learner voice and choice and that all courses being offered are A-G. The school uses MTSS to monitor and support student achievement across student groups. The school increased the percentage of learners and facilitators who participated in the SEL Report of Progress as well as saw improvement in the percentage of learners who met an academic and social-emotional ILP goal. The reclassification rate desired outcome for English learners was met in 21-22, and a new EL data platform was implemented with training and support for instructional staff to access English learner data and customize strategies to make progress toward English proficiency. There was an increase in CAASPP testing participation in 21-22. The CGI for the school overall improved and remains above 0, showing that learners are exceeding their expected academic growth year over year.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

For the 2022-23 school year, the planned goal remains the same. Upon careful analysis of the eight state priorities, the school is aligned to the state priorities. Goal two pertains to student outcomes, which includes Priority 4: Pupil Achievement and Priority 8: Other Pupil Outcomes. The school also ensured that all measurable outcomes required by the state were included in this year's LCAP.

**A report of the Total Estimated Actual Expenditures for last year’s actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year’s actions may be found in the Contributing Actions Annual Update Table.**

# Goal

Goal #	Description
3	Generate active engagement between parents, families, and the school as well as connections with the community, to promote learner achievement and communication among all educational partners.

## An explanation of why the LEA has developed this goal.

Upon consideration of the effects of the COVID-19 pandemic on the school's learners, this goal addresses the need for a strategic focus on learner well-being and family engagement in school activities. The charter school will continue to strengthen, support and expand opportunities for learners to understand how to succeed academically and social-emotionally, develop supportive relationships, foster a positive school culture, and increase school engagement. A renewed emphasis will also be placed on family involvement and parent education to increase learner and family connectedness in a safe, supportive, and stable learning environment.

This goal addresses the following State Priorities:

Priority 3: Parental Involvement (Engagement)

Priority 5: Pupil Engagement (Engagement)

Priority 6: School Climate (Engagement)

## Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023-2024
School Calendar	2020-21: The school held a minimum of four educational partner meetings.	2021-22: The school held monthly four educational partner meetings.	2022-23: The school held monthly formal educational partner meetings with several informal opportunities for educational partners to contribute to strategic planning and campus culture.		The school will hold a minimum of four educational partner meetings per year.
CA School Dashboard Local Indicator: Parent & Family Engagement	2019 CA School Dashboard Local Indicator: Parent & Family Engagement: Standard Met	2019 CA School Dashboard Local Indicator: Parent & Family Engagement: Standard Met	2022 CA School Dashboard Local Indicator: Parent & Family Engagement: Standard Met		Parent & Family Engagement: Standard Met
CALPADS 8.1b: Middle School Drop Out Rate	2020-21: Middle School Dropout Rate: 0%	2020-21: Middle School Dropout Rate: 0%	2021-22: Middle School Dropout Rate: 0%		Middle School Dropout Rate: 0%
EL Learners:	EL learners and their	2021-22: 100% of EL	2022-23: 100% of EL		100% of EL learners and their

Counselor Data	families receive additional counseling, social emotional, and academic support/resources from school staff.	learners and their families received additional counseling, social emotional, and academic support/resources from school staff.	learners and their families received additional counseling, social emotional, and academic support/resources from school staff.		families will receive additional counseling, social emotional, and academic support/resources from school staff.
Foster Youth: Counselor Data	Foster youth and their families receive additional counseling, social emotional, and academic support/resources from school staff.	2021-22: 100% of foster youth and their families received additional counseling, social emotional, and academic support/resources from school staff.	2022-23: 100% of foster youth and their families received additional counseling, social emotional, and academic support/resources from school staff.		100% of foster youth and their families will receive additional counseling, social emotional, and academic support/resources from school staff.
Socioeconomically Disadvantaged: Counselor Data	Socioeconomically disadvantaged and their families receive additional counseling, social emotional, and academic support/resources from school staff.	2021-22: 100% of socioeconomically disadvantaged and their families receive additional counseling, social emotional, and academic support/resources from school staff.	2021-22: 100% of socioeconomically disadvantaged and their families receive additional counseling, social emotional, and academic support/resources from school staff.		100% of socioeconomically disadvantaged and their families will receive additional counseling, social emotional, and academic support/resources from school staff.
CA School Dashboard State Indicator: Chronic Absenteeism CALPADS Report 14.1: Attendance Rate	2019 CA School Dashboard: 16.7% Chronic Absenteeism (no color). 2019-20 Attendance Rate: 86%	2019 CA School Dashboard: 16.7% Chronic Absenteeism (no color). 2020-21 Attendance Rate: 96%	2022 CA School Dashboard: 31.4 % Chronic Absenteeism 2021-22 Attendance Rate: 91.6%		10.1% Chronic Absenteeism Attendance Rate: 96% or greater
CA School Dashboard State Indicator: Suspension Rate DataQuest: Expulsion Rate CA School Dashboard Local Indicator: Local Climate Survey	2019 CA School Dashboard: 0.6% suspended at least once (no color) 2019-20 Expulsion Rate: 0%. 2019 CA School Dashboard Local Indicator: Local Climate Survey: Standard Met	2019 CA School Dashboard: 0.6% suspended at least once (no color) 2020-21 Expulsion Rate: 0%. 2019 CA School Dashboard Local Indicator: Local Climate Survey: Standard Met	2022 CA School Dashboard: 0.3% suspended at least once 2021-22 Expulsion Rate: 0%. 2022 CA School Dashboard Local Indicator: Local Climate Survey: Standard Met		Less than 1% suspension rate. Expulsion Rate: 0% Local Climate Survey: Standard Met
Panorama Learner Survey	2022 Panorama Learner Survey: 80% positive	2022 Panorama Learner Survey: 80% positive	2023 Panorama Learner Survey: 72% positive		85% positive School-Teacher Relationships

## Actions

Action #	Title	Description	Total Funds	Contributing
1	Educational Partners	iLEAD Agua Dulce will incorporate multiple ways for families to engage, connect with the community through volunteer and outreach strategies, and provide communication amongst all educational partners to promote learner engagement and awareness of the mission and vision of iLEAD Agua Dulce. The school will conduct an annual survey for input on the school and its programs (State Priority #3 & #6).	\$5,000.00	No
2	Family Education (repeated expenditure, Goal 3, Action 1)	School staff will provide ongoing educational opportunities such as the annual SPED symposium and Parent University webinars for families in order to promote engagement (State Priority #3).	\$0.00	No
3	Academic Counseling and Support (repeated expenditure, Goal 1, Action 1)	School staff will provide academic counseling and resources to lower (or maintain) the dropout rate of its middle school learners (State Priority #5).	\$0.00	No
4	EL Academic Counseling and Support (repeated expenditure, Goal 1, Action 1)	A designated liaison and other school staff will will provide academic counseling and resources to lower (or maintain) the dropout rate of its EL middle school learners (State Priority #5).	\$0.00	Yes
5	Homeless and Foster Youth Academic Counseling and Support (repeated expenditure, Goal 3, Action 4)	A designated liaison and other school staff will provide academic counseling and resources to lower (or maintain) the dropout rate of its homeless and foster youth middle school learners (State Priority #5).	\$0.00	Yes
6	Socioeconomically Disadvantaged Academic Counseling and Support: (repeated expenditure, Goal 3, Action 4)	A designated liaison and other school staff will provide academic counseling and resources to lower (or maintain) the dropout rate of its socioeconomically disadvantaged middle school learners (State Priority #5).	\$0.00	Yes
7	School Attendance	School staff will provide extra support for learners exhibiting challenges with academics and SEL to minimize chronic absenteeism and support a strong attendance rate (State Priority #5).	\$6,000.00	No
8	School Climate (repeated expenditure, Goal 1, Action 1)	iLEAD's staff will personalize learning and develop relationships through the core program to ensure that learners have a safe and nurturing environment while at school. School staff will incorporate strategies from Love & Logic, Restorative Practices, and/or 7 Habits/Leader	\$0.00	No

		in Me to help maintain safety and a positive school climate, ensuring accountability while reducing the number of suspensions (State Priority #6).		
9	Learner Engagement	The school will host academic (such as learner-led conferences or showcases of learning), family and community events for learners to share their artistic and academic endeavors with peers, parents and the community (State Priority #6).	\$65,623.00	No

## Goal Analysis for 2022-2023

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

Goal three's emphasis is on community, family and learner engagement. There were no substantive differences in planned actions and the actual implementation of these actions under goal three.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

Some funds were relocated to other state or federal funds.

An explanation of how effective the specific actions were in making progress toward the goal.

iLEAD Agua Dulce provides many hands-on activities and events that promote learner and family engagement. This includes play-based learning, farm animals, PBL projects and presentations of learning, and aerospace opportunities. The results of these endeavors is positive student engagement and school climate. The wellness center was expanded with social groups and offerings. Learners also had the opportunity to participate in field studies this year, increasing engagement. The school anticipates chronic absenteeism

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

For the 2022-23 school year, the planned goal remains the same. Upon careful analysis of the eight state priorities, the school is aligned to the state priorities. Goal three pertains to engagement, which includes Priority 3: Parental Involvement, Priority 5: Pupil Engagement, and Priority 6: School Climate. The school also ensured that all measurable outcomes required by the state were included in this year's LCAP. The school anticipates chronic absenteeism rates to drop to a decrease in learners out for extended periods of time due to COVID.

**A report of the Total Estimated Actual Expenditures for last year's actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year's actions may be found in the Contributing Actions Annual Update Table.**

# Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students for 2023-2024

Projected LCFF Supplemental and/or Concentration Grants	Projected Additional LCFF Concentration Grant (15 percent)
\$256,900.00	\$0.00

## Required Percentage to Increase or Improve Services for the LCAP Year

Projected Percentage to Increase or Improve Services for the Coming School Year	LCFF Carryover — Percentage	LCFF Carryover — Dollar	Total Percentage to Increase or Improve Services for the Coming School Year
8.56%	0.00%	\$0.00	8.56%

The Budgeted Expenditures for Actions identified as Contributing may be found in the Contributing Actions Table.

## Required Descriptions

<p>For each action being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the goals for these students.</p>
<p>When developing each action for iLEAD Agua Dulce, it was important to first consider the needs of foster youth, English learners, and socioeconomically disadvantaged learners (including those experiencing homelessness) in order to develop a plan on how to increase and improve services to these learners during the 2023-24 school year. The annual parent and student surveys were analyzed as a whole and by individual identified subgroups, data was analyzed by subgroup, and evidence-based best practices were evaluated. School staff can reduce barriers and increase equity and access through evidence-based, trauma-sensitive supports and practices that provide opportunities for success. In order to address achievement gaps in ELA and math, and to help these learners in their academic and SEL achievement (to include college and career), the school plans to implement several actions to target these learners directly, with the goal of increasing their engagement in learning, improving academic support and student achievement, removing barriers to education, addressing social-emotional needs, and promoting school-family connections/partnerships.</p> <p>More specifically, the unique needs of foster youth include additional academic support/interventions, community resources, counseling support, trauma-sensitive instruction, social-emotional support, individualized learning plans, equity and inclusion, and parent/family assistance. The unique needs of EL learners include English language development, additional academic support/interventions, difficulty accessing curriculum due to language barriers, primary language support, literacy skill building, language acquisition monitoring, community resources, equity and inclusion, social-emotional support, individualized learning plans, family translation services, and parent/family assistance. The unique needs of socioeconomically disadvantaged include additional academic support/interventions, community resources, counseling support, funding to access AP exams, college credit courses, trauma-sensitive instruction, social-emotional support, individualized learning plans, equity and inclusion, and parent/family assistance.</p> <p>When creating actions, the school also evaluated NWEA MAP benchmark results, SEL data, counselor/liaison feedback, attendance, and SST information. Additionally, feedback from counselors, facilitators, liaisons, families, learners, office staff, community partners, board members and/or EL collaborations was considered. Through family meetings, discussions at school events, and school surveys, educational partner feedback regarding curriculum/instruction, safety, school</p>



culture, and diversity, equity and inclusion (DEI) were also considered to develop a well-rounded plan that ensured the needs of all learners were being met.

In goal one, the school created an action to provide professional learning to include diversity, equity and inclusion. These trainings are principally directed towards identifying any specific needs of unduplicated learners, referring them for additional support as needed (which also ties into the actions in goals two and three) and addressing any discrepancies in diversity, equity and inclusion in the classroom as it relates to curriculum and instruction. School staff will be able to better identify, support and implement practices/resources that increase services to these unduplicated groups. The school will also provide extra classified classroom aides (care team) to provide additional academic and social-emotional support for learners.

In goal two, the school plans to monitor these identified student groups both academically and social-emotionally in order to provide additional, targeted support to promote learner achievement and college and career readiness. As iLEAD Agua Dulce's new high school program evolves, the school will also increase counseling, monitoring and support to ensure unduplicated are utilizing opportunities and coursework in order to graduate prepared as indicated on the CA School Dashboard.

In goal three, ongoing family education and additional resources (through counseling support, community partnerships and/or additional resources based on individual need) will be dedicated to support these learners through the guidance of school counselors, liaisons and coordinators. Families of unduplicated learners are often less connected to school and sometimes need additional support on how to support their learners in the home typically resulting in higher rates of chronic absenteeism and lower graduation rates.

A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.

During the 2023-24 school year, the school plans to use supplemental grant funds received under the Local Control Funding Formula to increase and improve the services of these special populations of students as follows:

#### Foster Youth

- Increased direct educational support through evidenced-based instructional strategies provided through professional learning to effectively address educational barriers and unique challenges.
- Targeted academic support through intervention opportunities in order to accelerate learning and address academic achievement gaps in English and math.
- Direct support services from liaisons and coordinators to provide community resources in order to meet each learner's social-emotional and physical needs.
- Supplemental support and strategies from school counselors to meet academic, social-emotional and physical needs.
- Additional progress monitoring and/or visitations by school staff as needed to ensure progress in school and support positive family-school relationships.
- Support for families through ongoing family education and other planned events to support parents/guardians.

#### English Learners

- Increased direct educational support through evidenced-based instructional strategies provided through professional learning to effectively address educational/language barriers and other unique challenges.
- Targeted academic support through intervention opportunities in order to accelerate learning and address academic achievement gaps in English and math.
- Individualized translation services as needed for families to effectively communicate with school staff.
- Additional language support from ELD facilitators and the EL coordinator.
- Additional support and guidance for Integrated and Designated ELD and ELPAC testing through the use of Ellevation, Brian Pop ELL, and small group instruction.
- Supplemental language development programs and resources to increase literacy and build English proficiency.
- Direct support services from liaisons and coordinators to provide community resources in order to meet each learner's social-emotional and physical needs.
- Supplemental support and strategies from school counselors to meet academic, social-emotional and physical needs.
- Additional progress monitoring and/or visitations by school staff as needed to ensure progress in school and support positive family-school relationships.
- Support for families through ongoing family education and other planned events to support parents/guardians.

#### Socioeconomically Disadvantaged

- Increased direct educational support through evidenced-based instructional strategies provided through professional learning to effectively address educational

barriers and unique challenges.

- Targeted academic support through intervention opportunities in order to accelerate learning and address academic achievement gaps in English and math.
- Direct support services from liaisons and coordinators to provide community resources in order to meet each learner's social-emotional and physical needs.
- Supplemental support and strategies from school counselors to meet academic, social-emotional and physical needs.
- Additional progress monitoring and/or visitations by school staff as needed to ensure progress in school and support positive family-school relationships.
- Support for families through ongoing family education and other planned events to support parents/guardians.
- Supplemental funding for AP exam fees as needed.

A description of the plan for how the additional concentration grant add-on funding identified above will be used to increase the number of staff providing direct services to students at schools that have a high concentration (above 55 percent) of foster youth, English learners, and low-income students, as applicable.

N/A

Staff-to-student ratios by type of school and concentration of unduplicated students	Schools with a student concentration of 55 percent or less	Schools with a student concentration of greater than 55 percent
Staff-to-student ratio of classified staff providing direct services to students	N/A	N/A
Staff-to-student ratio of certificated staff providing direct services to students	N/A	N/A

# Action Tables

## 2023-2024 Total Planned Expenditures Table

Totals:	LCFF Funds	Other State Funds	Local Funds	Federal Funds	Total Funds	Total Personnel	Total Non-personnel
Totals	\$1,600,976.47	\$0.00	\$0.00	\$0.00	\$1,600,976.47	\$1,015,054.65	\$585,921.82

Goal #	Action #	Action Title	Student Group(s)	LCFF Funds	Other State Funds	Local Funds	Federal Funds	Total Funds
1	1	Fully Credentialed and Appropriately Assigned Staff	All	\$853,113.74	\$0.00	\$0.00	\$0.00	\$853,113.74
1	2	High Needs Support Team	English learner (EL), Foster Youth, Low Income	\$138,650.82	\$0.00	\$0.00	\$0.00	\$138,650.82
1	3	Access to Standards-Aligned Instructional Materials	All	\$117,531.00	\$0.00	\$0.00	\$0.00	\$117,531.00
1	4	School Facilities	All	\$167,197.00	\$0.00	\$0.00	\$0.00	\$167,197.00
1	5	PBL Implementation of State Standards and Curriculum Offerings (repeated expenditure, Goal 1, Action 3)	All	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1	6	ELD Implementation of State Standards	English learner (EL)	\$24,720.00	\$0.00	\$0.00	\$0.00	\$24,720.00
1	7	Professional Learning	All	\$54,611.73	\$0.00	\$0.00	\$0.00	\$54,611.73
1	9	High School Course Access (repeated expenditure, Goal 1, Action 3)	All	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1	10	Multi-Tiered Systems of Support	All	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00
1	11	Learner Outreach and Retention (repeated expenditure, Goal 3, Action 9)	All	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	1	Student Achievement	Low Income, Foster	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

		(repeated expenditure, Goal 2, Action 2)	Youth, English learner (EL)					
2	2	EL Learner Achievement	English learner (EL)	\$1,842.00	\$0.00	\$0.00	\$0.00	\$1,842.00
2	3	Socioeconomically Disadvantaged Achievement	Low Income	\$91,687.18	\$0.00	\$0.00	\$0.00	\$91,687.18
2	4	Foster/Homeless Youth Achievement (repeated expenditure, Goal 2, Action 2)	Foster Youth	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	5	EL Reclassification (repeated expenditure, Goal 2, Action 2)	English learner (EL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	6	Individual Learning Plan (ILP) (repeated expenditure, Goal 1, Action 7)	All	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	1	Educational Partners	All	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
3	2	Family Education (repeated expenditure, Goal 3, Action 1)	All	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	3	Academic Counseling and Support (repeated expenditure, Goal 1, Action 1)	All	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	4	EL Academic Counseling and Support (repeated expenditure, Goal 1, Action 1)	English learner (EL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	5	Homeless and Foster Youth Academic Counseling and Support (repeated expenditure, Goal 3, Action 4)	Foster Youth	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	6	Socioeconomically Disadvantaged Academic Counseling and Support: (repeated expenditure, Goal 3, Action 4)	Low Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	7	School Attendance	All	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00

3	8	School Climate (repeated expenditure, Goal 1, Action 1)	All	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	9	Learner Engagement	All	\$65,623.00	\$0.00	\$0.00	\$0.00	\$65,623.00

# 2023-2024 Contributing Actions Table

1. Projected LCFF Base Grant	2. Projected LCFF Supplemental and/or Concentration Grants	3. Projected Percentage to Increase or Improve Services for the Coming School Year (2 divided by 1)	LCFF Carryover – Percentage (Percentage from prior year)	Total Percentage to Increase or Improve Services for the Coming School Year (3 + Carryover %)	4.Total Planned Contributing Expenditures (LCFF Funds)	5.Total Planned Percentage of Improved Services (%)	Planned Percentage to Increase or Improve Services for the Coming School Year (4 divided by 1, plus 5)	Totals by Type	Total LCFF Funds
\$3,000,853.00	\$256,900.00	8.56%	0.00% - No Carryover	8.56%	\$256,900.00	0.00%	8.56%	Total:	\$256,900.00
								LEA-wide Total:	\$256,900.00
								Limited Total:	
								Schoolwide Total:	\$0.00

Goal #	Action #	Action Title	Contributing to Increased or Improved Services?	Scope	Unduplicated Student Group(s)	Location	Planned Expenditures for Contributing Actions(LCFF Funds)	Planned Percentage of Improved Services (%)
1	2	High Needs Support Team	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	\$138,650.82	0.00%
1	6	ELD Implementation of State Standards	Yes	LEA-wide	English learner (EL)	All Schools	\$24,720.00	0.00%
2	2	EL Learner Achievement	Yes	LEA-wide	English learner (EL)	All Schools	\$1,842.00	0.00%
2	3	Socioeconomically Disadvantaged Achievement	Yes	LEA-wide	Low Income	All Schools	\$91,687.18	0.00%
2	4	Foster/Homeless Youth Achievement (repeated expenditure, Goal 2, Action 2)	Yes	LEA-wide	Foster Youth	All Schools	\$0.00	0.00%
2	5	EL Reclassification (repeated expenditure, Goal 2, Action 2)	Yes	LEA-wide	English learner (EL)	All Schools	\$0.00	0.00%
3	4	EL Academic Counseling and Support (repeated expenditure, Goal 1, Action 1)	Yes	LEA-wide	English learner (EL)	All Schools	\$0.00	0.00%
3	5	Homeless and Foster Youth Academic Counseling and Support (repeated expenditure, Goal 3, Action 4)	Yes	LEA-wide	Foster Youth	All Schools	\$0.00	0.00%
3	6	Socioeconomically Disadvantaged Academic Counseling and Support: (repeated expenditure, Goal 3, Action 4)	Yes	LEA-wide	Low Income	All Schools	\$0.00	0.00%

# 2022-2023 Annual Update Table

Totals:	Last Year's Total Planned Expenditures (Total Funds)	Total Estimated Actual Expenditures (Total Funds)
Totals:	\$2,775,422.00	\$2,239,599.35

Last Year's Goal#	Last Year's Action#	Prior Action/Service Title	Contributed to Increased or Improved Services?	Last Year's Planned Expenditures (Total Funds)	Estimated Actual Expenditures (Input Total Funds)
1	1	Fully Credentialed and Appropriately Assigned Staff	No	\$1,319,507.00	\$1,229,873.00
1	2	High Needs Support Team	Yes	\$106,652.00	\$167,701.00
1	3	Access to Standards-Aligned Instructional Materials	No	\$142,948.00	\$34,698.00
1	4	School Facilities	No	\$389,514.00	\$306,868.00
1	5	PBL Implementation of State Standards and Curriculum Offerings	No	\$25,000.00	\$3,135.76
1	6	ELD Implementation of State Standards	Yes	\$17,000.00	\$42,387.00
1	7	Professional Learning	No	\$379,178.00	\$211,435.00
1	8	Learner Outreach and Retention	No	\$24,961.00	\$37,230.00
1	9	High School Course Access	No	\$1,817.00	\$0.00
1	10	Multi-Tiered Systems of Support	No	\$222,112.00	\$150,000.00
2	1	Student Achievement	No	\$1,244.00	\$0.00
2	2	EL Learner Achievement	Yes	\$50,000.00	\$1,079.00
2	3	Socioeconomically Disadvantaged Achievement (repeated expenditure, Goal 2, Action 2)	Yes	\$0.00	\$6,901.37
2	4	Foster/Homeless Youth Achievement (repeated expenditure, Goal 2, Action 2)	Yes	\$0.00	\$0.00
2	5	EL Reclassification (repeated	Yes	\$0.00	\$0.00



		expenditure, Goal 2, Action 2)			
2	6	Individual Learning Plan (ILP) (repeated expenditure, Goal 1, Action 7)	No	\$0.00	\$0.00
3	1	Educational Partners (repeated expenditure, Goal 1, Action 3)	No	\$0.00	\$0.00
3	2	Family Education	No	\$14,368.00	\$904.00
3	3	Academic Counseling and Support (repeated expenditure, Goal 1, Action 1)	No	\$0.00	\$10,000.00
3	4	EL Academic Counseling and Support	Yes	\$50,000.00	\$1,354.00
3	5	Homeless and Foster Youth Academic Counseling and Support (repeated expenditure, Goal 3, Action 4)	Yes	\$0.00	\$0.00
3	6	Socioeconomically Disadvantaged Academic Counseling and Support: (repeated expenditure, Goal 3, Action 4)	Yes	\$0.00	\$0.00
3	7	School Attendance	No	\$20,405.00	\$23,774.22
3	8	School Climate (repeated expenditure, Goal 1, Action 1)	No	\$0.00	\$0.00
3	9	Learner Engagement	No	\$10,716.00	\$12,259.00

## 2022-2023 Contributing Actions Annual Update Table

6.Estimated Actual LCFF Supplemental and/or Concentration Grants (Input Dollar Amount):	4.Total Planned Contributing Expenditures (LCFF Funds)	7.Total Estimated Actual Expenditures for Contributing Actions (LCFF Funds)	Difference Between Planned and Estimated Actual Expenditures for Contributing Actions (Subtract 7 from 4)	5.Total Planned Percentage of Improved Services (%)	8.Total Estimated Actual Percentage of Improved Services(%)	Difference Between Planned and Estimated Actual Percentage of Improved Services (Subtract 5 from 8)
\$219,422.00	\$223,652.00	\$219,422.13	\$4,229.87	0.00%	0.00%	0.00% - No Difference

Last Year's Goal#	Last Year's Action#	Prior Action/Service Title	Contributed to Increased or Improved Services?	Last Year's Planned Expenditures for Contributing Actions (LCFF Funds)	Estimated Actual Expenditures for Contributing Actions(Input LCFF Funds)	Planned Percentage of Improved Services	Estimated Actual Percentage of Improved Services(Input Percentage)
1	2	High Needs Support Team	Yes	\$106,652.00	\$167,701.00	0.00%	0.00%
1	6	ELD Implementation of State Standards	Yes	\$17,000.00	\$42,387.13	0.00%	0.00%
2	2	EL Learner Achievement	Yes	\$50,000.00	\$1,079.00	0.00%	0.00%
2	3	Socioeconomically Disadvantaged Achievement (repeated expenditure, Goal 2, Action 2)	Yes	\$0.00	\$6,901.00	0.00%	0.00%
2	4	Foster/Homeless Youth Achievement (repeated expenditure, Goal 2, Action 2)	Yes	\$0.00	\$0.00	0.00%	0.00%
2	5	EL Reclassification (repeated expenditure, Goal 2, Action 2)	Yes	\$0.00	\$0.00	0.00%	0.00%
3	4	EL Academic Counseling and Support	Yes	\$50,000.00	\$1,354.00	0.00%	0.00%
3	5	Homeless and Foster Youth Academic Counseling and Support (repeated expenditure, Goal 3, Action 4)	Yes	\$0.00	\$0.00	0.00%	0.00%
3	6	Socioeconomically Disadvantaged Academic Counseling and Support: (repeated expenditure, Goal 3, Action 4)	Yes	\$0.00	\$0.00	0.00%	0.00%

## 2022-2023 LCFF Carryover Table

9.Estimated Actual LCFF Base Grant (Input Dollar Amount)	6. Estimated Actual LCFF Supplemental and/or Concentration Grants	LCFF Carryover – Percentage (Percentage from prior year)	10. Total Percentage to Increase or Improve Services for the Current School Year (6 divided by 9 + Carryover %)	7. Total Estimated Actual Expenditures for Contributing Actions (LCFF Funds)	8.Total Estimated Actual Percentage of Improved Services(%)	11. Estimated Actual Percentage of Increased or Improved Services (7 divided by 9, plus 8)	12. LCFF Carryover – Dollar Amount (Subtract 11 from 10 and multiply by 9)	13. LCFF Carryover – Percentage (12 divided by 9)
\$2,760,710.00	\$219,422.00	0.00%	7.95%	\$219,422.13	0.00%	7.95%	\$0.00 - No Carryover	0.00% - No Carryover

# Instructions

[Plan Summary](#)

[Engaging Educational Partners](#)

[Goals and Actions](#)

[Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students](#)

*For additional questions or technical assistance related to the completion of the Local Control and Accountability Plan (LCAP) template, please contact the local county office of education (COE), or the California Department of Education's (CDE's) Local Agency Systems Support Office, by phone at 916-319-0809 or by email at [lcff@cde.ca.gov](mailto:lcff@cde.ca.gov).*

## Introduction and Instructions

The Local Control Funding Formula (LCFF) requires local educational agencies (LEAs) to engage their local educational partners in an annual planning process to evaluate their progress within eight state priority areas encompassing all statutory metrics (COEs have 10 state priorities). LEAs document the results of this planning process in the LCAP using the template adopted by the State Board of Education.

The LCAP development process serves three distinct, but related functions:

- **Comprehensive Strategic Planning:** The process of developing and annually updating the LCAP supports comprehensive strategic planning (California *Education Code* [EC] Section 52064[e][1]). Strategic planning that is comprehensive connects budgetary decisions to teaching and learning performance data. LEAs should continually evaluate the hard choices they make about the use of limited resources to meet student and community needs to ensure opportunities and outcomes are improved for all students.
- **Meaningful Engagement of Educational Partners:** The LCAP development process should result in an LCAP that reflects decisions made through meaningful engagement (EC Section 52064[e][1]). Local educational partners possess valuable perspectives and insights about an LEA's programs and services. Effective strategic planning will incorporate these perspectives and insights in order to identify potential goals and actions to be included in the LCAP.
- **Accountability and Compliance:** The LCAP serves an important accountability function because aspects of the LCAP template require LEAs to show that they have complied with various requirements specified in the LCFF statutes and regulations, most notably:
  - Demonstrating that LEAs are increasing or improving services for foster youth, English learners, and low-income students in proportion to the amount of additional funding those students generate under LCFF (EC Section 52064[b][4-6]).

- Establishing goals, supported by actions and related expenditures, that address the statutory priority areas and statutory metrics (*EC* sections 52064[b][1] and [2]).
- Annually reviewing and updating the LCAP to reflect progress toward the goals (*EC* Section 52064[b][7]).

The LCAP template, like each LEA's final adopted LCAP, is a document, not a process. LEAs must use the template to memorialize the outcome of their LCAP development process, which should: (a) reflect comprehensive strategic planning (b) through meaningful engagement with educational partners that (c) meets legal requirements, as reflected in the final adopted LCAP. The sections included within the LCAP template do not and cannot reflect the full development process, just as the LCAP template itself is not intended as a tool for engaging educational partners.

If a county superintendent of schools has jurisdiction over a single school district, the county board of education and the governing board of the school district may adopt and file for review and approval a single LCAP consistent with the requirements in *EC* sections 52060, 52062, 52066, 52068, and 52070. The LCAP must clearly articulate to which entity's budget (school district or county superintendent of schools) all budgeted and actual expenditures are aligned.

The revised LCAP template for the 2021–22, 2022–23, and 2023–24 school years reflects statutory changes made through Assembly Bill 1840 (Committee on Budget), Chapter 243, Statutes of 2018. These statutory changes enhance transparency regarding expenditures on actions included in the LCAP, including actions that contribute to meeting the requirement to increase or improve services for foster youth, English learners, and low-income students, and to streamline the information presented within the LCAP to make adopted LCAPs more accessible for educational partners and the public.

At its most basic, the adopted LCAP should attempt to distill not just what the LEA is doing for students in transitional kindergarten through grade twelve (TK–12), but also allow educational partners to understand why, and whether those strategies are leading to improved opportunities and outcomes for students. LEAs are strongly encouraged to use language and a level of detail in their adopted LCAPs intended to be meaningful and accessible for the LEA's diverse educational partners and the broader public.

In developing and finalizing the LCAP for adoption, LEAs are encouraged to keep the following overarching frame at the forefront of the strategic planning and educational partner engagement functions:

Given present performance across the state priorities and on indicators in the California School Dashboard (Dashboard), how is the LEA using its budgetary resources to respond to TK–12 student and community needs, and address any performance gaps, including by meeting its obligation to increase or improve services for foster youth, English learners, and low-income students?

LEAs are encouraged to focus on a set of metrics and actions that the LEA believes, based on input gathered from educational partners, research, and experience, will have the biggest impact on behalf of its TK–12 students.

These instructions address the requirements for each section of the LCAP, but may include information about effective practices when developing the LCAP and completing the LCAP itself. Additionally, information is included at the beginning of each section emphasizing the purpose that each section serves.

## Plan Summary

### Purpose

A well-developed Plan Summary section provides a meaningful context for the LCAP. This section provides information about an LEA's community as well as relevant information about student needs and performance. In order to provide a meaningful context for the rest of the LCAP, the content of this section should be clearly and meaningfully related to the content included in the subsequent sections of the LCAP.

### Requirements and Instructions

**General Information** – Briefly describe the LEA, its schools, and its students in grades TK–12, as applicable to the LEA. For example, information about an LEA in terms of geography, enrollment, or employment, the number and size of specific schools, recent community challenges, and other such information as an LEA wishes to include can enable a reader to more fully understand an LEA's LCAP.

**Reflections: Successes** – Based on a review of performance on the state indicators and local performance indicators included in the Dashboard, progress toward LCAP goals, local self-assessment tools, input from educational partners, and any other information, what progress is the LEA most proud of and how does the LEA plan to maintain or build upon that success? This may include identifying specific examples of how past increases or improvements in services for foster youth, English learners, and low-income students have led to improved performance for these students.

**Reflections: Identified Need** – Referring to the Dashboard, identify: (a) any state indicator for which overall performance was in the “Red” or “Orange” performance category or any local indicator where the LEA received a “Not Met” or “Not Met for Two or More Years” rating AND (b) any state indicator for which performance for any student group was two or more performance levels below the “all student” performance. What steps is the LEA planning to take to address these areas of low performance and performance gaps? An LEA that is required to include a goal to address one or more consistently low-performing student groups or low-performing schools must identify that it is required to include this goal and must also identify the applicable student group(s) and/or school(s). Other needs may be identified using locally collected data including data collected to inform the self-reflection tools and reporting local indicators on the Dashboard.

**LCAP Highlights** – Identify and briefly summarize the key features of this year's LCAP.

**Comprehensive Support and Improvement** – An LEA with a school or schools identified for comprehensive support and improvement (CSI) under the Every Student Succeeds Act must respond to the following prompts:

- **Schools Identified:** Identify the schools within the LEA that have been identified for CSI.
- **Support for Identified Schools:** Describe how the LEA has or will support the identified schools in developing CSI plans that included a school-level needs assessment, evidence-based interventions, and the identification of any resource inequities to be addressed through the implementation of the CSI plan.
- **Monitoring and Evaluating Effectiveness:** Describe how the LEA will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement.

## Engaging Educational Partners

### Purpose

Significant and purposeful engagement of parents, students, educators, and other educational partners, including those representing the student groups identified by LCFF, is critical to the development of the LCAP and the budget process. Consistent with statute, such engagement should support comprehensive strategic planning, accountability, and improvement across the state priorities and locally identified priorities (*EC* Section 52064[e][1]). Engagement of educational partners is an ongoing, annual process.

This section is designed to reflect how the engagement of educational partners influenced the decisions reflected in the adopted LCAP. The goal is to allow educational partners that participated in the LCAP development process and the broader public understand how the LEA engaged educational partners and the impact of that engagement. LEAs are encouraged to keep this goal in the forefront when completing this section.

Statute and regulations specify the educational partners that school districts and COEs must consult when developing the LCAP: teachers, principals, administrators, other school personnel, local bargaining units of the LEA, parents, and students. Before adopting the LCAP, school districts and COEs must share it with the Parent Advisory Committee and, if applicable, to its English Learner Parent Advisory Committee. The superintendent is required by statute to respond in writing to the comments received from these committees. School districts and COEs must also consult with the special education local plan area administrator(s) when developing the LCAP.

Statute requires charter schools to consult with teachers, principals, administrators, other school personnel, parents, and students in developing the LCAP. The LCAP should also be shared with, and LEAs should request input from, schoolsite-level advisory groups, as applicable (e.g., schoolsite councils, English Learner Advisory Councils, student advisory groups, etc.), to facilitate alignment between schoolsite and district-level goals and actions.

Information and resources that support effective engagement, define student consultation, and provide the requirements for advisory group composition, can be found under Resources on the following web page of the CDE's website: <https://www.cde.ca.gov/re/lc/>.



# Requirements and Instructions

Below is an excerpt from the 2018–19 *Guide for Annual Audits of K–12 Local Education Agencies and State Compliance Reporting*, which is provided to highlight the legal requirements for engagement of educational partners in the LCAP development process:

## **Local Control and Accountability Plan:**

For county offices of education and school districts only, verify the LEA:

- a) Presented the local control and accountability plan to the parent advisory committee in accordance with Education Code section 52062(a)(1) or 52068(a)(1), as appropriate.
- b) If applicable, presented the local control and accountability plan to the English learner parent advisory committee, in accordance with Education Code section 52062(a)(2) or 52068(a)(2), as appropriate.
- c) Notified members of the public of the opportunity to submit comments regarding specific actions and expenditures proposed to be included in the local control and accountability plan in accordance with Education Code section 52062(a)(3) or 52068(a)(3), as appropriate.
- d) Held at least one public hearing in accordance with Education Code section 52062(b)(1) or 52068(b)(1), as appropriate.
- e) Adopted the local control and accountability plan in a public meeting in accordance with Education Code section 52062(b)(2) or 52068(b)(2), as appropriate.

**Prompt 1:** “A summary of the process used to engage educational partners and how this engagement was considered before finalizing the LCAP.”

Describe the engagement process used by the LEA to involve educational partners in the development of the LCAP, including, at a minimum, describing how the LEA met its obligation to consult with all statutorily required educational partners as applicable to the type of LEA. A sufficient response to this prompt must include general information about the timeline of the process and meetings or other engagement strategies with educational partners. A response may also include information about an LEA’s philosophical approach to engaging its educational partners.

**Prompt 2:** “A summary of the feedback provided by specific educational partners.”

Describe and summarize the feedback provided by specific educational partners. A sufficient response to this prompt will indicate ideas, trends, or inputs that emerged from an analysis of the feedback received from educational partners.

**Prompt 3:** “A description of the aspects of the LCAP that were influenced by specific input from educational partners.”

A sufficient response to this prompt will provide educational partners and the public with clear, specific information about how the engagement process influenced the development of the LCAP. The response must describe aspects of the LCAP that were influenced by or developed in response to the educational partner feedback described in response to Prompt 2. This may include a description of how the LEA prioritized requests of educational partners within the context of the budgetary resources available or otherwise prioritized areas of focus within the LCAP. For the purposes of this prompt, “aspects” of an LCAP that may have been influenced by educational partner input can include, but are not necessarily limited to:

- Inclusion of a goal or decision to pursue a Focus Goal (as described below)
- Inclusion of metrics other than the statutorily required metrics
- Determination of the desired outcome on one or more metrics
- Inclusion of performance by one or more student groups in the Measuring and Reporting Results subsection
- Inclusion of action(s) or a group of actions
- Elimination of action(s) or group of actions
- Changes to the level of proposed expenditures for one or more actions
- Inclusion of action(s) as contributing to increased or improved services for unduplicated students
- Determination of effectiveness of the specific actions to achieve the goal
- Determination of material differences in expenditures
- Determination of changes made to a goal for the ensuing LCAP year based on the annual update process
- Determination of challenges or successes in the implementation of actions

## Goals and Actions

### Purpose

Well-developed goals will clearly communicate to educational partners what the LEA plans to accomplish, what the LEA plans to do in order to accomplish the goal, and how the LEA will know when it has accomplished the goal. A goal statement, associated metrics and expected outcomes, and the actions included in the goal should be in alignment. The explanation for why the LEA included a goal is an opportunity for LEAs to clearly communicate to educational partners and the public why, among the various strengths and areas for improvement highlighted by performance data and strategies and actions that could be pursued, the LEA decided to pursue this goal, and the related metrics, expected outcomes, actions, and expenditures.

A well-developed goal can be focused on the performance relative to a metric or metrics for all students, a specific student group(s), narrowing performance gaps, or implementing programs or strategies expected to impact outcomes. LEAs should assess the performance of their student groups when developing goals and the related actions to achieve such goals.

# Requirements and Instructions

LEAs should prioritize the goals, specific actions, and related expenditures included within the LCAP within one or more state priorities. LEAs should consider performance on the state and local indicators, including their locally collected and reported data for the local indicators that are included in the Dashboard in determining whether and how to prioritize its goals within the LCAP.

In order to support prioritization of goals, the LCAP template provides LEAs with the option of developing three different kinds of goals:

- **Focus Goal:** A Focus Goal is relatively more concentrated in scope and may focus on a fewer number of metrics to measure improvement. A Focus Goal statement will be time bound and make clear how the goal is to be measured.
- **Broad Goal:** A Broad Goal is relatively less concentrated in its scope and may focus on improving performance across a wide range of metrics.
- **Maintenance of Progress Goal:** A Maintenance of Progress Goal includes actions that may be ongoing without significant changes and allows an LEA to track performance on any metrics not addressed in the other goals of the LCAP.

At a minimum, the LCAP must address all LCFF priorities and associated metrics.

## ***Focus Goal(s)***

**Goal Description:** The description provided for a Focus Goal must be specific, measurable, and time bound. An LEA develops a Focus Goal to address areas of need that may require or benefit from a more specific and data intensive approach. The Focus Goal can explicitly reference the metric(s) by which achievement of the goal will be measured and the time frame according to which the LEA expects to achieve the goal.

**Explanation of why the LEA has developed this goal:** Explain why the LEA has chosen to prioritize this goal. An explanation must be based on Dashboard data or other locally collected data. LEAs must describe how the LEA identified this goal for focused attention, including relevant consultation with educational partners. LEAs are encouraged to promote transparency and understanding around the decision to pursue a focus goal.

## ***Broad Goal***

**Goal Description:** Describe what the LEA plans to achieve through the actions included in the goal. The description of a broad goal will be clearly aligned with the expected measurable outcomes included for the goal. The goal description organizes the actions and expected outcomes in a cohesive and consistent manner. A goal description is specific enough to be measurable in either quantitative or qualitative terms. A broad goal is not as specific as a focus goal. While it is specific enough to be measurable, there are many different metrics for measuring progress toward the goal.

**Explanation of why the LEA has developed this goal:** Explain why the LEA developed this goal and how the actions and metrics grouped together will help achieve the goal.

### ***Maintenance of Progress Goal***

**Goal Description:** Describe how the LEA intends to maintain the progress made in the LCFF State Priorities not addressed by the other goals in the LCAP. Use this type of goal to address the state priorities and applicable metrics not addressed within the other goals in the LCAP. The state priorities and metrics to be addressed in this section are those for which the LEA, in consultation with educational partners, has determined to maintain actions and monitor progress while focusing implementation efforts on the actions covered by other goals in the LCAP.

**Explanation of why the LEA has developed this goal:** Explain how the actions will sustain the progress exemplified by the related metrics.

### ***Required Goals***

In general, LEAs have flexibility in determining what goals to include in the LCAP and what those goals will address; however, beginning with the development of the 2022–23 LCAP, LEAs that meet certain criteria are required to include a specific goal in their LCAP.

**Consistently low-performing student group(s) criteria:** An LEA is eligible for Differentiated Assistance for three or more consecutive years based on the performance of the same student group or groups in the Dashboard. A list of the LEAs required to include a goal in the LCAP based on student group performance, and the student group(s) that lead to identification, may be found on the CDE’s Local Control Funding Formula web page at <https://www.cde.ca.gov/fq/aa/lc/>.

- **Consistently low-performing student group(s) goal requirement:** An LEA meeting the consistently low-performing student group(s) criteria must include a goal in its LCAP focused on improving the performance of the student group or groups that led to the LEA’s eligibility for Differentiated Assistance. This goal must include metrics, outcomes, actions, and expenditures specific to addressing the needs of, and improving outcomes for, this student group or groups. An LEA required to address multiple student groups is not required to have a goal to address each student group; however, each student group must be specifically addressed in the goal. This requirement may not be met by combining this required goal with another goal.
- **Goal Description:** Describe the outcomes the LEA plans to achieve to address the needs of, and improve outcomes for, the student group or groups that led to the LEA’s eligibility for Differentiated Assistance.
- **Explanation of why the LEA has developed this goal:** Explain why the LEA is required to develop this goal, including identifying the student group(s) that lead to the LEA being required to develop this goal, how the actions and associated metrics included in this goal differ from previous efforts to improve outcomes for the student group(s), and why the LEA believes the actions, metrics, and expenditures included in this goal will help achieve the outcomes identified in the goal description.

**Low-performing school(s) criteria:** The following criteria only applies to a school district or COE with two or more schools; it does not apply to a single-school district. A school district or COE has one or more schools that, for two consecutive years, received the two lowest performance levels on all but one of the state indicators for which the school(s) receive performance levels in the Dashboard and the performance of the “All Students” student group for the LEA is at least one performance level higher in all of those indicators. A list of the LEAs required to include a goal in the LCAP based on school performance, and the school(s) that lead to identification, may be found on the CDE’s Local Control Funding Formula web page at <https://www.cde.ca.gov/fq/aa/lc/>.

- **Low-performing school(s) goal requirement:** A school district or COE meeting the low-performing school(s) criteria must include a goal in its LCAP focusing on addressing the disparities in performance between the school(s) and the LEA as a whole. This goal must include metrics, outcomes, actions, and expenditures specific to addressing the needs of, and improving outcomes for, the students enrolled at the low-performing school or schools. An LEA required to address multiple schools is not required to have a goal to address each school; however, each school must be specifically addressed in the goal. This requirement may not be met by combining this goal with another goal.
- **Goal Description:** Describe what outcomes the LEA plans to achieve to address the disparities in performance between the students enrolled at the low-performing school(s) and the students enrolled at the LEA as a whole.
- **Explanation of why the LEA has developed this goal:** Explain why the LEA is required to develop this goal, including identifying the schools(s) that lead to the LEA being required to develop this goal; how the actions and associated metrics included in this goal differ from previous efforts to improve outcomes for the school(s); and why the LEA believes the actions, metrics, and expenditures included in this goal will help achieve the outcomes for students enrolled at the low-performing school or schools identified in the goal description.

### ***Measuring and Reporting Results:***

For each LCAP year, identify the metric(s) that the LEA will use to track progress toward the expected outcomes. LEAs are encouraged to identify metrics for specific student groups, as appropriate, including expected outcomes that would reflect narrowing of any existing performance gaps.

Include in the baseline column the most recent data associated with this metric available at the time of adoption of the LCAP for the first year of the three-year plan. LEAs may use data as reported on the 2019 Dashboard for the baseline of a metric only if that data represents the most recent available (e.g., high school graduation rate).

Using the most recent data available may involve reviewing data the LEA is preparing for submission to the California Longitudinal Pupil Achievement Data System (CALPADS) or data that the LEA has recently submitted to CALPADS. Because final 2020–21 outcomes on some metrics may not be computable at the time the 2021–24 LCAP is adopted (e.g., graduation rate, suspension rate), the most recent data available may include a point in time calculation taken each year on the same date for comparability purposes.

The baseline data shall remain unchanged throughout the three-year LCAP.

Complete the table as follows:

- **Metric:** Indicate how progress is being measured using a metric.
- **Baseline:** Enter the baseline when completing the LCAP for 2021–22. As described above, the baseline is the most recent data associated with a metric. Indicate the school year to which the data applies, consistent with the instructions above.
- **Year 1 Outcome:** When completing the LCAP for 2022–23, enter the most recent data available. Indicate the school year to which the data applies, consistent with the instructions above.
- **Year 2 Outcome:** When completing the LCAP for 2023–24, enter the most recent data available. Indicate the school year to which the data applies, consistent with the instructions above.
- **Year 3 Outcome:** When completing the LCAP for 2024–25, enter the most recent data available. Indicate the school year to which the data applies, consistent with the instructions above. The 2024–25 LCAP will be the first year in the next three-year cycle. Completing this column will be part of the Annual Update for that year.
- **Desired Outcome for 2023–24:** When completing the first year of the LCAP, enter the desired outcome for the relevant metric the LEA expects to achieve by the end of the 2023–24 LCAP year.

Timeline for completing the “**Measuring and Reporting Results**” part of the Goal.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for Year 3 (2023–24)
Enter information in this box when completing the LCAP for <b>2021–22</b> .	Enter information in this box when completing the LCAP for <b>2021–22</b> .	Enter information in this box when completing the LCAP for <b>2022–23</b> . Leave blank until then.	Enter information in this box when completing the LCAP for <b>2023–24</b> . Leave blank until then.	Enter information in this box when completing the LCAP for <b>2024–25</b> . Leave blank until then.	Enter information in this box when completing the LCAP for <b>2021–22</b> or when adding a new metric.

The metrics may be quantitative or qualitative; but at minimum, an LEA's LCAP must include goals that are measured using all of the applicable metrics for the related state priorities, in each LCAP year as applicable to the type of LEA. To the extent a state priority does not specify one or more metrics (e.g., implementation of state academic content and performance standards), the LEA must identify a metric to use within the LCAP. For these state priorities, LEAs are encouraged to use metrics based on or reported through the relevant self-reflection tool for local indicators within the Dashboard.

**Actions:** Enter the action number. Provide a short title for the action. This title will also appear in the action tables. Provide a description of the action. Enter the total amount of expenditures associated with this action. Budgeted expenditures from specific fund sources will be provided in the summary tables. Indicate whether the action contributes to meeting the increase or improved services requirement as described in the Increased or Improved Services section using a "Y" for Yes or an "N" for No. (**Note:** for each such action offered on an LEA-wide or schoolwide basis, the LEA will need to provide additional information in the Increased or Improved Summary Section to address the requirements in *California Code of Regulations*, Title 5 [5 CCR] Section 15496(b) in the Increased or Improved Services Section of the LCAP).

**Actions for English Learners:** School districts, COEs, and charter schools that have a numerically significant English learner student subgroup must include specific actions in the LCAP related to, at a minimum, the language acquisition programs, as defined in *EC* Section 306, provided to students and professional development activities specific to English learners.

**Actions for Foster Youth:** School districts, COEs, and charter schools that have a numerically significant Foster Youth student subgroup are encouraged to include specific actions in the LCAP designed to meet needs specific to Foster Youth students.

## **Goal Analysis:**

Enter the LCAP Year.

Using actual annual measurable outcome data, including data from the Dashboard, analyze whether the planned actions were effective in achieving the goal. Respond to the prompts as instructed.

- Describe the overall implementation of the actions to achieve the articulated goal. Include a discussion of relevant challenges and successes experienced with the implementation process. This must include any instance where the LEA did not implement a planned action or implemented a planned action in a manner that differs substantively from how it was described in the adopted LCAP.
- Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures and between the Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services, as applicable. Minor variances in expenditures or percentages do not need to be addressed, and a dollar-for-dollar accounting is not required.
- Describe the effectiveness of the specific actions to achieve the articulated goal as measured by the LEA. In some cases, not all actions in a goal will be intended to improve performance on all of the metrics associated with the goal. When responding to this prompt, LEAs

may assess the effectiveness of a single action or group of actions within the goal in the context of performance on a single metric or group of specific metrics within the goal that are applicable to the action(s). Grouping actions with metrics will allow for more robust analysis of whether the strategy the LEA is using to impact a specified set of metrics is working and increase transparency for educational partners. LEAs are encouraged to use such an approach when goals include multiple actions and metrics that are not closely associated.

- Describe any changes made to this goal, expected outcomes, metrics, or actions to achieve this goal as a result of this analysis and analysis of the data provided in the Dashboard or other local data, as applicable.

## Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

### Purpose

A well-written Increased or Improved Services section provides educational partners with a comprehensive description, within a single dedicated section, of how an LEA plans to increase or improve services for its unduplicated students in grades TK–12 as compared to all students in grades TK–12, as applicable, and how LEA-wide or schoolwide actions identified for this purpose meet regulatory requirements. Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of educational partners to facilitate their ability to provide input. An LEA's description in this section must align with the actions included in the Goals and Actions section as contributing.

### Requirements and Instructions

***Projected LCFF Supplemental and/or Concentration Grants:*** Specify the amount of LCFF supplemental and concentration grant funds the LEA estimates it will receive in the coming year based on the number and concentration of low income, foster youth, and English learner students.

***Projected Additional LCFF Concentration Grant (15 percent):*** Specify the amount of additional LCFF concentration grant add-on funding, as described in *EC* Section 42238.02, that the LEA estimates it will receive in the coming year.

***Projected Percentage to Increase or Improve Services for the Coming School Year:*** Specify the estimated percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year as calculated pursuant to 5 *CCR* Section 15496(a)(7).

***LCFF Carryover — Percentage:*** Specify the LCFF Carryover — Percentage identified in the LCFF Carryover Table. If a carryover percentage is not identified in the LCFF Carryover Table, specify a percentage of zero (0.00%).



**LCFF Carryover — Dollar:** Specify the LCFF Carryover — Dollar amount identified in the LCFF Carryover Table. If a carryover amount is not identified in the LCFF Carryover Table, specify an amount of zero (\$0).

**Total Percentage to Increase or Improve Services for the Coming School Year:** Add the Projected Percentage to Increase or Improve Services for the Coming School Year and the Proportional LCFF Required Carryover Percentage and specify the percentage. This is the LEAs percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year, as calculated pursuant to 5 CCR Section 15496(a)(7).

**Required Descriptions:**

**For each action being provided to an entire school, or across the entire school district or COE, an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the goals for these students.**

For each action included in the Goals and Actions section as contributing to the increased or improved services requirement for unduplicated pupils and provided on an LEA-wide or schoolwide basis, the LEA must include an explanation consistent with 5 CCR Section 15496(b). For any such actions continued into the 2021–24 LCAP from the 2017–2020 LCAP, the LEA must determine whether or not the action was effective as expected, and this determination must reflect evidence of outcome data or actual implementation to date.

**Principally Directed and Effective:** An LEA demonstrates how an action is principally directed towards and effective in meeting the LEA's goals for unduplicated students when the LEA explains how:

- It considers the needs, conditions, or circumstances of its unduplicated pupils;
- The action, or aspect(s) of the action (including, for example, its design, content, methods, or location), is based on these considerations; and
- The action is intended to help achieve an expected measurable outcome of the associated goal.

As such, the response provided in this section may rely on a needs assessment of unduplicated students.

Conclusory statements that a service will help achieve an expected outcome for the goal, without an explicit connection or further explanation as to how, are not sufficient. Further, simply stating that an LEA has a high enrollment percentage of a specific student group or groups does not meet the increase or improve services standard because enrolling students is not the same as serving students.

For example, if an LEA determines that low-income students have a significantly lower attendance rate than the attendance rate for all students, it might justify LEA-wide or schoolwide actions to address this area of need in the following way:

After assessing the needs, conditions, and circumstances of our low-income students, we learned that the attendance rate of our low-income students is 7 percent lower than the attendance rate for all students. (Needs, Conditions, Circumstances [Principally Directed])

In order to address this condition of our low-income students, we will develop and implement a new attendance program that is designed to address some of the major causes of absenteeism, including lack of reliable transportation and food, as well as a school climate that does not emphasize the importance of attendance. Goal N, Actions X, Y, and Z provide additional transportation and nutritional resources as well as a districtwide educational campaign on the benefits of high attendance rates. (Contributing Action[s])

These actions are being provided on an LEA-wide basis and we expect/hope that all students with less than a 100 percent attendance rate will benefit. However, because of the significantly lower attendance rate of low-income students, and because the actions meet needs most associated with the chronic stresses and experiences of a socio-economically disadvantaged status, we expect that the attendance rate for our low-income students will increase significantly more than the average attendance rate of all other students. (Measurable Outcomes [Effective In])

**COEs and Charter Schools:** Describe how actions included as contributing to meeting the increased or improved services requirement on an LEA-wide basis are principally directed to and effective in meeting its goals for unduplicated pupils in the state and any local priorities as described above. In the case of COEs and charter schools, schoolwide and LEA-wide are considered to be synonymous.

## **For School Districts Only:**

### **Actions Provided on an LEA-Wide Basis:**

***Unduplicated Percentage > 55 percent:*** For school districts with an unduplicated pupil percentage of 55 percent or more, describe how these actions are principally directed to and effective in meeting its goals for unduplicated pupils in the state and any local priorities as described above.

***Unduplicated Percentage < 55 percent:*** For school districts with an unduplicated pupil percentage of less than 55 percent, describe how these actions are principally directed to and effective in meeting its goals for unduplicated pupils in the state and any local priorities. Also describe how the actions **are the most effective use of the funds** to meet these goals for its unduplicated pupils. Provide the basis for this determination, including any alternatives considered, supporting research, experience, or educational theory.

### **Actions Provided on a Schoolwide Basis:**

School Districts must identify in the description those actions being funded and provided on a schoolwide basis, and include the required description supporting the use of the funds on a schoolwide basis.

**For schools with 40 percent or more enrollment of unduplicated pupils:** Describe how these actions are principally directed to and effective in meeting its goals for its unduplicated pupils in the state and any local priorities.

**For school districts expending funds on a schoolwide basis at a school with less than 40 percent enrollment of unduplicated pupils:** Describe how these actions are principally directed to and how the actions are the most effective use of the funds to meet its goals for foster youth, English learners, and low-income students in the state and any local priorities.

**A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.**

Consistent with the requirements of 5 CCR Section 15496, describe how services provided for unduplicated pupils are increased or improved by at least the percentage calculated as compared to the services provided for all students in the LCAP year. To improve services means to grow services in quality and to increase services means to grow services in quantity. Services are increased or improved by those actions in the LCAP that are included in the Goals and Actions section as contributing to the increased or improved services requirement, whether they are provided on an LEA-wide or schoolwide basis or provided on a limited basis to unduplicated students. A limited action is an action that only serves foster youth, English learners, and/or low-income students. This description must address how these action(s) are expected to result in the required proportional increase or improvement in services for unduplicated pupils as compared to the services the LEA provides to all students for the relevant LCAP year.

For any action contributing to meeting the increased or improved services requirement that is associated with a Planned Percentage of Improved Services in the Contributing Summary Table rather than an expenditure of LCFF funds, describe the methodology that was used to determine the contribution of the action towards the proportional percentage. See the instructions for determining the Planned Percentage of Improved Services for information on calculating the Percentage of Improved Services.

**A description of the plan for how the additional concentration grant add-on funding identified above will be used to increase the number of staff providing direct services to students at schools that have a high concentration (above 55 percent) of foster youth, English learners, and low-income students, as applicable.**

An LEA that receives the additional concentration grant add-on described in EC Section 42238.02 is required to demonstrate how it is using these funds to increase the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is greater than 55 percent as compared to the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is equal to or less than 55 percent. The staff who provide direct services to students must be certificated staff and/or classified staff employed by the LEA; classified staff includes custodial staff.

Provide the following descriptions, as applicable to the LEA:

An LEA that does not receive a concentration grant or the concentration grant add-on must indicate that a response to this prompt is not applicable.

Identify the goal and action numbers of the actions in the LCAP that the LEA is implementing to meet the requirement to increase the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is greater than 55 percent.

An LEA that does not have comparison schools from which to describe how it is using the concentration grant add-on funds, such as an LEA that only has schools with an enrollment of unduplicated students that is greater than 55 percent, must describe how it is using the funds to increase the number of credentialed staff, classified staff, or both, including custodial staff, who provide direct services to students at selected schools and the criteria used to determine which schools require additional staffing support.

In the event that an additional concentration grant add-on is not sufficient to increase staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent, the LEA must describe how it is using the funds to retain staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent.

Complete the table as follows:

- Provide the staff-to-student ratio of classified staff providing direct services to students with a concentration of unduplicated students that is 55 percent or less and the staff-to-student ratio of classified staff providing direct services to students at schools with a concentration of unduplicated students that is greater than 55 percent, as applicable to the LEA. The LEA may group its schools by grade span (Elementary, Middle/Junior High, and High Schools), as applicable to the LEA. The staff-to-student ratio must be based on the number of full time equivalent (FTE) staff and the number of enrolled students as counted on the first Wednesday in October of each year.
- Provide the staff-to-student ratio of certificated staff providing direct services to students at schools with a concentration of unduplicated students that is 55 percent or less and the staff-to-student ratio of certificated staff providing direct services to students at schools with a concentration of unduplicated students that is greater than 55 percent, as applicable to the LEA. The LEA may group its schools by grade span (Elementary, Middle/Junior High, and High Schools), as applicable to the LEA. The staff-to-student ratio must be based on the number of FTE staff and the number of enrolled students as counted on the first Wednesday in October of each year.

## Action Tables

Complete the Data Entry Table for each action in the LCAP. The information entered into this table will automatically populate the other Action Tables. Information is only entered into the Data Entry Table, the Annual Update Table, the Contributing Actions Annual Update Table, and the LCFF Carryover Table. With the exception of the Data Entry Table, the word “input” has been added to column headers to aid in identifying the column(s) where information will be entered. Information is not entered on the remaining Action tables.

The following tables are required to be included as part of the LCAP adopted by the local governing board or governing body:

- Table 1: Total Planned Expenditures Table (for the coming LCAP Year)
- Table 2: Contributing Actions Table (for the coming LCAP Year)
- Table 3: Annual Update Table (for the current LCAP Year)
- Table 4: Contributing Actions Annual Update Table (for the current LCAP Year)
- Table 5: LCFF Carryover Table (for the current LCAP Year)

Note: The coming LCAP Year is the year that is being planned for, while the current LCAP year is the current year of implementation. For example, when developing the 2022–23 LCAP, 2022–23 will be the coming LCAP Year and 2021–22 will be the current LCAP Year.

## Data Entry Table

The Data Entry Table may be included in the LCAP as adopted by the local governing board or governing body, but is not required to be included. In the Data Entry Table, input the following information for each action in the LCAP for that applicable LCAP year:

- **LCAP Year:** Identify the applicable LCAP Year.
- **1. Projected LCFF Base Grant:** Provide the total amount of LCFF funding the LEA estimates it will receive for the coming school year, excluding the supplemental and concentration grants and the add-ons for the Targeted Instructional Improvement Grant Program and the Home to School Transportation Program, pursuant to 5 CCR Section 15496(a)(8).

See *EC* sections 2574 (for COEs) and 42238.02 (for school districts and charter schools), as applicable, for LCFF apportionment calculations.

- **2. Projected LCFF Supplemental and/or Concentration Grants:** Provide the total amount of LCFF supplemental and concentration grants the LEA estimates it will receive on the basis of the number and concentration of unduplicated students for the coming school year.
- **3. Projected Percentage to Increase or Improve Services for the Coming School Year:** This percentage will not be entered; it is calculated based on the Projected LCFF Base Grant and the Projected LCFF Supplemental and/or Concentration Grants, pursuant to 5 CCR Section 15496(a)(8). This is the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the coming LCAP year.

- **LCFF Carryover — Percentage:** Specify the LCFF Carryover — Percentage identified in the LCFF Carryover Table from the prior LCAP year. If a carryover percentage is not identified in the LCFF Carryover Table, specify a percentage of zero (0.00%).
- **Total Percentage to Increase or Improve Services for the Coming School Year:** This percentage will not be entered; it is calculated based on the Projected Percentage to Increase or Improve Services for the Coming School Year and the LCFF Carryover — Percentage. This is the percentage by which the LEA must increase or improve services for unduplicated pupils as compared to the services provided to all students in the coming LCAP year.
- **Goal #:** Enter the LCAP Goal number for the action.
- **Action #:** Enter the action's number as indicated in the LCAP Goal.
- **Action Title:** Provide a title of the action.
- **Student Group(s):** Indicate the student group or groups who will be the primary beneficiary of the action by entering "All," or by entering a specific student group or groups.
- **Contributing to Increased or Improved Services?:** Type "Yes" if the action **is** included as contributing to meeting the increased or improved services; OR, type "No" if the action is **not** included as contributing to meeting the increased or improved services.
- If "Yes" is entered into the Contributing column, then complete the following columns:
  - **Scope:** The scope of an action may be LEA-wide (i.e., districtwide, countywide, or charterwide), schoolwide, or limited. An action that is LEA-wide in scope upgrades the entire educational program of the LEA. An action that is schoolwide in scope upgrades the entire educational program of a single school. An action that is limited in its scope is an action that serves only one or more unduplicated student groups.
  - **Unduplicated Student Group(s):** Regardless of scope, contributing actions serve one or more unduplicated student groups. Indicate one or more unduplicated student groups for whom services are being increased or improved as compared to what all students receive.
  - **Location:** Identify the location where the action will be provided. If the action is provided to all schools within the LEA, the LEA must indicate "All Schools." If the action is provided to specific schools within the LEA or specific grade spans only, the LEA must enter "Specific Schools" or "Specific Grade Spans." Identify the individual school or a subset of schools or grade spans (e.g., all high schools or grades transitional kindergarten through grade five), as appropriate.

- **Time Span:** Enter “ongoing” if the action will be implemented for an indeterminate period of time. Otherwise, indicate the span of time for which the action will be implemented. For example, an LEA might enter “1 Year,” or “2 Years,” or “6 Months.”
- **Total Personnel:** Enter the total amount of personnel expenditures utilized to implement this action.
- **Total Non-Personnel:** This amount will be automatically calculated based on information provided in the Total Personnel column and the Total Funds column.
- **LCFF Funds:** Enter the total amount of LCFF funds utilized to implement this action, if any. LCFF funds include all funds that make up an LEA’s total LCFF target (i.e., base grant, grade span adjustment, supplemental grant, concentration grant, Targeted Instructional Improvement Block Grant, and Home-To-School Transportation).
  - **Note:** For an action to contribute towards meeting the increased or improved services requirement it must include some measure of LCFF funding. The action may also include funding from other sources, however the extent to which an action contributes to meeting the increased or improved services requirement is based on the LCFF funding being used to implement the action.
- **Other State Funds:** Enter the total amount of Other State Funds utilized to implement this action, if any.
- **Local Funds:** Enter the total amount of Local Funds utilized to implement this action, if any.
- **Federal Funds:** Enter the total amount of Federal Funds utilized to implement this action, if any.
- **Total Funds:** This amount is automatically calculated based on amounts entered in the previous four columns.
- **Planned Percentage of Improved Services:** For any action identified as contributing, being provided on a Limited basis to unduplicated students, and that does not have funding associated with the action, enter the planned quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%). A limited action is an action that only serves foster youth, English learners, and/or low-income students.
  - As noted in the instructions for the Increased or Improved Services section, when identifying a Planned Percentage of Improved Services, the LEA must describe the methodology that it used to determine the contribution of the action towards the proportional percentage. The percentage of improved services for an action corresponds to the amount of LCFF funding that the LEA estimates it would expend to implement the action if it were funded.

For example, an LEA determines that there is a need to analyze data to ensure that instructional aides and expanded learning providers know what targeted supports to provide to students who are foster youth. The LEA could implement this action by hiring additional staff to collect and analyze data and to coordinate supports for students, which the LEA estimates would cost \$165,000.

Instead, the LEA chooses to utilize a portion of existing staff time to analyze data relating to students who are foster youth. This analysis will then be shared with site principals who will use the data to coordinate services provided by instructional assistants and expanded learning providers to target support to students. In this example, the LEA would divide the estimated cost of \$165,000 by the amount of LCFF Funding identified in the Data Entry Table and then convert the quotient to a percentage. This percentage is the Planned Percentage of Improved Service for the action.

## Contributing Actions Table

As noted above, information will not be entered in the Contributing Actions Table; however, the 'Contributing to Increased or Improved Services?' column will need to be checked to ensure that only actions with a "Yes" are displaying. If actions with a "No" are displayed or if actions that are contributing are not displaying in the column, use the drop-down menu in the column header to filter only the "Yes" responses.

## Annual Update Table

In the Annual Update Table, provide the following information for each action in the LCAP for the relevant LCAP year:

- **Estimated Actual Expenditures:** Enter the total estimated actual expenditures to implement this action, if any.

## Contributing Actions Annual Update Table

In the Contributing Actions Annual Update Table, check the 'Contributing to Increased or Improved Services?' column to ensure that only actions with a "Yes" are displaying. If actions with a "No" are displayed or if actions that are contributing are not displaying in the column, use the drop-down menu in the column header to filter only the "Yes" responses. Provide the following information for each contributing action in the LCAP for the relevant LCAP year:

- **6. Estimated Actual LCFF Supplemental and/or Concentration Grants:** Provide the total amount of LCFF supplemental and concentration grants the LEA estimates it will actually receive based on of the number and concentration of unduplicated students in the current school year.
- **Estimated Actual Expenditures for Contributing Actions:** Enter the total estimated actual expenditure of LCFF funds used to implement this action, if any.
- **Estimated Actual Percentage of Improved Services:** For any action identified as contributing, being provided on a Limited basis only to unduplicated students, and that does not have funding associated with the action, enter the total estimated actual quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%).



- Building on the example provided above for calculating the Planned Percentage of Improved Services, the LEA in the example implements the action. As part of the annual update process, the LEA reviews implementation and student outcome data and determines that the action was implemented with fidelity and that outcomes for foster youth students improved. The LEA reviews the original estimated cost for the action and determines that had it hired additional staff to collect and analyze data and to coordinate supports for students that estimated actual cost would have been \$169,500 due to a cost of living adjustment. The LEA would divide the estimated actual cost of \$169,500 by the amount of LCFF Funding identified in the Data Entry Table and then convert the quotient to a percentage. This percentage is the Estimated Actual Percentage of Improved Services for the action.

## LCFF Carryover Table

- **9. Estimated Actual LCFF Base Grant:** Provide the total amount of LCFF funding the LEA estimates it will receive for the current school year, excluding the supplemental and concentration grants and the add-ons for the Targeted Instructional Improvement Grant Program and the Home to School Transportation Program, pursuant to 5 CCR Section 15496(a)(8).
- **10. Total Percentage to Increase or Improve Services for the Current School Year:** This percentage will not be entered. The percentage is calculated based on the amounts of the Estimated Actual LCFF Base Grant (9) and the Estimated Actual LCFF Supplemental and/or Concentration Grants (6), pursuant to 5 CCR Section 15496(a)(8), plus the LCFF Carryover – Percentage from the prior year. This is the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the current LCAP year.

## Calculations in the Action Tables

To reduce the duplication of effort of LEAs, the Action Tables include functionality such as pre-population of fields and cells based on the information provided in the Data Entry Table, the Annual Update Summary Table, and the Contributing Actions Table. For transparency, the functionality and calculations used are provided below.

### ***Contributing Actions Table***

- 4. Total Planned Contributing Expenditures (LCFF Funds)
  - This amount is the total of the Planned Expenditures for Contributing Actions (LCFF Funds) column
- 5. Total Planned Percentage of Improved Services
  - This percentage is the total of the Planned Percentage of Improved Services column
- Planned Percentage to Increase or Improve Services for the coming school year (4 divided by 1, plus 5)

- This percentage is calculated by dividing the Total Planned Contributing Expenditures (4) by the Projected LCFF Base Grant (1), converting the quotient to a percentage, and adding it to the Total Planned Percentage of Improved Services (5).

### ***Contributing Actions Annual Update Table***

Pursuant to *EC* Section 42238.07(c)(2), if the Total Planned Contributing Expenditures (4) is less than the Estimated Actual LCFF Supplemental and Concentration Grants (6), the LEA is required to calculate the difference between the Total Planned Percentage of Improved Services (5) and the Total Estimated Actual Percentage of Improved Services (7). If the Total Planned Contributing Expenditures (4) is equal to or greater than the Estimated Actual LCFF Supplemental and Concentration Grants (6), the Difference Between Planned and Estimated Actual Percentage of Improved Services will display “Not Required.”

- 6. Estimated Actual LCFF Supplemental and Concentration Grants
  - This is the total amount of LCFF supplemental and concentration grants the LEA estimates it will actually receive based on of the number and concentration of unduplicated students in the current school year.
- 4. Total Planned Contributing Expenditures (LCFF Funds)
  - This amount is the total of the Last Year's Planned Expenditures for Contributing Actions (LCFF Funds)
- 7. Total Estimated Actual Expenditures for Contributing Actions
  - This amount is the total of the Estimated Actual Expenditures for Contributing Actions (LCFF Funds)
- Difference Between Planned and Estimated Actual Expenditures for Contributing Actions (Subtract 7 from 4)
  - This amount is the Total Estimated Actual Expenditures for Contributing Actions (7) subtracted from the Total Planned Contributing Expenditures (4)
- 5. Total Planned Percentage of Improved Services (%)
  - This amount is the total of the Planned Percentage of Improved Services column
- 8. Total Estimated Actual Percentage of Improved Services (%)
  - This amount is the total of the Estimated Actual Percentage of Improved Services column
- Difference Between Planned and Estimated Actual Percentage of Improved Services (Subtract 5 from 8)

- This amount is the Total Planned Percentage of Improved Services (5) subtracted from the Total Estimated Actual Percentage of Improved Services (8)

### ***LCFF Carryover Table***

- 10. Total Percentage to Increase or Improve Services for the Current School Year (6 divided by 9 + Carryover %)
  - This percentage is the Estimated Actual LCFF Supplemental and/or Concentration Grants (6) divided by the Estimated Actual LCFF Base Grant (9) plus the LCFF Carryover – Percentage from the prior year.
- 11. Estimated Actual Percentage of Increased or Improved Services (7 divided by 9, plus 8)
  - This percentage is the Total Estimated Actual Expenditures for Contributing Actions (7) divided by the LCFF Funding (9), then converting the quotient to a percentage and adding the Total Estimated Actual Percentage of Improved Services (8).
- 12. LCFF Carryover — Dollar Amount LCFF Carryover (Subtract 11 from 10 and multiply by 9)
  - If the Estimated Actual Percentage of Increased or Improved Services (11) is less than the Estimated Actual Percentage to Increase or Improve Services (10), the LEA is required to carry over LCFF funds.

The amount of LCFF funds is calculated by subtracting the Estimated Actual Percentage to Increase or Improve Services (11) from the Estimated Actual Percentage of Increased or Improved Services (10) and then multiplying by the Estimated Actual LCFF Base Grant (9). This amount is the amount of LCFF funds that is required to be carried over to the coming year.

- 13. LCFF Carryover — Percentage (12 divided by 9)
  - This percentage is the unmet portion of the Percentage to Increase or Improve Services that the LEA must carry over into the coming LCAP year. The percentage is calculated by dividing the LCFF Carryover (12) by the LCFF Funding (9).

California Department of Education  
January 2022

# Local Control and Accountability Plan (LCAP) Every Student Succeeds Act (ESSA) Federal Addendum Template

## LEA name:

iLEAD Agua Dulce

## CDS code:

19 75309 0138297

## Link to the LCAP:

(optional)

<https://ileadaguadulce.org/about/board-information/lcap/>

## For which ESSA programs will your LEA apply?

Choose from:

### TITLE I, PART A

Improving Basic Programs Operated by  
State and Local Educational Agencies

### TITLE I, PART D

Prevention and Intervention Programs for  
Children and Youth Who Are Neglected,  
Delinquent, or At-Risk

### TITLE II, PART A

Supporting Effective Instruction

### TITLE III, PART A

Language Instruction for English Learners  
and Immigrant Students

### TITLE IV, PART A

Student Support and Academic  
Enrichment Grants

*(NOTE: This list only includes ESSA  
programs with LEA plan requirements;  
not all ESSA programs.)*

Title I, A; Title II, A; Title IV, A

*In the following pages, ONLY complete the sections for the corresponding programs.*

# Instructions

The LCAP Federal Addendum is meant to supplement the LCAP to ensure that eligible LEAs have the opportunity to meet the Local Educational Agency (LEA) Plan provisions of the ESSA.

**The LCAP Federal Addendum Template must be completed and submitted to the California Department of Education (CDE) to apply for ESSA funding.** LEAs are encouraged to review the LCAP Federal Addendum annually with their LCAP, as ESSA funding should be considered in yearly strategic planning.

**The LEA must address the Strategy and Alignment prompts provided on the following page.**

**Each provision for each program must be addressed,** unless the provision is not applicable to the LEA.

In addressing these provisions, LEAs must provide a narrative that addresses the provision **within the LCAP Federal Addendum Template.**

Under State Priority Alignment, state priority numbers are provided to demonstrate where an ESSA provision aligns with state priorities. This is meant to assist LEAs in determining where ESSA provisions may already be addressed in the LEA's LCAP, as it demonstrates the LEA's efforts to support the state priorities.

The CDE emphasizes that **the LCAP Federal Addendum should not drive LCAP development.** ESSA funds are supplemental to state funds, just as the LCAP Federal Addendum supplements your LCAP. LEAs are encouraged to integrate their ESSA funds into their LCAP development as much as possible to promote strategic planning of all resources;

however, this is not a requirement. In reviewing the LCAP Federal Addendum, staff will evaluate the LEA's responses to the ESSA plan provisions. There is no standard length for the responses. LEAs will be asked to clarify insufficient responses during the review process.

California's ESSA State Plan significantly shifts the state's approach to the utilization of federal resources in support of underserved student groups. This LCAP Federal Addendum provides LEAs with the opportunity to document their approach to maximizing the impact of federal investments in support of underserved students.

The implementation of ESSA in California presents an opportunity for LEAs to innovate with their federally-funded programs and align them with the priority goals they are realizing under the state's Local Control Funding Formula (LCFF).

LCFF provides LEAs flexibility to design programs and provide services that meet the needs of students in order to achieve readiness for college, career, and lifelong learning. The LCAP planning process supports continuous cycles of action, reflection, and improvement.

Please respond to the prompts below, and in the pages that follow, to describe the LEA's plan for making the best use of federal ESEA resources in alignment with other federal, state, and local programs as described in the LEA's LCAP.

## Strategy

Explain the LEA's strategy for using federal funds to supplement and enhance local priorities or initiatives funded with state funds, as reflected in the LEA's LCAP. This shall include describing the rationale/evidence for the selected use(s) of federal funds within the context of the LEA's broader strategy reflected in the LCAP.

iLEAD Agua Dulce's (iAD) strategy for using federal funds is to increase student performance in ELA and Math with Tier II academic interventions. iAD will focus Title I funding on providing increased support and services in the areas of curriculum knowledge and intervention support, in order to provide individualized academic support. Title II funding will be utilized for increasing access to highly qualified and supported credentialed teachers. Title IV funding will be utilized to remove barriers to student achievement, which includes access to technology and learning software and social-emotional learning curriculum and resources.

## Alignment

Describe the efforts that the LEA will take to align use of federal funds with activities funded by state and local funds and, as applicable, across different federal grant programs.

The site leadership team, along with the School Site Council and other parent/community groups, ensure funds are used in a coherent manner to support the achievement of the school's mission, vision, and individualized learning plan goals for all students. While the LCAP and SPSA are kept separate, alignment ensures that both the SPSA and LCAP align to California's eight priorities and requirements under ESSA. The single-school LEA uses the annual SPSA as the ATSI plan. A continuous improvement cycle throughout the year and meticulous fiscal tracking ensures that verifiable and internal data, educational partner input are aligned to LCAP and SPSA goals that complement each other and lead to increased student achievement. Title funding is used particularly for Tier II learners who are underperforming in ELA and Math as a part of a larger MTSS-aligned spending strategy.

## ESSA Provisions Addressed Within the LCAP

Within the LCAP an LEA is required to describe its goals, and the specific actions to achieve those goals, for each of the LCFF state priorities. In an approvable LCAP it will be apparent from the descriptions of the goals, actions, and services how an LEA is acting to address the following ESSA provisions through the aligned LCFF state priorities and/or the state accountability system.

## TITLE I, PART A

### Monitoring Student Progress Towards Meeting Challenging State Academic Standards

ESSA SECTION	STATE PRIORITY ALIGNMENT
1112(b)(1) (A–D)	1, 2, 4, 7, 8 ( <i>as applicable</i> )

Describe how the LEA will monitor students' progress in meeting the challenging state academic standards by:

- (A) developing and implementing a well-rounded program of instruction to meet the academic needs of all students;
- (B) identifying students who may be at risk for academic failure;
- (C) providing additional educational assistance to individual students the LEA or school determines need help in meeting the challenging State academic standards; and
- (D) identifying and implementing instructional and other strategies intended to strengthen academic programs and improve school conditions for student learning.

### Overuse in Discipline Practices that Remove Students from the Classroom

ESSA SECTION	STATE PRIORITY ALIGNMENT
1112(b)(11)	6 ( <i>as applicable</i> )

Describe how the LEA will support efforts to reduce the overuse of discipline practices that remove students from the classroom, which may include identifying and supporting schools with high rates of discipline, disaggregated by each of the student groups, as defined in Section 1111(c)(2).

### Career Technical and Work-based Opportunities

ESSA SECTION	STATE PRIORITY ALIGNMENT
1112(b)(12)(A–B)	2, 4, 7 ( <i>as applicable</i> )

If determined appropriate by the LEA, describe how such agency will support programs that coordinate and integrate:

- (A) academic and career and technical education content through coordinated instructional strategies, that may incorporate experiential learning opportunities and promote skills attainment important to in-demand occupations or industries in the State; and
- (B) work-based learning opportunities that provide students in-depth interaction with industry professionals and, if appropriate, academic credit.

## TITLE II, PART A

## Title II, Part A Activities

ESSA SECTION	STATE PRIORITY ALIGNMENT
2102(b)(2)(A)	1, 2, 4 <i>(as applicable)</i>

Provide a description of the activities to be carried out by the LEA under this Section and how these activities will be aligned with challenging State academic standards.

## TITLE III, PART A

### Parent, Family, and Community Engagement

ESSA SECTION	STATE PRIORITY ALIGNMENT
3116(b)(3)	3, 6 <i>(as applicable)</i>

Describe how the eligible entity will promote parent, family, and community engagement in the education of English learners.

## ESSA Provisions Addressed in the Consolidated Application and Reporting System

An LEA addresses the following ESSA provision as part of completing annual reporting through the Consolidated Application and Reporting System (CARS).

## TITLE I, PART A

### Poverty Criteria

ESSA SECTION	STATE PRIORITY ALIGNMENT
1112(b)(4)	N/A

Describe the poverty criteria that will be used to select school attendance areas under Section 1113.



# ESSA Provisions Not Addressed in the LCAP

For the majority of LEAs the ESSA provisions on the following pages do not align with state priorities. **Each provision for each program provided on the following pages must be addressed**, unless the provision is not applicable to the LEA. In addressing these provisions, LEAs must provide a narrative that addresses the provision **within this addendum**.

As previously stated, the CDE emphasizes that the LCAP Federal Addendum should not drive LCAP development. ESSA funds are supplemental to state funds, just as the LCAP Federal Addendum supplements your LCAP. LEAs are encouraged to integrate their ESSA funds into their LCAP development as much as possible to promote strategic planning of all resources; however, this is not a requirement. In reviewing the LCAP Federal Addendum, staff will evaluate the LEA's responses to the ESSA plan provisions. There is no standard length for the responses. LEAs will be asked to clarify insufficient responses during the review process.

## TITLE I, PART A

### Educator Equity

ESSA SECTION 1112(b)(2)

Describe how the LEA will identify and address, as required under State plans as described in Section 1111(g)(1)(B), any disparities that result in low-income students and minority students being taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers.

#### THIS ESSA PROVISION IS ADDRESSED BELOW:

iLEAD Agua Dulce is a single school LEA Charter School. All teachers are either fully credentialed or working toward completing credentialing requirements. Teachers working to clear a preliminary credential participate in the TIP program and are provided extra support. All teachers, regardless of where they are in the process of credentialing, are provided support by qualified mentors.

### Parent and Family Engagement

ESSA SECTIONS 1112(b)(3) and 1112(b)(7)

Describe how the LEA will carry out its responsibility under Section 1111(d).

Describe the strategy the LEA will use to implement effective parent and family engagement under Section 1116.

#### THIS ESSA PROVISION IS ADDRESSED BELOW:

The culture of iLEAD Agua Dulce will continue to recognize and promote parents and families as partners in their children's educational journey. At the beginning of the school year, all students, teachers and parents participate in the development of each child's Individualized Learning plan (ILP). During this time, they discuss student placement based on multiple assessment scores, such as CAASPP, and NWEA MAP, as well as student's social emotional goals for the year. They also discuss the monitoring system which includes regular progress update meetings. For migratory families, school

staff meet with them, prior to the student leaving school, and go over the student's ILP. During this meeting, they discuss how to support the student and make their education the least disruptive as possible. Upon re-entry, staff again meets with the family and student to adjust their ILP taking into account the extended absence. The goal is to support the learner to create educational success for them. The school provides Parent Universities, which are workshops in which parents actively participate in learning about topics such as: Proper internet usage with their children, understanding and supporting instruction in the California State Standards, and how to support their children's academic success through the use of Tier I curriculum and Tier II intervention adaptive software, and other resources. In addition, iLEAD Agua Dulce conducts outreach to parents of low-income students by providing community resources. Outreach also includes supporting parents in finding community resources, conducting parent workshops and gathering information on community needs. Parent meetings and events are held to provide opportunities for input from parents on all aspects of iLEAD Agua Dulce's instructional program. iLEAD Agua Dulce's parent groups, along with the site leadership team has developed a Parent Engagement Policy following all necessary guidelines and approval processes. Subsequently, the policy has been shared, and interacted with, at all parent meetings, just as is done with the LCAP goals and actions. These groups will also provide input into the development and revision of any and all plans at iLEAD Agua Dulce. Information is shared with parents via telephone (parent square) email, and in person.

Materials and messages are translated as necessary. Accommodations and supports are provided for family members with accessibility or other special needs so that they are supported in communicating with the school and in participating in parent meetings and universities. iSUPPORT is a parent run group at the school. Through this group, parents and families collaborate with staff and provide ongoing input into all aspects of the school. Staff communicates and invite parents, on an individual basis and through the use of the school's weekly email message, to participate in iSUPPORT meetings. All staff continually participates in professional development to develop skills in building relationships with parents and families so that the families fully participate as partners in the school. Regular in-person events are held at the school to increase family participation and engagement and the school-home connection.

## **Schoolwide Programs, Targeted Support Programs, and Programs for Neglected or Delinquent Children**

ESSA SECTIONS 1112(b)(5) and 1112(b)(9)

Describe, in general, the nature of the programs to be conducted by the LEA's schools under sections 1114 and 1115 and, where appropriate, educational services outside such schools for children living in local institutions for neglected or delinquent children, and for neglected and delinquent children in community day school programs.

Describe how teachers and school leaders, in consultation with parents, administrators, paraprofessionals, and specialized instructional support personnel, in schools operating a targeted assistance school program under Section 1115, will identify the eligible children most in need of services under this part.

### **THIS ESSA PROVISION IS ADDRESSED BELOW:**

iLEAD Agua Dulce is a Schoolwide Program. The school regularly identifies students not achieving at grade level, including economically disadvantaged students, students defined as homeless, student with disabilities, migrant students and English learners. The identified students receive Tier II and III intervention opportunities for such programs as: before and after school learning time, support within the daily educational program, and access to evidence-based programs to support academic achievement. Professional development, focused on achievement and closing the achievement gap, is provided for teachers and other staff serving the identified students.

School leaders, in consultation with parents, staff and specialized instructional support personnel, identify targeted students using the most recent California Dashboard data, NWEA MAP data, from administrations in the current school year, as well as CALPADS data systems. The School Site Council, and other educational partner groups develop the School Plan for Student Achievement (SPSA) annually as well as give valued input on the development of LCAP goals and actions to ensure alignment of the two plans.

## **Homeless Children and Youth Services**

### **ESSA SECTION 1112(b)(6)**

Describe the services the LEA will provide homeless children and youths, including services provided with funds reserved under Section 1113(c)(3)(A), to support the enrollment, attendance, and success of homeless children and youths, in coordination with the services the LEA is providing under the McKinney-Vento Homeless Assistance Act (42 United States Code 11301 et seq.).

### **THIS ESSA PROVISION IS ADDRESSED BELOW:**

Students defined as homeless will continue to be identified by staff and the homeless liaison. Students identified as homeless are immediately enrolled at iLEAD Agua Dulce, regardless of documentation. iLEAD Agua Dulce's enrollment staff and homeless liaison work together on equitable enrollment processes. While enrolling, homeless students are also ensured participation in iLEAD Agua Dulce's NSLP. The homeless liaison at iLEAD Agua Dulce builds one-on-one personal relationships with homeless youth. This connection, and collaboration with teachers, allows the homeless liaison to build rapport and trust in order to provide seamless services for homeless students. The homeless liaison connects homeless learners to targeted Title I resources, such as tutoring groups and support, regardless of the student's academic performance. The liaison conducts home visits and build relationships with each child's family and supports them by providing links to community resources. The liaison also participates in a community outreach program that provides resources, professional development, and a network of community partnerships. iLEAD Agua Dulce is an Independent Charter school and operates as its own LEA. All monies received are expended at the school. Title I, Part A reservation funds for homeless education will be used for removing barriers to learning, which may include immunizations, if there is a cost attached, personal and school supplies, supplies needed for school projects, field trips, and caps and gowns for graduation ceremonies, and other items of clothing, as needed.

## **Student Transitions**

### **ESSA SECTIONS 1112(b)(8) and 1112(b)(10) (A–B)**

Describe, if applicable, how the LEA will support, coordinate, and integrate services provided under this part with early childhood education programs at the LEA or individual school level, including plans for the transition of participants in such programs to local elementary school programs.

Describe, if applicable, how the LEA will implement strategies to facilitate effective transitions for students from middle grades to high school and from high school to postsecondary education including:

- (A) through coordination with institutions of higher education, employers, and other local partners; and
- (B) through increased student access to early college high school or dual or concurrent enrollment opportunities, or career counseling to identify student interests and skills.

**THIS ESSA PROVISION IS ADDRESSED BELOW:**

iLEAD Agua Dulce will provide outreach as students transition from pre-k to kindergarten. The kindergarten teachers, along with the school counselor and leadership team, will provide one-on-one support to transitioning learners and their families. In middle school, the time schedule and structure of moving from class to class will be modeled after what the students will experience in the high school setting. Strategies such as time management, assignment organization, and other high school/college preparatory skills will be utilized in the middle school classes. The project-based learning environment at iLEAD Agua Dulce will continue to build students' ability to work collaboratively in teams, which is necessary in college and the work force. Staff at iLEAD Agua Dulce work collaboratively in transitioning iLEAD Agua Dulce's middle school students into their high school program. The school counselor and staff will provide high school students with the opportunity to take courses, via concurrent or dual enrollment, at the local Community College. Middle school students will participate in college and career exploration through the use of field trips, college and career counseling activities, and programs offered in the classroom setting with college and career advisement platforms, such as SCOIR and YouScience-Brightpath. High school learners are prepared for college/career through the use of daily advisory class, access to a broad course of study with a-g approved coursework, IB programming, college credit courses, work-based learning opportunities, CTE pathways, PSAT and SAT opportunities, and the ability to earn a Golden State Merit Seal or a State Seal of Biliteracy. High school learners receive college advisement, attend college fairs, and complete a senior portfolio, demonstrating readiness to graduate and showcasing college/career plans.

**Additional Information Regarding Use of Funds Under this Part**

ESSA SECTION 1112(b)(13) (A–B)

Provide any other information on how the LEA proposes to use funds to meet the purposes of this part, and that the LEA determines appropriate to provide, which may include how the LEA will:

- (A) assist schools in identifying and serving gifted and talented students; and
- (B) assist schools in developing effective school library programs to provide students an opportunity to develop digital literacy skills and improve academic achievement.

**THIS ESSA PROVISION IS ADDRESSED BELOW:**

N/A

## **Postsecondary and Workforce Partnerships**

ESSA SECTION 1423(7)

As appropriate, provide a description of any partnerships with institutions of higher education or local businesses to facilitate postsecondary and workforce success for children and youth returning from correctional facilities, such as through participation in credit-bearing coursework while in secondary school, enrollment in postsecondary education, participation in career and technical education programming, and mentoring services for participating students.

needs of children and youth returning from correctional facilities.

## **TITLE II, PART A**

### **Professional Growth and Improvement**

ESSA SECTION 2102(b)(2)(B)

Provide a description of the LEA's systems of professional growth and improvement, such as induction for teachers, principals, or other school leaders and opportunities for building the capacity of teachers and opportunities to develop meaningful teacher leadership.

#### **THIS ESSA PROVISION IS ADDRESSED BELOW:**

iLEAD Agua Dulce participates in a continuous cycle of inquiry and plans professional learning based on analyzed data and identified needs. Data examined includes formative and summative assessment data, disaggregated by student subgroups. Professional learning is ongoing and teachers may choose from both live opportunities, provided weekly and quarterly, as well as an asynchronous menu of professional learning workshops based on their identified needs. The professional learning menu allows teachers to access relevant trainings based on where they are in their career. The emphasis of all professional learning is on strategies effective in closing achievement gaps for students in ELA and Math, Project Based Learning (PBL), the California Content Standards, as well as the foundational practices implemented at the school. Teachers implement what is learned through the workshops, and collaborate with school leadership to analyze their instruction and learner engagement, through the cycle of inquiry model. Data and goals are reexamined monthly, and the teachers revise their instructional goals. New teachers are provided mentoring support, in addition to what has already been described, and participate in the TIP program (formerly known as BTSA).

Teachers in the middle of their careers particularly benefit from the asynchronous menu of professional learning opportunities, which is offered weekly, as it is directly informed from input regarding their needs. Flexibility is built into the asynchronous workshops so that experienced teachers' needs for growth are met. Veteran teachers who are further along in their careers have the opportunity to participate in the year-long leadership connection program, which prepares them for roles as teacher leaders, mentors, and other leadership roles. New leaders participate in, in addition to the monthly leadership connection meetings, monthly collaborative meetings, job-alike, to build their school leadership skill sets and support them in their new roles. All leaders, regardless of their experience, have the opportunity to work with a leadership coach. iLEAD Agua Dulce's leadership work with each teacher in developing their Individualized learning Plan (ILP) at the beginning of each school year.

Regular check ins occur, monthly, with leaders collaborating with the teachers to identify professional learning opportunities that will best suit the teacher's growth goals and needs. What is described above is in place to continuously build individual efficacy. In regard to the entire school system's efficacy, iLEAD Agua Dulce's staff meets together monthly to examine student achievement data and work samples, disaggregated by student group. Adjustments to the school program, as well as instruction, are made, based on the data, in order to continually close achievement gaps.

## **Prioritizing Funding**

ESSA SECTION 2102(b)(2)(C)

Provide a description of how the LEA will prioritize funds to schools served by the agency that are implementing comprehensive support and improvement activities and targeted support and improvement activities under Section 1111(d) and have the highest percentage of children counted under Section 1124(c).

**THIS ESSA PROVISION IS ADDRESSED BELOW:**

iLEAD Agua Dulce is an identified ATSI school; however, is a single school LEA. All funding is prioritized to support the ATSI school developed plan in the annual SPSA. The School Site Council and other educational partner groups are responsible for the development and monitoring of the school's SPSA.

## **Data and Ongoing Consultation to Support Continuous Improvement**

ESSA SECTION 2102(b)(2)(D)

Provide a description of how the LEA will use data and ongoing consultation described in Section 2102(b)(3) to continually update and improve activities supported under this part.

**THIS ESSA PROVISION IS ADDRESSED BELOW:**

iLEAD Agua Dulce leadership, teachers, staff, and parents continually use data, in a continuous cycle of improvement model, to discuss title II activities in focus groups. Data examined includes NWEA MAP data, from administrations in the Fall and Spring, as well as student work samples, other formative assessments, as well as summative data. The focus groups meet once per month to consult on LCAP goals and actions, the WASC action plan, charter renewal criteria, and the results of school ongoing data analysis to continually update and improve professional development activities funded by Title II, part A, as well as LCFF and other Federal monies. In addition to the focus group meetings, the monthly iSUPPORT parent group consults monthly on Title II activities. In addition to their focus group participation, non- teaching staff participate in monthly consultation groups to examine non instructional systems and practices. As the focus groups consult for LCAP planning, they evaluate the effectiveness of and make adjustments to, the professional learning paid by Title II, Part A, LCFF, and other Federal funding sources. As community partnerships are developed, they will be added to the focus group consultation meetings so that they may give input on Title II activities.

## **TITLE IV, PART A**



## **Title IV, Part A Activities and Programs**

### **ESSA SECTION 4106(e)(1)**

Describe the activities and programming that the LEA, or consortium of such agencies, will carry out under Subpart 1, including a description of:

- (A) any partnership with an institution of higher education, business, nonprofit organization, community-based organization, or other public or private entity with a demonstrated record of success in implementing activities under this subpart;
- (B) if applicable, how funds will be used for activities related to supporting well-rounded education under Section 4107;
- (C) if applicable, how funds will be used for activities related to supporting safe and healthy students under Section 4108;
- (D) if applicable, how funds will be used for activities related to supporting the effective use of technology in schools under Section 4109; and
- (E) the program objectives and intended outcomes for activities under Subpart 1, and how the LEA, or consortium of such agencies, will periodically evaluate the effectiveness of the activities carried out under this section based on such objectives and outcomes.

### **THIS ESSA PROVISION IS ADDRESSED BELOW:**

iLEAD Agua Dulce's school counselor has worked to establish partnerships with local Community Colleges (Antelope Valley College and College of the Canyons) in order to create a smooth system for iLEAD Agua Dulce students to take Community College Courses. In addition, school leadership has developed a partnership with representatives from the College Board to help build solid systems for PSAT, SAT, and testing opportunities. iLEAD Agua Dulce is an IB World School offering IB Career Program with CTE pathways for college/career readiness. Partnerships have been developed with IB representatives in order to create systems that encourages low-income, EL, and Foster youth to take and be successful in, IB courses. The school partners with local businesses for work-based learning and internship opportunities.

The leadership team at iLEAD Agua Dulce met to develop this application as a result of ongoing input from families, staff, students, and the community. This input, along with continued collaboration throughout the year, identified, in the area of supporting well-rounded education, the need for additional College and Career Guidance and Counseling as well as the need to help offset the cost of dual enrollment and IB exams for low-income students. Partnerships with local Community Colleges will continue to be developed, as well as partnerships with non-profit and community-based organizations in the Santa Clarita Valley/Agua Dulce area, to support postsecondary education, career awareness, and exploration. iLEAD Agua Dulce's School Counselor will continue to develop these partnerships both to supplement and increase the breadth of services she is able to provide. Title IV, A monies will be used to purchase programs for career awareness and exploration and to offset the cost of IB exams as well as PSAT, SAT, and ACT exams for low-income students as applicable. The program objectives, which will be monitored at least quarterly, are to create opportunities for low-income students to take PSAT, SAT, and ACT exams at no cost to them, to create opportunities for low-income students to take IB exams at no cost to them, and to create opportunities for middle school students to participate in career exploration and post-secondary option awareness. The intended outcomes are to increase the number of high school students enrolled and completing dual enrollment courses at local community colleges, increase the number of students taking IB exams, and to increase the number of students participating in career awareness and exploration, as well as postsecondary education activities.

The leadership team at iLEAD Agua Dulce met to develop this application as a result of ongoing input from families, staff, students, and the community. This input, along with continued collaboration throughout the year, identified, in the area of supporting safe and healthy students, the need for additional community and parent

involvement in the school. The school will explore creating a parent center as a central location for parent-led workshops and parent Universities to be held. Title IV, A monies will be used to purchase programs/curricula for parent workshops and Universities, as well as for parent training in facilitation of workshops. The program objectives, which will be monitored at least quarterly, are to increase parent involvement and presence on iLEAD Agua Dulce's campus. The intended outcomes are to increase the number of parents actively engaged and empowered at the school and to train parents to facilitate workshops for other parents.

The leadership team met to develop this application as a result of ongoing input from families, staff, students, and the community. This input, along with continued collaboration throughout the year, identified, in the area of supporting safe and healthy students, the need for additional community and parent involvement in the school. The school will explore creating a parent center as a central location for parent-led workshops and parent Universities to be held. Title IV, A monies will be used to purchase programs/curricula for parent workshops and Universities, as well as for parent training in facilitation of workshops. The program objectives, which will be monitored at least quarterly, are to increase parent involvement and presence on campus. The intended outcomes are to increase the number of parents actively engaged and empowered, and to train parents to facilitate workshops for other parents.

The school uses a continuous cycle of improvement model. There will be continuous evaluation, monthly, by all educational partners consulting in focus groups, of actions under Title IV with adjustments made determined by data analysis. All educational partners, including community partners, will be involved in the process of evaluation and ongoing revision of goals and activities under Subpart 1.



# ILEAD Agua Dulce

	Estimated Actuals FY22/23	Preliminary Budget FY23/24	FY23/24	FY24/25
<b>Revenue</b>	ADA			
<b>Principal Apportionment</b>	279			
8011 - State Funding - Current Year LCFF	2,780,327	3,237,839	3,381,303	3,499,371
8012 - State Funding - EPA	55,894	59,108	59,108	59,108
8019 - State Funding - Prior Years	0	0	0	0
8096 - State Funding - Property Taxes	144,265	152,561	152,561	152,561
<b>Total Principal Apportionment</b>	<b>2,980,486</b>	<b>3,449,508</b>	<b>3,592,972</b>	<b>3,711,040</b>
<b>Federal Revenue</b>				
8181 - Federal Special Education - Entitlement	40,250	36,331	37,728	39,126
8220 - Federal Child Nutrition Programs	71,865	0	0	0
8290 - Federal Revenue - All Other Federal Revenue	139,046	92,345	124,951	56,440
8291 - Federal Revenue - Other Revenue	90,026	63,988	0	0
<b>Total Federal Revenue</b>	<b>341,187</b>	<b>192,664</b>	<b>162,679</b>	<b>95,566</b>
<b>Other State Revenue</b>				
8311 - Other State Apportionments - Special Education	234,895	248,002	257,772	266,254
8312 - Other State Apportionments - Special Education Mental Health	17,142	14,183	14,743	15,227
8313 - Other State Apportionments - Facilities Reimbursement	0	0	0	0
8319 - Other State Apportionments - Prior Year	0	0	0	0
8520 - State Child Nutrition	47,644	0	0	0
8530 - State Child Development Program	0	0	0	0
8550 - State Mandated Costs	5,942	6,113	6,354	6,563
8560 - State Lottery	66,234	66,234	66,234	66,234
8590 - All Other State Revenues	194,392	243,003	107,102	107,102
<b>Total Other State Revenue</b>	<b>566,249</b>	<b>577,535</b>	<b>452,205</b>	<b>461,380</b>
<b>Other Revenue</b>				
8631 - Sale of Equipment and Supplies	0	0	0	0
8632 - Sale of Publications	0	0	0	0
8634 - Food Service Sales	0	0	0	0
8639 - All Other Sales	0	0	0	0
8640 - After School Care	37,830	38,965	40,134	41,338
8645 - Student Activities	13,580	13,987	14,407	14,839
8650 - Leases and Rentals	0	0	0	0
8655 - Facilities Use	0	0	0	0
8660 - Interest	104	0	0	0
8672 - Nonresident Student (Exchange, etc)	0	0	0	0
8680 - Service Fees	0	0	0	0
8682 - Start-Up Reimbursements	0	0	0	0
8689 - Fees & Contracts - Coaching/Training/Devl	0	0	0	0
8690 - Misc Local Income	2,047	2,108	2,172	2,237
8699 - All Other Local Revenue	2,842	2,928	3,015	3,106
8705 - Camp Income	0	0	0	0
8710 - Vendor Program & Online Classes	0	0	0	0
8715 - PreSchool Tuition	0	0	0	0
8721 - Special Education SELPA Transfers	0	0	0	0
8810 - Family Giving Donations	8,650	8,650	8,909	9,177
8820 - Private & Corporate Donations	0	0	0	0
8830 - Fundraising	13,418	13,418	13,821	14,235
8840 - Grants	0	0	0	0
8999 - Unallocated Income	0	0	0	0
<b>Total Other Revenue</b>	<b>78,471</b>	<b>80,056</b>	<b>82,458</b>	<b>84,932</b>
<b>Total Revenue</b>	<b>3,966,393</b>	<b>4,299,763</b>	<b>4,290,314</b>	<b>4,352,918</b>
<b>Expense</b>				
<b>Certificated Salaries</b>				
1110 - Credentialed Teacher Salaries	802,729	953,150	972,213	991,657
1120 - Credentialed Home Study Teacher Salaries	58,922	63,048	64,309	65,595
1130 - Credentialed Education Specialist Salaries (SpEd)	158,569	179,673	183,266	186,931
1140 - Credentialed Elective Teacher Salaries	0	0	0	0
1150 - Credentialed Substitute Teacher Salaries	29,539	0	0	0
1190 - Credentialed After School/Extra Duty Salaries	900	0	0	0

1210 - Credentialed Psychologist & Counseling Services (SpEd)	0	36,000	36,720	37,454
1220 - Credentialed Speech Therapy & Other Services (SpEd)	0	0	0	0
1230 - Credentialed Academic Counseling Salaries	72,000	36,000	36,720	37,454
1310 - Credentialed Directors	97,591	0	0	0
1320 - Credentialed Student Support Coordinators (SpEd)	0	0	0	0
1910 - Credentialed Coaching & Curriculum Salaries	0	0	0	0
1920 - Credentialed Coaching & Curriculum Salaries - BTSA Support	0	0	0	0
1930 - Credentialed Other Support	0	0	0	0
<b>Total Certificated Salaries</b>	<b>1,220,250</b>	<b>1,267,871</b>	<b>1,293,228</b>	<b>1,319,093</b>
<b>Classified Salaries</b>				
2110 - Classified Elective Salaries	3,457	83,596	85,267	86,973
2120 - Classified Classroom Aide Salaries	102,387	121,482	123,911	126,390
2130 - Classified Substitutes	0	0	0	0
2140 - Classified Intern Teacher Salaries	0	0	0	0
2150 - Classified Online Teacher	0	0	0	0
2160 - Classified Learner Services	0	0	0	0
2210 - Classified Ed Specialist Assistants & One on One Aides (SpEd)	22,362	109,194	111,378	113,605
2220 - Classified Speech Therapy & Other Services (SpEd)	0	0	0	0
2230 - Classified Academic Counseling Salaries	0	0	0	0
2310 - Classified Directors	105,399	112,000	114,240	116,525
2410 - Classified Clerical, Technical, and Office Staff Salaries	56,982	147,853	150,810	153,827
2910 - Classified CARE Team Yard Duty Salaries	39,583	0	0	0
2920 - Classified After School Misc Salaries	585	0	0	0
2930 - Classified After School Care Salaries	26,245	24,260	24,745	25,240
2940 - Classified Food Services Salaries	20,975		0	0
2950 - Classified Facilities/Maintenance Salaries	75,762	81,120	82,742	84,397
2960 - Classified Preschool Aide Floater	0	0	0	0
2985 - Classified Educational Coaches	0	0	0	0
2990 - Classified Health Office Support (Nurse)	0	0	0	0
<b>Total Classified Salaries</b>	<b>453,737</b>	<b>679,505</b>	<b>693,095</b>	<b>706,957</b>
<b>Employee Benefits</b>				
3101 - State Teachers' Retirement System - Credentialed positions	230,528	242,163	247,007	251,947
3102 - State Teachers' Retirement System - Classified positions	815	0	0	0
3201 - Public Employees' Retirement System - Credentialed positions	0	0	0	0
3202 - Public Employees' Retirement System - Classified positions	0	0	0	0
3301 - OASDI (Social Security) - Credentialed positions	1,693	0	0	0
3302 - OASDI (Social Security) - Classified positions	27,510	42,129	42,972	43,831
3311 - Medicare - Credentialed	17,438	18,384	18,752	19,127
3312 - Medicare - Classified	6,473	9,853	10,050	10,251
3401 - Health & Welfare Benefits - Credentialed positions	70,200	79,326	10,312	1,341
3402 - Health & Welfare Benefits - Classified positions	93,620	105,791	13,753	1,788
3501 - State Unemployment Insurance - Credentialed positions	9,811	10,302	10,817	10,817
3502 - State Unemployment Insurance - Classified positions	4,069	4,272	4,486	4,486
3503 - Federal Unemployment Insurance - Credentialed positions	0	0	0	0
3504 - Federal Unemployment Insurance - Classified positions	0	0	0	0
3601 - Worker Compensation Insurance - Credentialed positions	18,304	7,735	19,398	19,786
3602 - Worker Compensation Insurance - Classified positions	6,806	7,735	10,396	10,604
3701 - Retiree Benefits - Credentialed positions	0	0	0	0
3702 - Retiree Benefits - Classified positions	0	8,154	8,317	8,483
3801 - PERS Reduction - Credentialed positions	0	0	0	0
3802 - PERS Reduction - Classified positions	0	0	0	0
3901 - Other Benefits - Credentialed positions	0	0	0	0
3902 - Other Benefits - Classified positions	0	0	0	0
<b>Total Employee Benefits</b>	<b>487,266</b>	<b>535,844</b>	<b>396,260</b>	<b>382,461</b>
<b>Books and Supplies</b>				
4110 - Core Curriculum - Texts, Workbooks, etc	42,077	25,000	25,985	26,840
4120 - Core Curriculum - Software & Programs	15,684	24,720	25,694	26,539
4130 - Other Curriculum	21,002	10,000	10,394	10,736
4210 - Professional Development References	910	1,000	1,039	1,074
4220 - Other Books & References	590	0	0	0
4305 - Educational Supplies (Classroom, Project, SpEd, Etc)	29,612	30,000	31,182	32,208
4310 - Science Supplies	0	0	0	0
4315 - Art Supplies	0	0	0	0
4317 - Assessment Supplies	35	1,200	1,247	1,288

4320 - PE Supplies	0	0	0	0
4325 - Custodial Supplies	2,686	10,000	10,394	10,736
4330 - Health & Safety	2,534	4,120	4,282	4,423
4335 - Home Study Stipend	49,459	65,000	67,561	69,784
4340 - Office Supplies	9,401	10,000	10,394	10,736
4345 - Printing & Reproduction Supplies	4,148	5,000	5,197	5,368
4350 - Spiritwear	-24	0	0	0
4355 - Facilities Supplies	8,085	14,420	14,988	15,481
4410 - Classroom Furniture & Equipment	1,860	5,000	5,197	5,368
4420 - NonClassroom Furniture & Equipment	2,431	5,000	5,197	5,368
4430 - IT Equipment & Supplies	55,000	25,000	25,985	26,840
4710 - Vended Food Service	75,108	0	0	0
4720 - Food Supplies	0	0	0	0
4730 - Catering Supplies	0	0	0	0
4740 - Cafe Other Supplies	0	0	0	0
<b>Total Books and Supplies</b>	<b>320,598</b>	<b>235,460</b>	<b>244,737</b>	<b>252,789</b>
<b><u>Services and Operating Expenditures</u></b>				
5210 - Travel for PD, Conferences, & School Development	3,128	3,222	3,349	3,458
5220 - Travel for Intersite Business - Mileage*	0	0	0	0
5230 - Conference & Workshop Registration Fees	4,115	4,238	4,405	4,549
5240 - Professional Development - Meetings & Collaborations	15,562	16,028	16,660	17,203
5310 - Professional Dues, Memberships, and Subscriptions	22,889	23,575	24,504	25,303
5410 - Liability Insurance	22,591	24,421	25,383	26,211
5420 - Other Insurance	0	0	0	0
5510 - Utilities - Electricity	60,401	62,213	64,664	66,772
5520 - Utilities - Gas	0	0	0	0
5530 - Utilities - Water	0	0	0	0
5540 - Utilities - Trash	22,255	22,923	23,826	24,603
5550 - Operations - Janitorial Services	0	0	0	0
5560 - Operations - Security	1,808	1,862	1,936	1,999
5570 - Utilities - Other	0	0	0	0
5610 - Rent - Facilities Rent and CAM Charges	269,903	310,456	341,332	371,104
5620 - Leases	0	0	0	0
5630 - Repairs & Maintenance - Facilities	30,060	50,000	51,970	51,630
5640 - Repairs & Maintenance - Elevator Service	0	0	0	0
5650 - Repairs & Maintenance - Auto	0	0	0	0
5660 - Repairs & Maintenance - Other Equipment	0	0	0	0
5710 - Transfers of Direct Costs	0	0	0	0
5750 - Transfers of Direct Costs - Interfund	0	0	0	0
5801 - Professional Services - Service Fees	437,251	431,086	449,122	463,880
5802 - Professional Services - District Oversight Fees	62,154	34,495	35,930	37,110
5803 - Professional Services - Business Services	1,674	1,674	1,740	1,729
5804 - Professional Services - Auditing & Tax Preparation	31,023	16,680	17,337	17,224
5805 - Professional Services - Payroll Fees	20,265	16,236	16,876	16,765
5806 - Professional Services - Consultant Fees	643	3,000	3,118	3,098
5807 - Professional Services - BTSA	0	6,221	6,466	6,424
5808 - Professional Services - Legal Fees	10,756	12,000	12,473	12,391
5809 - Professional Services - Shared/Leased Employees	15,830	17,379	18,064	17,946
5810 - Contra Account - Shared Employees Reimbursement	0	0	0	0
5811 - Professional Services - Course Development	0	0	0	0
5820 - Professional Services - Contributions/Donations	0	0	0	0
5822 - Operating Expenditures - Licenses & Other Fees	5,990	6,169	6,412	6,370
5823 - Operating Expenditures - Fingerprinting Fees	0	0	0	0
5824 - Operating Expenditures - Fundraising & Grantwriting	0	0	0	0
5825 - Operating Expenditures - Banking Charges & Fees	9,048	9,319	9,686	9,623
5826 - Operating Expenditures - Interest	319	328	341	339
5827 - Operating Expenditures - Other Benefit Fees	112	115	120	119
5828 - Operating Expenditures - Staff Recruitment	0	0	0	0
5829 - Operating Expenditures - Events	3,538	6,000	6,236	6,196
5830 - Operating Expenditures - Marketing & Advertising	14,345	19,410	20,175	20,043
5831 - Operating Expenditures - Branding (Brochures, Flyers, etc)	0	0	0	0
5840 - Operating Expenditures - Software Licenses	4,453	10,000	10,394	10,326
5850 - Student Services Expenditures - Student Information System	6,242	10,674	11,094	11,022
5851 - Student Services Expenditures - Student Assessment Services	0	0	0	0

5852 - Student Services Expenditures - Special Education Contracted Services	288,798	303,238	318,400	334,320
5853 - Student Services Expenditures - Student & Group Activities	20,654	21,273	22,111	21,967
5854 - Student Services Expenditures - Electives & Enrichment	1,256	5,000	5,197	5,163
5855 - Student Services Expenditures - Substitutes	27,743	28,575	29,701	29,507
5910 - Telephone & Fax	10,315	10,624	11,043	10,971
5915 - Cell Phones	450	464	482	479
5920 - Internet Services	4,945	5,093	5,294	5,259
5925 - Website/Communication Fees	0	0	0	0
5930 - Freight Expense	0	0	0	0
5940 - Postage Expense	2,422	2,495	2,593	2,576
<b>Total Operating Expense</b>	<b>1,432,936</b>	<b>1,496,488</b>	<b>1,578,435</b>	<b>1,643,677</b>
<b>Total Expense</b>	<b>3,914,787</b>	<b>4,215,168</b>	<b>4,205,755</b>	<b>4,304,976</b>
<b>Net Income</b>	<b>51,606</b>	<b>84,595</b>	<b>84,559</b>	<b>47,942</b>
<b>Depreciation</b>	<b>18,726</b>	<b>18,726</b>	<b>18,726</b>	<b>18,726</b>
<b>Net Income (less depreciation)</b>	<b>32,880</b>	<b>65,869</b>	<b>65,833</b>	<b>29,216</b>

## **AGREEMENT**

THIS AGREEMENT is made by and between iLEAD Lancaster Charter School a California not for Profit Corporation, 254 E. Ave K-4, Lancaster CA 93535 (Lancaster),

iLEAD Agua Dulce:, a California not for Profit Corporation, 11311 Frascati Street, Agua Dulce CA 91390 (Agua Dulce),

iLEAD Hybrid Antelope Valley:, a California not for Profit Corporation, 2110 W. Avenue K, Lancaster CA 93536 (Antelope Valley),

Santa Clarita Valley International:, a California not for Profit Corporation, 28060 Hasley Canyon Road, Castaic CA 91384 (SCVi),

and Empower Generations, a California not for Profit Corporation, 44236 10th Street West, Lancaster 93534 (Empower)

## **WITNESSETH:**

**WHEREAS**, Lancaster operates as a School Food Authority under the National School Lunch Program and operates a food service program that provides healthy, nutritious lunches to public school students; and

**WHEREAS**, Agua Dulce, Antelope Valley, SCVi, and Empower are public charter schools in Los Angeles County, CA;

**WHEREAS**, Agua Dulce, Antelope Valley, SCVi, and Empower would like to partner with Lancaster under the Lancaster School Food Authority umbrella for food service through the Food Service Program, and Lancaster would like to enter into such partnership with Agua Dulce, Antelope Valley, SCVi, and Empower (the "Food Service Program").

**NOW, THEREFORE**, in consideration of the mutual covenants and promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree to be bound by the following terms:

**Section 1. Recitals.** The above recitals are true and correct and incorporated into this Agreement by reference.

### **Section 2. Scope of Services.**

A. Lancaster agrees to provide school food service to Agua Dulce, Antelope Valley, SCVi, and Empower through the Food Service Program in accordance with the requirements of the National School Lunch Program and all applicable laws, rules, and regulations, as more particularly described in Exhibit "**A**" to this Agreement.

B. Food service equipment, food supplies, equipment for the operation of the Food Service Program will be provided by Lancaster to Agua Dulce, Antelope Valley, SCVi, and Empower will be the financial responsibility of Lancaster .

Lancaster will provide all employees necessary to provide all of the services set forth in Exhibit A through the Food Service Program at Lancaster's sole cost and expense.

This Participation Percentage for each school was determined by an estimate of projected student participation at each school site for the 2023-24 school year. On or before October 30, 2023 the Participation Percentage for each school will be adjusted based on the actual percentage of students served at each school site compared to the total student served at all five school sites. If this adjustment results in a deficiency for any school, such school shall pay the deficiency to Lancaster within thirty (30) days of receipt of the invoice. If this adjustment results in surplus owed to any school, Lancaster will pay such school the surplus amount within thirty (30) days of receipt of the invoice.

The initial Participation Percentage for the 2023-2024 School Year will be as follows:

1. Lancaster: 0.341 or 34.1%
2. Agua Dulce: 0.325 or 32.5%
3. Antelope Valley: 0.182 or 18.2%
4. SCVi: 0.138 or 13.8%
5. Empower: 0.014 or 1.4%

C. The Food Service Program will generate revenues through the National School Lunch Program for meals provided to each school. All revenues derived from the school Food Service Program will be maintained and accounted for by Lancaster and maintained in a dedicated bank account. A fund balance of \$328,293 will be established for use in the case of emergency food service operation needs. This amount is equal to approximately 3 months of operational expenditures. This fund balance will be derived from food service revenues derived above expenses. Once the \$328,293 fund balance has been established, the remaining revenues generated, above this established amount that is in excess, from the food service operation will be shared on a monthly basis with the five schools (Lancaster to Agua Dulce, Antelope Valley, SCVi, and Empower) if the revenue exceeds the above fund balance, based on the Participation Percentage.

**Section 3. Indemnification.** Each party to this Agreement does hereby indemnify, defend and hold harmless the others, and their respective boards of directors, partners, officers, employees, agents, representatives, and attorneys from and against any and all claims, actions, damages, expenses, losses or awards, including attorneys' fees and costs, which arise out of (i) the negligence or intentional acts or omissions of the first party, (ii) any action taken or not taken by the first party, or (iii) any noncompliance or breach by the first party of any of the terms, conditions, warranties, representations, or undertakings contained in or made pursuant to this Agreement. As used in this subsection, "party" shall include the party's trustees, directors, officers, employees, agents, and representatives.

**Section 4. Terms and Termination.** This Agreement shall become effective upon execution by the last party, as indicated by the date stated under each party's signature and shall remain in effect until June 30, 2024. Any of the parties to this Agreement may terminate this Agreement by providing at least 90 days' written notice to the other parties. This Agreement may be extended upon the mutual written consent of all parties.

**Section 5. Force Majeure.** The parties will exercise every reasonable effort to meet their respective obligations under this Agreement, but will not be responsible or liable for any failure or delay in the performance of their obligations hereunder arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, strikes, work stoppages, accidents, acts of war or

terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, pandemics, epidemics, and interruptions, loss or malfunctions of utilities.

**Section 6. Modifications.** Unless otherwise specified in this Agreement, no modification, amendment, or alteration of the terms or conditions contained in this Agreement will be effective unless contained in a written document executed by the parties, with the same formality and of equal dignity with this Agreement.

**Section 7. Assignments.** This Agreement may not be subcontracted or assigned without the prior written consent of the parties.

**Section 8. Notices.** All notices, demands, or other writings required to be given or made or sent in this Agreement, or which may be given or made or sent, by either party to the other, will be deemed to have been fully given or made or sent when in writing and addressed as follows:

**iLEAD LANCASTER CHARTER SCHOOL:**

School Director  
254 E. Ave K-4, Lancaster CA 93535

**iLEAD AGUA DULCE:**

School Director  
11311 Frascati Street, Agua Dulce CA 91390

**iLEAD HYBRID ANTELOPE VALLEY:**

School Director  
2110 W. Avenue K, Lancaster CA 93536

**SANTA CLARITA VALLEY INTERNATIONAL:**

School Directors  
28060 Halsey Canyon Road, Castaic CA 91384

**EMPOWER GENERATIONS:**

School Director  
44236 10th Street West, Lancaster 93534

All notices required, or which may be given under this Agreement, will be considered properly given if (1) personally delivered, (2) sent by certified United States mail, return receipt requested, or (3) sent by Federal Express or other equivalent overnight letter delivery company.

The effective date of such notices will be the date personally delivered, or if sent by certified mail, the date the notice was signed for, or if sent by overnight letter by a carrier, the date the notice was delivered by the overnight letter company. The parties may designate other individuals or addresses to which notice will be sent by notifying, in writing, the other party in a manner designated for the filing of notice under this agreement.

**Section 9. Entire Agreement** This represents the entire agreement between the parties and supersedes any prior communication or agreements, whether oral or written, related to the subject matter hereof. No modification can be made to this Agreement unless mutually agreed by the parties in writing.

**Section 10. Severability.** If any provision of this Agreement is found by a court of competent jurisdiction to be invalid, it will be considered deleted from this Agreement, and will not invalidate the remaining provisions.

**Section 11. Compliance.** Lancaster to Agua Dulce, Antelope Valley, SCVi, and Empower must at all times comply with all applicable federal, state and local laws, rules and regulations in the performance of their duties and obligations under this Agreement.

**Section 12. Jurisdiction and Venue.** This Agreement is made under, and in all respects will be interpreted, construed and governed by and in accordance with, the laws of the State of California. Venue for any legal action resulting from this Agreement will lie solely in Los Angeles County, California..

[SIGNATURE PAGE  
FOLLOWS]



**IN WITNESS WHEREOF**, the parties have made and executed this Agreement on the respective dates under each authorized signature:

**iLEAD LANCASTER CHARTER SCHOOL:**

Nykole Kent, School Director  
This \_\_\_\_ day of \_\_\_\_\_ 2023

**iLEAD AGUA DULCE:**

Lisa Latimer, School Director  
This \_\_\_\_ day of \_\_\_\_\_ 2023

**iLEAD HYBRID ANTELOPE VALLEY:**

Amanda Fischer, CEO  
This \_\_\_\_ day of \_\_\_\_\_ 2023

**SANTA CLARITA VALLEY INTERNATIONAL:**

Martha Spansel, School Director  
This \_\_\_\_ day of \_\_\_\_\_ 2023

**EMPOWER GENERATIONS:**

Malaka Donvan, School Director  
This \_\_\_\_ day of \_\_\_\_\_ 2023

**Exhibit A**  
**Scope of Work Performed by Lancaster for**  
**Agua Dulce, Antelope Valley, and SCVi and School's Responsibilities**

Lancaster will be responsible for the following services, to be performed at the schools sites for each of the schools:

- Ensuring compliance with all laws and regulations regarding food service, including all federal, state, and district guidelines for meal services
- Menu planning
- Ordering of all food to be utilized in serving breakfast, lunch, and snack
- Preparation of all food for breakfast, lunch, and snack
- Proper care and maintenance of each school's kitchen and cafeteria equipment
- Financial management of the food service operation, to include tracking and paying invoices will be completed by the Food Service Coordinator and back office support.
- Management of all necessary administrative paperwork
- Facilitating all audits required by federal, state, and district entities concerning food service
- Providing meals/catering to the schools when requested and paid for by the school director or designee.

Lancaster will be responsible for the following:

- The repairs and services of any equipment until end of life that was provided by Lancaster to any school through the Kitchen Infrastructure Funds or the National School Lunch Program funds.

Agua Dulce, Antelope Valley and SCVi will be responsible for the following:

- The repairs, services, and replacement of any equipment that was previously purchased or owned by that school.
- Repairs and services to any “fixture” to the school building ie: floors, air conditioning, etc.
- Supervision of learners while eating within the space that the school nutrition program is provided.
- Cleaning of the space where the learners eat while participating in the school nutrition program.
- Payment through an invoice of any meal/catering requested by the school directors or designee.

\*The budget of the National School Lunch Program will be evaluated yearly to determine if the budget, through Lancaster, can sustain the repairs, services and/or replacement of equipment owned by the school. If sustained the MOU will be updated to reflect this.

**Exhibit B**  
**Scope of Work Performed by Lancaster for**  
**Empower Generations and School's Responsibilities**

Lancaster employees will be responsible for the following:

- Menu planning
- Ordering of all food to be utilized in serving breakfast, lunch, and snack
- Preparation of all food for breakfast, lunch, and snack
- Financial management of the food service operation, to include tracking and paying invoices
- Management of all necessary administrative paperwork
- Facilitating all audits required by federal, state, and district entities concerning food service
- Transportation and delivery of meals at no charge to the Empower Generations school site on all regularly scheduled calendared school days.
- Providing meals/catering to the schools when requested and paid for by the school director or designee.

Empower Generations will be responsible for:

- Maintaining compliance of all regulations regarding food service under all federal, state, and district guidelines
- Management of all necessary administrative paperwork required for on site service, such as meal production records, maintaining proper records for auditing purposes, etc.as required under the National School Lunch Program.
- Proper care and maintenance of the school's kitchen and cafeteria equipment.
- Serving food to learners on the school site at appropriate times and with appropriate and required portions.
- Payment through an invoice of any meal/catering requested by the school directors or designee.



# 2023-2024

## Family Guidebook

Free To Think. Inspired To Lead.

# INTRODUCTION

Welcome to iLEAD Agua Dulce! You are part of a ground-breaking, innovative program designed to meet your child's individual needs and to foster in them a love of learning and the desire to be the leaders of the future.

iLEAD Agua Dulce may be different than some of your child's previous educational child experiences. First, your child will participate in an interdisciplinary academic learning environment where they will make connections among various areas of study including language arts, history, science, the arts and technology. This setting will allow them to move at their own pace through inquiry-based learning strategies. Your child will also learn experientially through many field trips visiting local parks, beaches, organizations, businesses, and museums. Participation in these experiences will help your child apply their classroom learning. Finally, your child's growth will be measured along a continuum and in a variety of ways that demonstrate learning. In essence, your child will be empowered to take ownership of their learning experience.

Your experience as a parent/guardian at iLEAD Agua Dulce may also be different than what you have experienced at your previous schools. To make the transition a smooth one for your learner(s) and yourself, we encourage families to keep updated and informed about school events and parent/guardian programs. We encourage and depend upon our parents/guardians to be actively engaged both in and outside of their learner's classroom. You will work harder here as a parent/guardian, but your rewards will be tenfold. If you feel that you need support in any given area, please don't hesitate to ask for a meeting with your child's classroom facilitator, or another adult on campus that can advocate for you or your child. We work as a team in this environment and the only effective way to do that is to communicate and ask questions.

The Family Guidebook is designed to share iLEAD Agua Dulce's philosophy, expectations for learners and families, and other school information.

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# SECTION 1:

## iLEAD Agua Dulce' EDUCATIONAL OVERVIEW

### OUR MISSION AND VALUES

**iLEAD Agua Dulce Mission Statement**  
**Free to Think. Inspired to Lead.**

#### **Vision Statement**

At iLEAD, we strive to be a beacon of innovation and creativity, fostering a culture of curiosity and leadership. Our commitment to unlocking the potential of our learners and the communities we serve is unwavering. We believe that by empowering people to become Lifelong learners, Empathetic citizens, Authentic individuals, and Design thinkers, we can create a better future for all.

#### **Schoolwide Learner Outcomes**

We believe that education should extend beyond traditional academic knowledge. Our purposeful approach revolves around the iLEAD Schoolwide Learner Outcomes; a collective vision that encapsulates our aspirations for each individual's education. The iLEAD Schoolwide Learner Outcomes serve as our compass, guiding us in shaping a child's educational journey. In the course of a child's career with iLEAD Schools, our learners will engage with a relevant and rigorous curriculum that will prepare them for success personally and professionally. The following are the expected Schoolwide Learner Outcomes that our learners develop:

#### **i-LEAD by being a/an...**

##### **Lifelong Learner**

*I am a self-directed learner, focused on personal growth and development.*

##### **Empathetic Citizen**

*I seek to understand and appreciate what others are thinking, feeling, or experiencing.*

##### **Authentic Individual**

*I am true to myself, my personality, values, beliefs, and principles.*

### **Design Thinker**

*I am a creative, imaginative individual who explores original ideas, takes risks, and develops innovative solutions that I share with others.*

## **OUR METHODOLOGY**

Through individualized learning, project based learning (PBL), and social emotional learning (SEL) iLEAD's hope is to inspire learners to become lifelong learners, empathetic citizens, authentic individuals and design thinkers. iLEAD Agua Dulce promotes active learning methods and opportunities for self-directed learning.

### **Individualized Learning**

Individualized learning is an educational approach that tailors instruction to the unique needs, abilities, and interests of each learner. It recognizes that individuals have distinct learning styles, paces, and preferences, and aims to create a personalized learning experience to optimize their educational outcomes. Through the use of a wide variety of technology, materials, activities, and assessments, individualized learning provides learners with customized content, pace, and feedback, allowing them to progress at their own speed, explore areas of interest, and receive targeted support where needed. This learner-centered approach promotes autonomy, engagement, and mastery by acknowledging and addressing the diverse learning needs of each learner.


To that end, at the start of each school year, each learner, together with their facilitator and parents/guardians, create an Individualized Learning Plan (ILP) that includes individual academic goals (aligned to Common Core State Standards) and social and emotional goals. These goals are incorporated into projects throughout the year, monitored, assessed, and reflected on by the learner and their facilitator. This experience creates a powerful incentive for learners to develop their skills, through the communication of high expectations, public display of meaningful work, and opportunities to showcase talents in modalities that best suit learners' distinct learning styles.

### **Project-Based Learning (PBL)**

Over the past 100 years, the world we live in has radically changed. If we as a society are going to keep up, the way we educate our children must also change. Project-based Learning (PBL) is a teaching methodology that actively engages learners by challenging them to deeply investigate a personally interesting and complex question, problem or challenge. Then from this deep investigation, create and publically present something unique and original and authentic in response.

Project-Based Learning's time has come. The experience of thousands of teachers across all grade levels and subject areas, backed by research, confirms that PBL is an effective and enjoyable way to learn – and develop deeper learning competencies required for success in college, career, and civic life. Why are so many educators across the United States and around the world interested in this teaching method? The answer is a combination of timeless reasons and recent developments.





Through the PBL methodology, our learners develop the skills, aptitudes, and attitudes necessary to discover their own path and lead the way into the future. The development of rigorous, authentic projects helps learners bridge the gap between simply remembering instructions and becoming independent lifelong learners.

**PBL makes school more engaging for learners.** Today's learners, more than ever, often find school to be boring and meaningless. In PBL, learners are active, not passive; a project engages their hearts and minds, and provides real-world relevance for learning.

**PBL improves learning.** After completing a project, learners understand content more deeply, remember what they learn and retain it longer than is often the case with traditional instruction. Because of this, learners who gain content knowledge with PBL are better able to apply what they know and can do to new situations.

**PBL builds success skills for college, career, and life.** In the 21st century workplace and in college, success requires more than basic knowledge and skills. In a project, learners learn how to take initiative and responsibility, build their confidence, solve problems, work in teams, communicate ideas, and manage themselves more effectively.

**PBL helps address standards.** The Common Core and other present-day standards emphasize real-world application of knowledge and skills, and the development of success skills such as critical thinking/problem solving, collaboration, communication in a variety of media, and speaking and presentation skills. PBL is an effective way to meet these goals.

**PBL provides opportunities for learners to use technology.** Learners are familiar with and enjoy using a variety of tech tools that are a perfect fit with PBL. With technology, facilitators and learners can not only find resources and information and create products, but also collaborate more effectively, and connect with experts, partners, and audiences around the world.

**PBL makes teaching more enjoyable and rewarding.** Projects allow teachers to work more closely with active, engaged learners doing high-quality, meaningful work, and in many cases to rediscover the joy of learning alongside their learners.

**PBL connects learners and schools with communities and the real world.** Projects provide learners with empowering opportunities to make a difference, by solving real problems and addressing real issues. Learners learn how to interact with adults and organizations, are exposed to workplaces and adult jobs, and can develop career interests. Parents/Guardians and community members can be involved in projects.

### **Not just knowing but also DOING**

*PBL allows learners to apply their learning in real-world scenarios.*

### **High levels of engagement**

*PBL gives learners a voice in their own education, activating their interest, which allows for greater and deeper learning!*

## True learning

*PBL allows us to teach, observe, and measure growth of marketable 21st Century skills such as communication, critical thinking, and collaboration.*

## Focusing on your learner, not the curriculum, brings learning to life

*PBL develops self-empowered learners who can analyze the world they live in, design a better tomorrow, and go create it!*

**\*What is PBL? and PBL Outcomes from [Buck Institute](#)**

## Social and Emotional Learning (SEL)

It takes more than book-smarts to be an effective leader. Today's leaders must possess the ability to successfully manage themselves and others. In the digital world we live in, these vital skills are becoming more and more scarce. If schools are not teaching them, we are not preparing our learners. **Social and Emotional Learning (SEL)** teaches learners to manage their emotions, resolve conflict, and make responsible and well thought out decisions.

Implementation and evaluation (assessment) of SEL has become an integral part of our approaches to teaching and learning through Project-Based Learning. Based on practices such as the [7 Habits of Highly Effective People/Kids/Teens®](#) (Stephen/Sean Covey) we measure and report SEL progress as part of every project, ILP (Individualized Learning Plan) goals, and Reports of Progress.

## 7 Habits of Highly Effective People

Stephen Covey's best-selling book *The 7 Habits of Highly Effective People* has been influential in the shaping of iLEAD's approach to lifelong learning. Regular implementation of these habits is encouraged to support positive interactions with oneself and others:

- **Habit 1: Be Proactive**  
Proactive people take responsibility by focusing their time and energy on things they can control instead of reacting to or worrying about conditions over which they have little or no control.
- **Habit 2: Begin With the End in Mind**  
Each day, task, or project should begin with a clear vision of one's desired direction and destination, and then continue by flexing proactive muscles to make things happen.
- **Habit 3: Put First Things First**  
Life management — define one's purpose, values, roles, and priorities.
- **Habit 4: Think Win-Win**  
Win-win is a frame of mind and heart that constantly seeks mutual benefit in all human interactions. A win-win approach means agreements or solutions are mutually beneficial and satisfying.
- **Habit 5: Seek First to Understand, Then Be Understood**  
This habit helps transform communication by actively listening with the intent to understand another's perspective versus filtering things through one's own life experiences and frame of reference.
- **Habit 6: Synergize**  
This habit promotes cooperation, teamwork, open-mindedness, and the adventure of finding new solutions to old problems. It thrives on the idea that the whole is greater than the sum of the parts.

- **Habit 7: Sharpen the Saw**

Living a life in balance means taking the necessary time to renew one's self. To "sharpen the saw" means having a balanced program for self-renewal in the four areas of life: physical, social/emotional, mental, and spiritual.

## CURRICULUM

The research-based instructional approach of Project Based Learning at iLEAD Agua Dulce is differentiated to engage learners through hands-on, serious, authentic experiences across subject areas. This methodology allows facilitators to address learners' individual differences, variations in learning styles, intelligence and abilities. Rather than rely on any one series of books, textbooks or guides, we employ multiple materials, resources and strategies to best meet the needs of individual learners.

Curriculum is implemented with the following best practices in education:

**Global Understanding:** 21<sup>st</sup> Century learners are faced with the challenge of engaging in an increasingly interdependent world where knowledge is constantly developing and evolving. Rigorous curriculum covering global connectivity will give learners a sense of belonging in our ever changing world and prepare them to thrive in the global marketplace upon graduation and post-college. Exploring diverse cultures will give learners a positive attitude toward learning and greater understanding of the world around them.

**Engaging Curriculum:** Our curriculum delivers the California content standards through relevant learning experiences that engage learners' interests as they discover underlying concepts and develop a deep understanding of subject matter. Learners are active participants in meaningful exploration, engage in hands-on activities and experiences that build on their prior knowledge. Projects are used as a teaching tool to focus on higher order thinking and real world skills. We will encourage learners to apply their understanding in projects that gradually introduce more complexity, more learner-driven choice of topics and products. The goal is to foster self-motivation and self-directedness, as each learner discovers their unique strengths.

**Multi-age Groupings:** Research supports environments with two or more grades that allow learners the flexibility to progress at their own pace along a continuum of achievement. As such, select grade levels at iLEAD Agua Dulce are multi-age environments.

**Facilitator Continuity (Looping):** Multi-year relationships between facilitator and learner provide for deeper knowledge to guide instructional decisions and familiarity with the social-emotional health of a learner (Anderson and Pavan, 1993).

**Advisory/Morning Meetings:** Research shows that when learners feel connected to their school, they do better academically. One of the ways we achieve this with Middle and Diploma Programme learners is through our advisory program. In small group settings, we explore the causes and effects of cultural,

personal, and community events. Our primary learners participate in daily morning and/or 'family' (classroom) meetings that provide an opportunity to witness and display social problem solving skills and interactions. These meetings provide learners with the forum to develop social and emotional skills needed to thrive in a collaborative environment.

**California State Academic Standards:** California along with most other States developed and adopted common academic standards in core curriculum areas. They are rigorous, internationally benchmarked, and research- and evidence-based.

Each state, and each district in California decides how they will teach and what resources they will use. More information can be found at [www.cde.ca.gov/re/cc/](http://www.cde.ca.gov/re/cc/) or [www.corestandards.org](http://www.corestandards.org). California's computer-based student testing system ties the standards for English language arts, mathematics, and science called the California Assessment of Student Performance and Progress (CAASPP). The assessments include the Smarter Balanced Assessment Consortium Assessments, California Science Tests (CAST), California Alternate Assessments (CAA), and Standards-based Tests in Spanish (STS) for Reading/Language Arts. Parents/Guardians can exempt their child(ren) from CAASPP testing by submitting a letter in writing annually. More information about the CAASPP can be found at [www.cde.ca.gov/ta/tg/ca/](http://www.cde.ca.gov/ta/tg/ca/). [EC 60119, 60604.5, 60615]

**California Healthy Youth Act:** The California Healthy Youth Act requires charter schools to provide pupils with integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education at least once in middle school and once in high school. It is intended to ensure that pupils in grades 7-12 are provided with the knowledge and skills necessary to: 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and 3) have healthy, positive, and safe relationships and behaviors. It also promotes understanding of sexuality as a normal part of human development.

Parents/Guardians have the right to:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV prevention education
3. Request a copy of Education Codes 51930 through 51939, the California Healthy Youth Act
4. Be informed whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants
5. Receive notice by mail or another commonly used method of notification fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year
6. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV prevention education, be informed of:
  - a. The date of the instruction
  - b. The name of the organization or affiliation of each guest speaker

**English Learners Identification Notice:** State law requires that parents/guardians of English learners are to be notified annually if they are identified as one of the following: Long-term English Learner or English learner at risk of becoming a Long-term English Learner. The school coordinator for English Language Development will be sending these notices at the beginning of each school year.

## INDIVIDUAL LEARNING PLANS (ILPs) and LEARNER LED CONFERENCES (LLCs)

Each year, learners along with their facilitator(s) create an ILP to guide instruction. Each learner, along with their family and facilitator, work together to monitor the ILP and make adjustments, as needed. The primary goal of the ILP is to ensure that each child will be treated as an individual and therefore will be working toward attainable goals appropriate to their individual development.

Throughout the year, learners will review learning outcomes and set individual goals. They will learn to evaluate their progress toward those goals, starting at a basic level when they are younger and improving their ability to self-assess over time. Throughout the year, learners will meet with their facilitator and their parents/guardians to look critically at what they have accomplished both in formal settings as well as at home with their families. At the end of the spring semester our learners will present their progress in the Learner Led Conference (LLC) Presentations.

Portfolio-based LLCs will help ensure that learners are accountable to themselves, their families, their teachers, and the school community as a whole. Additionally, the experience creates a powerful incentive for learners to develop their skills, through the communication of high expectations, public display of meaningful work, and opportunities to showcase talents in modalities that best suit learners' distinct learning styles.

## SECTION 2: GENERAL OPERATIONS

**OFFICE HOURS** 8:00am to 4:00pm

**Front Desk Phone Number:** (661) 268-6386

### **SCHEDULE**

See the iLEAD Agua Dulce website at <https://ileadaguadulce.org/> for the most up to date hours, including break and lunch schedule.

### **INSTRUCTIONAL CALENDAR**

See the iLEAD Agua Dulce website at <https://ileadaguadulce.org/academic-calendar/> for the current year's Instructional Calendar. If minimum or pupil-free staff development days are scheduled after the start of the school year, the school will notify parents/guardians of affected pupils as early as possible.

### **STAFF**

See the iLEAD Agua Dulce website at <https://ileadaguadulce.org/team-directory/> for staff listings.

### **POLICIES**

Our school is governed by a set of Policies and Procedures that are updated regularly. If you are interested we encourage you to make an appointment to review the policies and procedures by contacting Kristan Hinze at [kristan.hinze@ileadaguadulce.org](mailto:kristan.hinze@ileadaguadulce.org) or visit <https://ileadaguadulce.org/>.

## SECTION 3:

# DAILY OPERATIONS

### DROP OFF AND VALET PROCEDURES

iLEAD Agua Dulce offers a convenient valet drop off system. This is the safest and most efficient way to drop off your learner(s). We strongly encourage all families, regardless of the learner's grade level, to use the valet system. Please note: The top lot is for staff parking only.

**Drop-Off:** Begins at 8:00. Gates will promptly close at 9:00 am.

**Pick-Up:** Begins at 3:15. Gates will open at 2:45 pm.

In order to keep the learners and families safe before and after school, we ask that you follow these parking lot procedures when driving your child to the iLEAD Agua Dulce campus;

- Drive slowly and watch for families and children walking through the parking lot;
- Do not use your cell phone while driving in parking lot;
- Give your attention to driving and exiting safely;
- Primary Grade children should be accompanied through the parking lot by a parent/guardian or older sibling.

Please help us keep the valet line safe and efficient by following these guidelines:

- Have your child seated so that they can exit quickly.
- Be prepared- have your child ready to exit with a backpack/school work/ lunch in hand.
- Please pull forward and wait for a valet attendant before exiting the vehicle.
- Make sure your child has exited safely and all volunteers are at a safe distance away from your vehicle before you drive away from the valet drop off area.
- If you need to get something out of your trunk, please park in the parking lot area.

The top lot by the office is for staff, late drop-offs and early pick-up only. If you are bringing your child in late or picking your child up early, you must park in a parking spot only. The curb in front of the office is a fire lane and cannot be blocked.

For more information please visit our website: [ileadaguadulce.org](http://ileadaguadulce.org)

### ATTENDANCE

We try to make every minute of school engaging for the learners, and our expectation is that all learners will be at school on time and for the entire course of the school day. Learners arriving late could miss important beginning of the day information that is relevant to their education.

## Absence

If your child is going to be absent, please email us at [attendance@ileadaguadulce.org](mailto:attendance@ileadaguadulce.org) or call the attendance line at (661)268-6386 on the morning of the first day of the absence. You may leave a voicemail message when the office is closed.

iLEAD Agua Dulce urges parents/guardians to make sure their children attend school regularly and to schedule medical and other appointments after school or during school holidays. iLEAD Agua Dulce also asks that travel or other absences be avoided during the time school is in session. The higher the school's daily attendance rate, the more a learner will learn and the greater the amount of funding that the school will receive from the state for classroom instruction, and academic programs. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimize learner absences.

Following an absence, a learner is required to bring a written excuse from home when returning to school. Illnesses, and doctor and dental appointments are considered excused absences. Absences without a written excuse are recorded as unexcused.

## Excused Absences

Pupils, with the written consent of their parents/guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.

No pupil shall have their grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

(1) Due to their illness, including an absence for the benefit of the pupil's mental or behavioral health.

(2) Due to quarantine under the direction of a county or city health officer.

(3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.

(4) For the purpose of attending the funeral services of a member of their immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

(5) For the purpose of jury duty in the manner provided for by law.

(6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent/guardian.

(7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of their religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent/guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position.



Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

(10) For the purpose of attending the pupil's naturalization ceremony to become a United States Citizen.

(11) For the purpose of participating in a cultural ceremony or event.

(12) (A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.

(B) (i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one school day-long absence per school year.

(ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, means the parent/guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

## **Chronic Absenteeism**

A learner is considered a chronic absentee when they are absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences – excused and unexcused – and is an important measure because excessive absences negatively impact academic achievement and learner engagement.

## **Tardiness**

We ask that you contact the school if you know your child is going to be tardy. Consistent tardiness will result in learners missing valuable time with their classmates and will require them to make up missed activities.

## **Truancy**

Learners are expected to be in school every school day. Any learner who is absent from school without a valid excuse (46010, 46010.3, 48205 Ed. Code) is considered truant. Missing a class period without a valid excuse is also considered truancy. Truancy is a serious offense and may lead to serious consequences.

## Illness

Any child who becomes ill while at school will be taken to the Health Office and parents/guardians will be called to pick up the sick child. Please note that your child needs to be fever free for 24 hours before returning to school.

If your child needs to take prescription medication on a temporary or permanent basis while at school, an authorization to administer medication must be on file at the school. This form is available on the web-site:

<https://ileadaguadulce.org/medical-information/request-for-assistance-concerning-learner-medications/>

## Concurrent Enrollment

All learners may only be enrolled in one school at a time. Learners may not be enrolled in a public and/or charter school and a private school or a public school and charter school at the same time. The school may request proof of disenrollment from previous school prior to registration.

## Extended School Year - Migrant Education

Learners who are identified as a “migrant child” in grades TK-6 may be allowed to enroll in two public schools during summer, winter, or other intersessions – both the school in which they last attended and the next intended school to be entered upon the migration with parents from one agricultural work site to another.

## High School Class Enrollment

All learners enrolled in grades 9th-12th must be enrolled in a minimum of four classes with the school to maintain full time enrollment. Learners may take college credit courses concurrently during the school year. See the school counselor for more information.

## BEFORE AND AFTER SCHOOL CARE:

iLEAD Agua Dulce offers our own unique after school care program, **iCREATE**. iCREATE is an Innovative After School program providing learners a safe and welcoming space to exercise their mind, heart, body and creative spirit. Learners are guided through daily activities in the areas of science, arts, engineering, music, and indoor and outdoor activities, extending the philosophy of iLEAD Agua Dulce. Learners are inspired to grow their own creative after school experience.

**iCREATE** is available for learners in grades TK through 6th grade, Monday through Friday. For more information and schedules, go to: <https://ileadaguadulce.org/programs/icreate-after-school-care/>

## SCHOOL LUNCH PROGRAM

iLEAD Agua Dulce offers a school lunch program. iLEAD Agua Dulce offers healthy meals every school day because children need healthy meals to learn. Commencing in SY 2022–23 schools serving learners in grades TK–12 must provide two meals free of charge (breakfast and lunch) during each school day to learners requesting a meal, regardless of their free or reduced-price meal eligibility. Schools will still require eligible parents/guardians to submit a Household Data Collection form in order to remain in compliance for accounting purposes only. Please see the iLEAD Agua Dulce website at <https://ileadaguadulce.org/school-lunch-program/>.

## ENRICHMENT ACTIVITIES

iLEAD Agua Dulce offers several clubs, sports and enrichment classes. A list of current ongoing extra-curricular offerings will be emailed home.

## TRANSPORTATION

iLEAD Agua Dulce does not provide transportation. Families need to arrange their own transportation to and from campus/studio. Field Studies participation includes transportation details and are arranged on a per field study basis. Please see individual Field Study documentation for further information.

Prior to departure on a school activity trip, all learners riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

## LOTTERY GUIDELINES

As a charter school, iLEAD Agua Dulce is a school of choice, and may have more learners interested in attending the school than there are spaces available. If the number of learners who wish to attend the school exceeds the openings available, entrance shall be determined by single random public drawing in accordance with Education Code §47605(d)(2) and all federal requirements.

## SECTION 4:

# LEARNER CONDUCT

### EXPECTATIONS FOR SCHOOL BEHAVIOR

iLEAD Agua Dulce strives to present our learners with opportunities that exceed those available at most traditional schools. Our learners also accept a sense of responsibility that in many ways exceeds that which is expected at a traditional school. We expect each child to do their best, both academically and behaviorally. If there's a problem, we personally speak with the learner, discuss the options for making good decisions, set appropriate consequences, and strive to help the learner internalize the importance of taking responsibility for their own learning and behavior. As a framework for this, we have expected learning results.

At iLEAD Agua Dulce we utilize **Love and Logic®** to embrace each learner's uniqueness while modeling and expecting appropriate behavior. Our iLEAD Agua Dulce expectations for school behavior are:

- I will do nothing to harm myself or others
- I am responsible for my behavior
- We are each other's keepers
- I take pride in myself and in my work
- I will leave it better than I found it.

At the beginning of the school year, and at intervals throughout the year, we discuss these goals and principles with the learners, come to a common understanding of what they mean and why they are important, and then help our learners to incorporate them into their daily lives. Parents/Guardians are encouraged to participate in the Love and Logic® courses offered at iLEAD Agua Dulce throughout the year.

### Consequences

In addition to Love and Logic, our school focuses on Restorative Practices. This is an approach to resolving conflict and is used for preventative measures. Restorative Practices refer to a range of approaches including talking circles and peer mediation and utilizes strategies to rebuild relationships.

There are age appropriate consequences for not adhering to the behavior guidelines. Along with the Restorative Practice approach, family and staff will work together to make decisions that are in the best interest of the child. The following are examples of consequences that allow flexibility for individuals and varying situations.

- **Warning and reminder:** This may take place in or out of the classroom.
- **Reflection time:** This allows children to cool off and the situation to diffuse before it becomes a larger issue. A reflection time may take place in the office or outside of a classroom.

- **A respectful, related consequence:** This step allows the flexibility for a child or adult created consequence. For instance, if a child wrote on a table, the consequence may be to clean the tables.
- **A disciplinary referral to the office:** This consequence reflects the seriousness of the situation. At this time, the learner will meet with an administrator, describe what happened, what they could have done differently, and what could be changed at the school that could prevent this from happening again.
- **Suspension/parental/guardian supervision :** The child would not be allowed to attend school. This would include extra-curricular activities during the suspended time period.
- **Emergency Removal:** See *Emergency Removal* section on the next page.

## Suspension/Expulsion Procedures

Rules of suspension and expulsion must follow due process mandates. They are stated below.

### Suspension

- The school administrator or administrative designee can suspend a child.
- No suspension shall exceed five (5) school days.
- The administrator must directly contact parent/guardian regarding the learner suspension and reasons why.
- The learner must be given the right to appear at a conference before the Administrator. At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against them, and shall be given the opportunity to present their version and evidence in their defense.
- A written notice of suspension must be sent or given within one school day to the parent/guardian or custodian of the learner. The notice must contain the reasons for the suspension and the right of the learner to appeal the suspension.
- A parent/guardian has the right to appeal the suspension, which must be submitted, in writing, to the Administrator within fourteen (14) calendar days of the written notice of suspension. The Administrator shall immediately forward this written appeal to the appeals officer assigned by iLEAD as the Board of Director's designee.

Note: A learner under a suspension shall have the right to make up all academic work missed. From the day they return to school, the number of days given to accomplish this make-up work shall equal the number of suspension days.

### Expulsion

- Only the School Director can recommend expulsion. *EDN 48900*
- The School Director may grant an extension of time. If granted, the Administrator must notify all parties, in writing, of the new time and place for the meeting.
- The written notice is to include reasons for the recommended expulsion.
- The learner and parent/guardian must have an opportunity to appear, on request, before the school Administrator to challenge the recommendation for expulsion, or to otherwise explain the learner's actions that led to the intended expulsion.

- The parent/guardian may be given the opportunity to withdraw the learner before a decision to expel takes place. It should be noted, however, that when such learner is withdrawn, the expulsion process must continue to be followed to its conclusion
- Only the governing board may make the decision to expel a learner. Following that decision:
- The letter of expulsion is sent.
- Within one (1) school day, the Administrator shall notify the Registrar, in writing of the decision to expel.
- The parent/guardian has the right to appeal the expulsion, which must be submitted, in writing, to the school Administrator within fourteen (14) calendar days of the written letter of expulsion. The Administrator shall immediately forward this written appeal to the appeals officer assigned by iLEAD Education as the Board of Director's designee.

## **Emergency Removal**

The school Administrator may perform an emergency removal of a learner from curricular or extracurricular activities or from the grounds if a learner's presence poses a threat and/or danger to any person or property, or if the learner's presence poses an on-going disruption to the educational process. This removal may be done without immediate notice or hearing.

If the removal leads to a suspension any learner so removed shall be given written notice and provided with a hearing within three (3) school days after removal as defined in the Suspension section of this Handbook. If it is probable that the learner is going to be recommended for expulsion, the expulsion process shall be conducted in accordance within the Expulsion section of this Guidebook.

## **Student Search**

The school director or administrative designee may search the personal property of a learner, the learner, or the backpack or purse if there is a reasonable suspicion to believe the learner may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: New Jersey v. T.L.O. (1985) 469 U.S. 325]

## **Electronic Nicotine Delivery Systems (E-Cigarettes)**

The school prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all school property and in school vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin. Learners using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

## **Tobacco Free Campus**

The use of tobacco and nicotine products is prohibited on school grounds, buildings, and vehicles, and within 250 feet of a youth sports event. Tobacco products include, but are not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, or an electronic device (e.g., electronic cigarette, cigar, pipe, or hookah) that delivers nicotine or other vaporized liquids.

## **Release of Learner to Peace Officer**

If an iLEAD Agua Dulce official releases your learner from school to a peace officer for the purpose of removing them from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your learner, except when a learner has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent/guardian. [EC 48906; PC 11165.6]

## **Parent/Guardian Responsibility**

Parents/Guardians are liable for all the damages caused by the willful misconduct of their minor children, which result in death or injury to other learners, school personnel, or school property. Parents/Guardians are also liable for any school property loaned to the learner and willfully not returned. The school may further withhold the grades, diploma, and transcript of the learner until restitution is paid.

If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. [EC48900.1]

## **Academic Dishonesty**

The school expects learners to do their own work and to succeed in school by their own efforts. Academic dishonesty includes using someone else's answers, writings, or ideas and submitting the work as their own. It also involves using answer keys, teacher's editions, the internet and/or a mobile device to find answers without permission. Additionally, providing answers or allowing someone to use their work is not allowed.

For any learner caught plagiarizing (copying) the writings or ideas of another, providing work for another to copy, or cheating by any other means, disciplinary actions will be taken as deemed appropriate by the facilitator and/or School Director or designee.

# SECTION 5:

## TECHNOLOGY

### ELECTRONICS

Cell phones, tablets, and other electronic items are often used for instructional practices. We are guiding our learners in appropriate use of technology, helping them to make appropriate choices concerning these items. We realize that many parents/guardians give their children cell phones for safety and convenience. We ask that learners limit use of the phones during the school day to academic purposes only. Families may contact their child in an emergency situation by calling the school office and learners may use cell phones or school phones to contact families in an emergency. Learners should respect their facilitator's requests regarding appropriate time to use technology. Should technology disrupt the learning environment or if used inappropriately, parent/guardian will be notified and cell phones or other devices will be stored in a safe place and returned to the learner at the end of the school day. Continuous misuse of technology will result in consequences.

### INTERNET USAGE

iLEAD Agua Dulcel's computers have access to the Internet. The school works diligently to protect our learners from inappropriate content. The iLEAD Agua Dulce staff works closely in training our learners as to the appropriate use of the Internet. Before using the Internet, parents/guardians and learners should read the following "Network Use Guidelines." All parents/guardians and learners must also sign a Student & Parent/Guardian Network Responsibility Contract.

### NETWORK USE GUIDELINES

Please read the following carefully. This will give you information about the privileges and responsibilities of using the Internet as part of your educational experience. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual people.

Learners will have access to:

1. Electronic mail (e-mail) communication with people all over the world.
2. Information and news from a variety of sources and research institutions.
3. Public domain and shareware software of all types.
4. Discussion groups on a wide variety of topics.
5. Many university libraries, the Library of Congress, and more!
6. Educational Software



Giving our learners the skills to thrive in the 21st Century means giving them access to technology. With computers as part of every classroom curriculum, iLEAD Agua Dulce uses very strong guidelines for Web usage and Internet security. We comply with the level of security that the Children's Internet Protection Act requires. While we have filters at the network level for inappropriate Websites, there are still instances when those Websites can come through. Please be assured that iLEAD Agua Dulce remains committed to restricting the use of such Websites.

Our school is taking reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. However, on a public network it is impossible to control all materials. "Harmful matter" means matter that, taken as a whole by the average person applying contemporary statewide standards, describes in a patently offensive way material which lacks serious literary, artistic, political, or scientific value for minors (Penal Code, section 3 13).

The facilitators/staff will choose resources on the Internet that are appropriate for classroom instruction and/or research for the needs, maturity, and ability of their learners. iLEAD Agua Dulce takes no responsibility for the accuracy or quality of information from Internet sources. Use of any information obtained through the Internet is at the user's risk.

The purpose of schools having access to the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the internet must be in support of education and research and consistent with the educational objectives of iLEAD Agua Dulce.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to, the distribution of:

1. Any information which violates or infringes upon the rights of any other person.
2. Any defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
3. Advertisements, solicitations, commercial ventures, or political lobbying.
4. Any information which encourages the use of controlled substances or the use of the system for the purpose of inciting crime.
5. Any material which violates copyright laws.
6. Any vandalism, unauthorized access, "hacking," or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited.
7. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges.

## NETIQUETTE (Network Étiquette)

The use of the Internet requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not send abusive messages to anyone.
2. Use appropriate language. In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.
3. Maintain privacy. Do not reveal the personal address or phone numbers of yourself or other persons. Before publishing a learner's picture, first name, or work on the Internet, the school must have on file a parent/guardian release authorizing publication.
4. Respect copyrights. All communications and information accessible via the network should be assumed to be the property of the author and should not be reused without their permission.
5. Do not disrupt the network. Do not use the network in a way that would disrupt the use of the network by others.
6. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify iLEAD Agua Dulce staff.
7. Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses.


## SUPERVISION AND MONITORING

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any learner or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

## CYBERBULLYING

iLEAD Agua Dulce provides learners with instruction, in the classroom or other educational settings, that promotes communication, social skills, and assertiveness skills and educates learners about appropriate online behavior and strategies to prevent and respond to bullying and cyberbullying. School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Parents/Guardians, learners, and community members also may be provided with similar information.

Any learner who engages in cyberbullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with school policy. If the learner is using a social networking site or service that



has terms of use that prohibit posting of harmful material, the School Director or designee may also file a complaint with the Internet site or service to have the material removed.

## SECTION 6:

# HIGH SCHOOL

### GENERAL OVERVIEW

iLEAD Agua Dulce is a strong proponent of passion-based learning and the development of 21st century skills to pursue lifelong endeavors. The high school program enables families to work closely alongside with school staff to determine the high school path that best aligns with each learner's academic and vocational goals.

### GRADUATION PATHS

iLEAD Agua Dulce offers several paths to fulfill graduation requirements. A collaborative effort between the learner, family, and high school staff will direct, support and encourage the learner on their graduation path.

#### **International Baccalaureate Career Program Path**

IB programmes aim to provide an education that enables students to make sense of the complexities of the world around them, as well as equipping them with the skills and dispositions needed for taking responsible action for the future. They provide an education that crosses disciplinary, cultural, national and geographical boundaries, and that champions critical engagement, stimulating ideas and meaningful relationships. The aim of all IB programmes is to develop internationally minded people who recognize their common humanity and shared guardianship of the planet.

All IB courses are UCOP A-G approved, and IB courses are considered as rigorous or more rigorous than advanced placement (AP) courses. Eligible high school learners may receive financial assistance to cover the costs of the International Baccalaureate examination fees, or both. More information on the CP IB can be found on the IB website.

#### **UC/CSU A-G Path**

California State University and the University of California school systems have established seven admission requirements labeled A-G. Learners who are planning on directly attending a University of California (UC) or California State University (CSU) are required to complete these specific [UC Admissions Requirements](#) during their high school experience. This track requires 240 credits to graduate. More information on the A-G requirements can be found on the [University of California website](#). A-G courses are approved by the UC system. A list of iLEAD Agua Dulce's currently approved A-G courses may be found in [UC Doorways](#).

## Basic Path

Learners in special circumstances may qualify for reduced graduation requirements and be placed on the basic graduation path according to the California State Graduation Requirements. This path requires 180 credits to graduate and requires administrative approval.

## Certificate of Completion

Learners with modified curriculum as indicated on their IEP may be placed on the Certificate of Completion path. This path does not result in a high school diploma as learners work towards their IEP goals, not the state graduation requirements. Learners on the Certificate of Completion path may be enrolled until the age of 22.

## Exemptions

Under Ed. Code 51225.1, the following learners may be exempted from iLEAD Agua Dulce's graduation requirements under specific circumstances:

- Foster Youth
- Homeless Youth
- Former Juvenile Court Youth
- Children of Military Families
- Migrant Youth
- Newcomer Youth

Should a learner in one of the above groups meet the requirements under EC 51225.1, school counselors will work with the learner who will either choose to:

- Complete a 5th year at iLEAD Agua Dulce in order to meet iLEAD Agua Dulce diploma requirements, OR
- Complete the iLEAD Agua Dulce Graduation Requirement Exemption waiver to become eligible for a diploma under California's minimum graduation requirements.

## Minimum Credit Requirements for Graduation

To graduate from iLEAD Agua Dulce, learners must have the following credits at minimum. Graduation plans will be customized to each learner's unique needs dependent on interests and college/career goals.

High School Subject Area	Minimum Credit Requirements
English	3 Years (30cr)
Mathematics	2 Years (2cr) Algebra I or Integrated Math I required
Science	2 Years Total (20cr) Biological Science (10cr) Physical Science (10cr)

History/Social Science	3 Years Total (30cr) World History (10cr) U.S. History (10cr) American Government (5cr) Economics (5cr)
Language other than English	1 Year (10cr)
Visual and Performing Arts or CTE	
Physical Education	1 Year (10cr)
Electives	60cr
<b>Total Credits</b>	<b>180 Credits</b>

## Golden State Seal

The Golden State Seal Merit Diploma (GSSMD) insignia is awarded jointly by the State Board of Education and the State Superintendent of Public Instruction to recognize students who have demonstrated mastery of the high school curriculum in at least six subject areas. Learners who are eligible for the GSSMD will automatically receive one upon graduation. The insignia will be placed on the learner's official transcripts and diploma.

## Biliteracy Seal

The State Seal of Biliteracy (SSB) is a recognition conferred by the State Superintendent of Public Instruction for graduating high school students who have attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English. Learners who are eligible for the seal will automatically receive one upon graduation. The insignia will be placed on the learner's official transcripts and diploma.

## Work-Based Learning and Internships

Work-based learning allows for participation in community-based experiences that develop knowledge and job skills through service learning and workplace mentoring experiences. Work based learning may be through service learning, an internship, a learner-led enterprise, a CTE work placement resulting in industry certification, or simulated work-based learning through IEP transition services. Learners may have the opportunity to participate in work-based learning through career and technical education pathways, IEP services, senior advisory, etc.

## CAREER AND TECHNICAL EDUCATION (CTE)

Career Technical Education (CTE) is an opportunity for high school learners to gain exposure and experience in careers in which they are interested and meet the school's graduation requirements through CTE courses. Learners will take courses and work with industry professionals to gain the knowledge and skills needed for entry into further training and career opportunities in the chosen

industry sector. This work will set them on the path toward certifications, preparation for college majors, and experience for the workforce. CTE pathways are a 3 year commitment culminating in a capstone course project where learners create a college/career portfolio with components needed to be competitive in college admissions and the workforce. CTE programs will offer additional college and career counseling, industry certification opportunities, extra curricular leadership opportunities, and work-based learning and internship experiences through each course in the 3-year pathway.

The following Career and Technical Education pathways are available for the 2023-2024 school year. Additional offerings may be available through the local community college. Contact the academic counselor for more information.

Industry Sector: Marketing, Sales, Service		Pathway: Entrepreneurship	
Course		Sequence Level	
Introduction to Entrepreneurship		Introduction Grade 10	
Marketing and Business Leadership		Concentrator Grade 11	
Entrepreneurship Capstone/Internship		Capstone Grade 12	

## HIGH SCHOOL ADVISEMENT

### School Counselors

School Counselors serve high school learners in the areas of academic, college and career, and social emotional. School counselors partner with the learner and family to guide course selection and ensure the completion of all graduation requirements in alignment with future college and career goals. School Counselors are available to conduct regular graduation checks and provide necessary support to prepare learners for life after graduation.

### College and Career Planning Tools

iLEAD Agua Dulce has partnered with SCOIR for college and career planning.

- **SCOIR:** SCOIR is a college search and exploration tool which allows learners to find and connect with thousands of colleges. Scoir offers virtual tours and videos, tracks deadlines and testing requirements, and allows quick access to the college advisor for pressing questions. College planning and the application process are completed through Scoir.
- **YouScience Brightpath:** YouScience is an aptitude-based guidance platform that leverages data and artificial intelligence to help individuals identify their aptitudes, validate their skills, and get

matched with educational and career pathways. Learners can complete industry-recognized certifications for college admissions, resumes, and CTE completion.

- **College Admissions/Planning:** School counselors and staff provide support for learners and their families assistance with college planning and application process.

## HIGH SCHOOL POLICIES AND PROCEDURES

### Transcripts

- **Requests:** Transcript requests (unofficial and official) can be made via the academic counselor, Mr. Rivera at [roger.rivera@ileadaguadulce.org](mailto:roger.rivera@ileadaguadulce.org).
- **College Credit Courses:** Learners must request official transcripts from the college for final grade assignments when they participate in dual enrollment. Learners are assigned an incomplete grade until the official transcript is received from the community college.
- **Transfer:** Learners transferring from another public school must provide an official transcript during the enrollment process to verify previously completed coursework.
- **PSA/Private:** Learners who have previously filed a Private School Affidavit (PSA) or attended a private school must provide a transcript during the enrollment process. In addition, learners may be asked to submit a portfolio and/or work samples to verify previously completed coursework in order to grant credits accordingly. Unless courses were taken through an online program with approval, these courses will be listed without the A-G designation.

### Course Load

Learners must be enrolled in at least four courses per semester. In order to fulfill the credits necessary for graduation, it is recommended that learners take six to seven courses each semester.

### IB Courses and Testing

LEAD Agua Dulce is officially accredited as an IB Career Program. IB World Schools share a common philosophy- a commitment to high-quality, challenging, international education- that we believe is important for our students. Click [HERE](#) for more information on the IB CP program.

### Add/Drop Deadlines

Using the following guidelines, learners may drop a class and/or add a replacement class:

DEADLINES		
	Fall 2023	Spring 2024
Add	Sept. 8th	Feb. 2nd
Drop without a "W"	Sept. 8th	Feb. 2nd
Drop with a "W"	Sept. 11-Oct. 20	Feb. 5 -



		March 15
Drop with a "WP" or "WF" (Withdrawal Pass, Withdrawal Fail)	October 23 - December 15	March 18 - June 7

## Mid Year Transfers

If a learner transfers from another school to iLEAD Agua Dulce after the add deadlines as described above, the school will request a progress report from the prior school to determine placement in the class. If a progress report is not issued from the previous school then the facilitator will determine, to the best of their ability, the placement within the course and grade.

## Incomplete Grade

A grade of "I" (Incomplete) is a temporary grade which may be assigned at the end of a term for learners who have requested and received approval for a course extension or reasons beyond a learner's control. A written agreement must be completed between learner and facilitator before the end of the term with administrative approval. This grade may be made up to a passing grade within the approved course extension time frame. The "I" (Incomplete) will be changed to an "F" (Failing) if work is not satisfactorily completed within the agreed upon time frame. A course extension must end no later than two weeks after the last day of school.

## Course Extensions

Course extensions of up to 10 days may be granted by school staff upon formal request and approval. If the learner does not complete the course within the time period allotted, the actual grade earned for the coursework completed (points earned/points possible) will appear on the learner's transcript.

## Math Placement

In compliance with board policy, learners will be assessed within the first month of instruction and learners and/or parent/guardian may request a reassessment if questions the pupil's placement results. Learners and/or parent/guardian may request reassessment in writing. For more information, visit our [website](#) iLEAD Agua Dulce Mathematics Placement Policy.

## Middle School Learners Seeking High School Credit

Learners who show readiness for high school level material may take high school level courses during middle school. This option is primarily reserved for 8th graders and is permitted in math or foreign language courses only. If a learner chooses to follow the high school guidelines and requirements for those courses, then the course title will be reflected on the learner's high school transcript, but with 0 credits. Only courses taken after July 1 of the learner's freshman year will be considered for graduation credit, including community college courses. Courses taken must be rigorous enough to ensure that the learner will be successful in the next level placement upon entering high school.

## Academic Honesty

The school expects learners to practice Academic Honesty by doing their own work and succeeding in school by their own efforts. Academic dishonesty includes using someone else's answers, writings, or ideas and submitting the work as their own. It also involves using answer keys, teacher's editions, the internet and/or a mobile device to find answers without permission. Additionally, providing answers or allowing someone to use their work is not allowed.

For any learner caught plagiarizing (copying) the writings or ideas of another, providing work for another to copy, or cheating by any other means, disciplinary actions will be taken as deemed appropriate by the facilitator and/or School Director or designee to help support growth and prevention of future plagiarism activity.

## Grading Scale

Assignments will be reviewed and evaluated by the course facilitator. Report of Progress grades are provided at the end of the semester grading period. High school grades are based on evidence of the learner's progress shown through learner work and assessments. Insufficient, weak, late or missing assignments will affect the learner's grades.

GRADE SCALE			
Letter Grade	Standard GPA	AP GPA	Dual Enrollment
A	4.0	5.0	5.0
B	3.0	4.0	4.0
C	2.0	3.0	3.0
D	1.0	N/A	N/A
F	0.0	N/A	N/A

## Grade Appeals

Grade appeals must be requested within two weeks after issuance of reports of progress. The learner (or parent/guardian if under age 18), wishing to appeal a final grade in a course must submit a written grade appeal request to their course facilitator first and counselor. The learner will be required to re-submit any past completed assignments where re-evaluation is requested. The course facilitator will respond to the learner's questions in writing. If the learner/guardian is not satisfied, they may request an evaluation of the identified course grades by the High School administrator or designee. The High School administrator's or designee's decision is considered final.

## Work Permits

Learners interested in employment under the age of 18 who have not passed the CHSPE are required to obtain a school issued work permit. Work permits are contingent upon good academic standing and attendance. Learners on academic probation are not eligible for a work permit (EC\$49130). Download the B1-1 Form from the [CDE website](#) and have the employer complete the workplace information. Return the signed form to Gladys Ramirez, School Registrar. Please note that the school maintains the right to withdraw work permits based on academic standing or violation of school policy. A work permit must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor.

## Entertainment Permit

An application for permission to work in the entertainment industry is conditional upon satisfactory school attendance and academic performance. To request permission, download the [DLSE-277](#) form and complete the personal information but do not sign until the approved form is returned in the mail. Forward the form to Gladys Ramirez, School Registrar. Once returned to the family from the school, please sign the form and return it to the Labor Commissioner. Please note that the school maintains the right to withdraw work permits based on academic standing or violation of school policy.

## High Schoolers Age 18+ College Credit Courses

To remain enrolled at iLEAD Agua Dulce, learners turning 18 who attend community college courses must continue to submit special admit forms to obtain signatures prior to registration. It is the family's responsibility to obtain the special admit form directly from the community college.

## High Schoolers Age 18+ Privacy Policy

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents/guardians certain rights with respect to their children's education records until they are age 18. For more information on FERPA, visit the U.S. Department of Education's website at: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## Educational Rights for Adult Learners

Once a learner turns 18, the learner has the legal ability to be the sole educational decision maker for themselves. Nothing prevents an educational agency or institution from disclosing education records, or personally identifiable information from education records, to a parent/guardian without the prior written consent of an eligible student if the disclosure meets the condition. (e.g. if learners are dependents of the parents/guardians under IRS tax codes or for a health or safety emergency). Please reach out to the school administrator to request all educational rights to be transferred to the learner as an adult learner.

## **Cal Grant Program - EC 69432.9**

A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants.

In order to assist students apply for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted by the October 1 deadline to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent/guardian of a student under 18 years of age, may complete a form to indicate that they do not wish for the school to electronically send CASC the student's GPA. Until a student turns 18 years of age, only the parent/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself or herself out, and can opt in if the parent/guardian had previously decided to opt out the student. Notification regarding CASC and the opportunity to opt out of being automatically deemed a Cal Grant applicant will be provided to all students and their parents/guardians by January 1 of the students' 11th grade year.

## **Federal Student Aid - EC 51225.8**

Under state law, schools are to ensure that learners prior to entering 12th grade are entitled to information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application at least once. This information should be available in a timely manner as financial aid is awarded in order of submission according to deadlines, on a first-come, first served basis. All family and learner personal information will be protected according to state and federal privacy laws and regulations. Learner lists will be matched to FAFSA applications for the purpose of ensuring that either the FAFSA is completed or an opt out form is completed to maintain the learners' ability to graduate. Information will be communicated to families via email from the academic counselor.

## **Education of Homeless Youth: Right to Apply for Financial Aid**

Learners experiencing homelessness have a right to apply for financial aid to seek education beyond high school. Every charter school must appoint a homeless liaison to assist learners and families. Please contact [gladys.ramirez@ileadaguadulce.org](mailto:gladys.ramirez@ileadaguadulce.org) for more information of services and policies related to homeless education rights.

## **California High School Proficiency Exam**

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent/guardian, leave high school early. The Certificate of Proficiency is equivalent to a high school diploma; however, it is not equivalent to completing all course work required for regular graduation from high school. Pupils planning to continue his or her studies in a college or university should contact the admissions office of the institution to find out if the Certificate of Proficiency will meet admission requirements.

A pupil is eligible to take the CHSPE only if they meet one of the following requirements on the test date: 1) is at least 16 years old; 2) has been enrolled in the tenth grade for one academic year or longer; or 3) will complete one academic year of enrollment in the tenth grade at the end of the semester during which the CHSPE regular administration will be conducted. A fee for each examination application shall not be charged to a homeless or foster youth under the age of 25. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

## **Educational Equity: Immigration and Citizenship Status**

The Equity in Higher Education Act, states that all persons, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic such as hairstyles, equal rights and opportunities and adds this opportunity to apply for financial aid for higher education to also be equitable, and an application may not be denied of a student based on their immigration status. This does not guarantee any final eligibility, but simply an ability to apply for financial aid just like any other student, without discrimination.

## **COLLEGE TESTING**

To learn more about college admissions testing requirements, visit [www2.calstate.edu/apply](http://www2.calstate.edu/apply), [fairtest.org](http://fairtest.org), or [admission.universityofcalifornia.edu/](http://admission.universityofcalifornia.edu/).

## **College Entrance Examination Board (CEEB) Code: 055000**

Learners taking college entrance exams will be asked to report their school's CEEB code. Learners should have CEEB code 055000 on hand on the day of testing.

## **PSAT**

All 10th and 11th grade learners are encouraged to take the PSAT/NMSQT exam which is offered in early October. The PSAT exam tests knowledge in reading, writing, language, and math and is a practice test for the SAT which is typically taken during the spring of junior year. The junior year test is also the qualifying exam for the national merit scholarship. Visit [College Board PSAT](#) for specific testing questions and free practice exams.

## **SAT/ACT**

Learners interested in attending a four year university are encouraged to take the Scholastic Aptitude Test (SAT) or American College Test (ACT) during their junior or senior year before applying to colleges/universities. Both of these exams are offered in the fall and spring each year at various locations. Registration is available through College Board (SAT) or ACT Test Center websites.

While both tests generally cover the same topics, the school recommends researching which tests (or both) would be right for the learner: [SAT vs ACT: Which Test is Right for You?](#) For practice tests and more information visit [ACT Testing](#) and [College Board \(SAT\)](#).

## CLEP

CLEP exams help learners receive college credit for content that has been mastered in a particular subject area. Not all colleges recognize CLEP exams for college credit, so it is important to check the college admissions handbook prior to pursuing this option.

Additionally, colleges may place a limit on the total amount of credit a learner can earn through CLEP, or may only grant exemptions to specific courses but not award credit toward a degree. For further information, please visit: <https://clep.collegeboard.org>

## Services for Students with Disabilities (SSD)

Learners with an IEP or 504 plan may qualify for accommodations through the College Board. The process can take up to two months to process. To initiate the application process, contact [roger.rivera@leadaguadulce.org](mailto:roger.rivera@leadaguadulce.org).

## COLLEGE CREDIT COURSES

College credit courses are a popular option for learners on both the A-G and customized paths. Most semester-long college courses fulfill a year's worth of high school credit. While learners in all high school grades are allowed to register for community college courses, it is important that a learner is socially, emotionally, and academically ready for the rigor and content of college level classes. College classes do not count towards the learners full time enrollment at the school, but can count as high school credit toward graduation.

### Registering for College Courses

Families are responsible for registering for courses on their own and paying for all course material fees and requests for transcripts. Colleges require signatures from high school officials before learners are permitted to register. The Special Admit form must be submitted directly to the school counselor. The California Department of Education limits the number of courses taken by a high school learner to 5 units over summer and 11 units during the regular fall/spring terms. Check the local community college for their specific policy. Courses taken through college credit courses are listed on permanent college transcripts.

### Credit Evaluation

All college courses will be evaluated by the school counselor to determine high school credit. College courses worth a minimum of 3 or more units generally receive 10 credits toward graduation requirements when a C or above is earned. Foreign language courses may be equivalent to 2 years of high school foreign language credit if they are listed that way in the college's catalog. College courses taken prior to 9th grade are not eligible for high school graduation credit, but may fulfill UC/CSU admission requirements. It is the learner's responsibility to be aware of both the college and high school add/drop dates.

## Grade Evaluations

The grade earned in the course by the professor will be the same grade issued on the high school transcript. Facilitators will issue an incomplete grade at the end of the semester until official college transcripts are received.

## Transcripts

Upon course completion, official transcripts must be requested and sent to the high school.

- Please request e-transcripts to be sent directly to: [gladys.ramirez@ileadaguadulce.org](mailto:gladys.ramirez@ileadaguadulce.org)
- For paper transcripts, please have the college forward official sealed transcripts to iLEAD Agua Dulce's address upon course completion each semester:

iLEAD Agua Dulce  
11311 Frascati Street  
Agua Dulce, CA 91390

## HIGH SCHOOL ACTIVITIES

### Service Projects

iLEAD Agua Dulce periodically provides service projects for learners to earn volunteer hours. To inquire about opportunities, please contact the school office.

### Clubs

iLEAD Agua Dulce offers leadership opportunities through learner voice and choice and are learner led with an approval of a club advisor and approval by a school administrator. Club formation and information may be obtained at the start of each year. For more information, please contact the school office.

# SECTION : 7

## EXPLORATION (HOME STUDY)

### PROGRAM DESCRIPTION

iLEAD Agua Dulce Exploration is passionate about personalized learning, providing opportunities for each child to thrive through their own individualized learning plan. Families are paired with a credentialed teacher who develops and oversees an individualized learning plan (ILP) based on grade-level standards and the learner's passions. Under the guidance of a credentialed educational facilitator, families can incorporate a variety of learning methods and educational activities to achieve educational goals. Instructional funds are allocated by facilitators to support and enhance each learner's individualized learning plan.

iLEAD Agua Dulce's dedicated staff partners with each family to plan, advise, and encourage the learner to reach their goals. Each month, the educational facilitator will work with the family to develop meaningful, standards-based assignments using the learner's passions/interests, curriculum, and educational activities. Families meet with their educational facilitator weekly to check in to share all learning activities and assignments from their individualized learning plans completed that week. Work samples are collected for every subject, and parents/guardians sign learning logs to verify daily engagement. At least one weekly meeting a month needs to be face to face (either in person or via zoom)

iLEAD Agua Dulce's Exploration also values community, providing opportunities to foster friendships through a variety of field studies, service projects, park days, and family gatherings.

### MASTER AGREEMENT, INDIVIDUALIZED LEARNING PLANS AND ASSIGNMENT WORK RECORD

The school's guidelines require a detailed agreement between the learner, parent/guardian, and the credentialed teacher. This agreement is called the Master Agreement, and it must be completed and signed by the learner, parent/guardian, and educational facilitator on or before the learner's start date. An acknowledgment of responsibilities, signed by the learner, parent/guardian, and educational facilitator, emphasizes each person's responsibility in the learner's education.

In addition to the Master Agreement, learners and educational facilitators create Individualized Learning Plans (ILP) on their Assignment Work Records (AWR) to guide instruction. Learners complete the work and activities on their ILP/AWR as assigned by their facilitator each learning period. The primary goal of the ILP/AWR is to ensure that each child is working toward grade-level standards, personal goals, and social-emotional growth.

Throughout the year, learners will review learning outcomes and set individual goals. They will learn to



evaluate their progress toward those goals, starting at a basic level when they are younger and improving their ability to self-assess over time.

## Attendance

As an independent study program of public charter school, iLEAD Agua Dulce has guidelines that govern how attendance is calculated. In independent study, attendance is granted by evaluating two components - the daily engagement (learning log) and completion of assigned work (time value).

1. **Engagement:** Learners must be engaged in assigned educational activities listed on the Assignment Work Record/individualized learning Plan (AWR/ILP) on every school day listed on the school calendar. If a learner does not engage in an assigned educational activity listed on the Assignment Work Record/Individualized Learning Plan (AWR/ILP) on a school day, they will be marked absent. The number of days that a learner receives credit for engagement is reflected on the activity log that the parent/guardian signs at the end of each learning period (LP). Engagement is based on daily activities for each school day.
2. **Time Value:** Learners must complete, show, and discuss the body of work with their facilitator in all academic subjects as assigned on the Assignment Work Record/Individualized Learning Plan (AWR/ILP). Generally, the Assignment Work Record/Individualized Learning Plan will reflect about an hour of work per subject per day (a little less for TK/K). If a learner does not complete the assigned work in a given subject for the learning period, they will not receive full time value for that subject.

When attendance is claimed at the end of a learning period, the EF takes into consideration both engagement and time value and must claim the lesser of the two.

## Truancy and Compliance

Per the Master Agreement, learners not meeting program requirements will be evaluated to determine whether independent study is an appropriate strategy/program. The process may include interventions, Inadequate Progress contracts, and student success team meetings. The school will contact learners and families by phone, email, or in-person meetings to determine interventions needed for success. Any violation of the Master Agreement could result in removal from iLEAD Agua Dulce Exploration's independent study program.

Per California Education Code Section 51747, the governing board of iLEAD Agua Dulce maintains this board policy establishing the criteria before an evaluation is conducted to determine whether it is in the best interest of the student to remain in independent study.

## Inadequate Progress

Inadequate Progress, established by this policy, occurs when the student fails to attend one learning period meeting, fails to complete at least 75% of work assigned for one learning period, and/or accumulates 20 absences due to insufficient work completion and/or engagement as evaluated by the facilitator. This is referred to as "Inadequate Progress." Learners making Inadequate Progress are

considered to be truant.

## **Evaluation After Truancy**

Once the learner meets the criteria for truancy, an evaluation will be conducted by school administration including the learner's supervising teacher to determine whether it is in the best interest of the learner to remain enrolled in independent study (herein referred to as the "Evaluation"). The Evaluation may include items as outlined on the student's Master Agreement, but is not limited to the review of the following:

1. Attendance based on completion of assigned work and daily engagement as quantified by the supervising teacher
2. Learner's demonstration of adequate and appropriate progress toward Common Core State Standards due to lack of engagement or insufficient work completion
3. Attendance at scheduled school appointments
4. Appropriate learning environment
5. Parent/Guardian's ability to monitor student learning in the home

As part of the Evaluation process, the learner, parents/guardians, or the learner's educational rights holder (if the learner is a foster child or youth or a homeless child or youth), will be invited to present evidence to the individual(s) conducting the Evaluation. During the Evaluation, the School will determine whether it is in the best interest of the student to remain in independent study. A written record of the findings of any evaluation made pursuant to this subdivision shall be maintained in the student's mandatory interim record.

## **Additional Consideration for Students with a Section 504 Plan or IEP**

If the school recommends removal from independent study as a result of the Evaluation and the learner has a Section 504 Plan or IEP, the Charter School shall schedule an IEP meeting or Section 504 meeting (as applicable) following applicable legal timelines, to determine the following:

1. Whether the Inadequate Progress (e.g. missed assignments) was caused by or had a direct and substantial relationship to the learner's disability.
2. Whether the Inadequate Progress (e.g. missed assignments) was the direct result of the school's failure to implement the IEP or Section 504 Plan, as applicable.

If the answer to either (1) or (2), above, is yes, then the Inadequate Progress is a manifestation of the learner's disability and the school will follow applicable state and federal laws to ensure that the learner is offered a free appropriate public education.

If the answer to either (1) and (2), above, is no, then the learner may be removed from independent study consistent with this policy.

This meeting may be combined with the Evaluation at the discretion of the school.

## **Notice of Decision and Opportunity to Request a Hearing Prior to Removal**

Once the Evaluation is complete, if it is determined that it is not in the best interest of the learner to remain enrolled in the independent study program, the parents/guardians shall be notified in writing of the school's intent to remove the learner as it is not in their best interest to remain in independent study (hereinafter referred to as the "Notice"). The Notice shall be in the native language of the

parents/guardians and provided no less than five (5) school days before the effective date of learner's removal. The Notice shall include the following:

1. The school's intent to remove the learner as it is not in their best interest to remain in independent study.
2. The opportunity of the parent/guardian to request a hearing that follows the same procedures as the school uses for expulsions. Parents/Guardians (or the learner if over 18) must submit the request for hearing in writing and the request must be received by the School within five (5) calendar days from the date of the Notice.
3. If parents/guardians or learner over 18 requests a hearing:
  - a. It will be scheduled following the school's expulsion hearing procedures as outlined in the school's approved charter.
  - b. The learner shall remain enrolled and shall not be removed until the school issues a final decision.
4. If no hearing is requested, the learner shall be removed from the charter school on the date listed on the Notice. The learner's district of residence will be notified of the removal.

The learner and/or parents/guardians will receive a copy of the Notice.

## NON-TRUANT ABSENCES

Based on how attendance is granted in independent study, the school is required to report attendance based on daily engagement and work completion. If learners are unable to engage or complete work on a school day, they will be marked absent but not considered truant if any of the following circumstances apply.

- a) Notwithstanding Section 48200, a learner shall be excused from school when the absence is:
  1. Due to illness, including an absence for the benefit of the pupil's mental or behavioral health.
  2. Due to quarantine under the direction of a county or city health officer.
  3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
  4. For the purpose of attending the funeral services of a member of the immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
  5. For the purpose of jury duty in the manner provided for by law.
  6. Due to the illness or medical appointment during school hours of a child of whom the learner is the custodial parent/guardian.
  7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the learner's absence is requested in writing by the parent/guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
  8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

9. For the purpose of spending time with a member of the learner's immediate family, who is an active duty member of the uniformed services, as defined in EC 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
  10. For the purpose of attending the learner's naturalization ceremony to become a United States Citizen.
  11. For the purpose of participating in a cultural ceremony or event.
  12. Authorized at the discretion of a school administrator, as described in subdivision (c) of section 48260.
- b) A learner absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a learner is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the learner missed during the absence.
  - c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
  - d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
  - e) "Immediate family," as used in this section, means the parent/guardian, sibling, grandparent, or any other relative living in the household of the learner.

## CHRONIC ABSENTEEISM

A learner is considered a chronic absentee when they are absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences – excused and unexcused – and is an important measure because excessive absences negatively impact academic achievement and learner engagement.

## INSTRUCTIONAL FUNDS

Instructional funds are public dollars allocated to the school by the state. The educational facilitator, a credentialed teacher within the state of California, will guide families in the selection of academic materials and services from the approved vendor list that supports the educational goals of the learner. As the teacher of record, the facilitator is required to ensure all learners have access to grade-level, standards-based materials. The materials and services ordered will support the assignments, projects, and activities listed on the learner's Assignment

2023-2024 Instructional Funds	
Grades K	\$2,600/year
Grades 1-8	\$3,100/year
Grades 9-12	\$3,500/year
<i>Note: Once the school year begins, funds are depreciated based on the learner's start date.</i>	

Work Record (AWR)/Individualized Learning Plan (ILP).

The primary focus is the learner's adequate progress with instructional funds supporting core subjects and other academic areas of need based on internal benchmark testing, state testing, curriculum assessments, and academic progress on the AWR/ILP. The educational facilitators and the vendor department will use their professional judgment to evaluate the appropriateness of requested materials and services. The school makes the final determination on the use of funds to support the learner's academic progress.

Orders cannot be placed until the Master Agreement and Acknowledgement of Responsibilities are signed by the learner and parent/guardian. The learner's Assignment Work Record (AWR)/Individualized Learning Plan (ILP) must reflect the academic plan addressing the core curriculum needs. Core curriculum must be in place prior to requesting supplemental and/or extracurricular materials/courses.

## LEARNING PERIOD EXPECTATIONS

### Assignment Work Record/Individualized Learning Plan (ILP)

The Assignment Work Record/individualized learning plan lists assignments and activities that must be completed by the learner during each learning period. The EF ensures that the assignments and activities support grade-level content standards and social-emotional learning. The AWR/ILP also serves as a grade book and goal-setting tool for learners and families. As the credentialed teacher of record, the facilitator will review the assignments and activities listed from each learning period at the meeting, and provide feedback, suggestions, and grade determinations. Learners who are not meeting grade-level expectations are provided intervention support.

The AWR/ILP is maintained by the EF and incorporates assignments that will utilize a variety of materials, resources, and activities. The facilitator will guide the discussion at learning period meetings to plan, review and assign work on the AWR/ILP in collaboration with the learner and family. The unique learning styles and interests of each learner are considered in the development of assignments reflecting state standards. At monthly learning period meetings, the body of work, as listed on the AWR/ILP, is showcased by the learner. The EF will collect samples in each subject area as listed on the Master Agreement. Curriculum purchased with instructional funds and assigned by the teacher of record on the AWR/ILP must be accessible to the teacher for planning purposes and to monitor progress.

The AWR/ILP reflects the grade-level guidelines as defined by the state of California and include:

Instructional Time Requirements (CDE)			a. <b>Assignments:</b> Curriculum guide, pacing plans, field studies, projects, reports, presentations, videos, writing, experiments, journals, graphic organizers, logs, etc. b. <b>Time Value:</b> The EF's assignments must meet the instructional time requirements for charter schools as listed by the CDE. The assignments
Grade	Min/Year	Average Daily	
TK/Kinder	36,000 min	205 min/day	
1st - 3rd	50,400 min	288 min/day	

4th - 8th	54,000 min	308 min/day
9th - 12th	64,800 min	370 min/day

reflect time value for an average student to complete their work by grade-level guidelines. <https://www.cde.ca.gov/fg/aa/pa/instructionaltimetable.asp>

## Learning Period Meetings

Learners and parents/guardians must participate in regularly scheduled mandatory learning period (LP) meetings at a minimum of every 20 instructional days in addition to weekly check ins. Meeting frequency is subject to California Education Code, and the credentialed teacher can request more meetings as needed to support learner progress. At these meetings, the educational facilitator will review the body of work and collect work samples for each subject as listed on the Master Agreement. The learner will showcase, discuss, and provide work assignments such as projects, essays, assessments, clear photos/videos, and other items that allow the learner to demonstrate learning experiences. Additionally, the facilitator will work in collaboration with the family to assign work for the next learning period meeting. Should an emergency arise, the parent/guardian should communicate with the educational facilitator to reschedule the meeting as soon as possible.

Chronic absences in the form of insufficient work completed and/or missed learning period meetings may result in an evaluation to determine whether independent study is an appropriate strategy/program for the learner. Any violation of the Master Agreement could result in removal from iLEAD Agua Dulce Exploration's independent study program.

## Monthly Work Samples

At the learning period meeting, learners will discuss and show the body of work assigned in the AWR/ILP by their facilitator. This includes all completed assignments from which the educational facilitator will collect work samples per subject listed on the Master Agreement each learning period. Work samples should:

- Demonstrate learning in accordance with the work assigned and grade-level standards as listed for each subject on the AWR/ILP.
- Reflect original learner work submitted as a hard copy, emailed as a scanned copy, or photo(s).
  - Photo samples: The images should be clear, well-lit, and include the entire sample in the frame. Learners should write (or dictate for primary grades) a caption or description of the learning taking place in the photos. Photos should include learners with their projects when possible.
- Not contain any religious materials or references unless the course on the Master Agreement requires a study of world religions.
- Show math problems worked out or explained by the learner.
- Be evaluated by the educational facilitator.

If the educational facilitator determines additional samples are needed to demonstrate progress and learning in specific areas, the educational facilitator may assign additional work or ask the learner to

revise what they have already submitted.

### Learning Log

Parents/Guardians must sign a monthly activity log confirming learner engagement in educational activities on school days. Parents/Guardians will be required to sign off on the learning log on the last day of each learning period. Attendance is determined based on the work assignments completed (time value) and the daily engagement (learning log).

Learning Period (LP) End Dates			
LP1	9/15/23	LP6	3/1/24
LP2	10/13/23	LP7	3/29/24
LP3	11/09/23	LP8	5/3/24
LP4	12/15/23	LP9	6/5/24
LP5	2/2/24		

### Synchronous Instruction and Daily Live Interaction

Learners will be provided opportunities for daily synchronous instruction for grades TK through three, daily live interaction and at-least weekly synchronous instruction for grades four through eight, and at-least weekly synchronous instruction for grades nine through twelve. Participation in the synchronous instruction and daily live interaction are optional but highly encouraged for learners. If a learner does not participate in these optional offerings letters/emails will be sent encouraging learners to attend in order for the school to be in compliance with tiered reengagement.

## ORDERING TECHNOLOGY WITH INSTRUCTIONAL FUNDS

Technology items can be purchased with instructional funds. Families should be aware of the potential benefits and risks that come with technology use. Please contact your Educational Facilitator for further information on purchasing electronics.

### Device Usage

The right to use a school computer at home is a privilege. If learners do not adhere to the rules and guidelines in this Guidebook, the privilege to use their school computer/tablet/electronic device at home may be restricted or eliminated. An Equipment and Technology agreement form must be signed before the EF can place the technology order.



## I. Hardware and Software

### A. In the box

- Computer/Electronic Device
- Power supply

### B. On the device

- Operating System software

### C. Backup and file storage

- Files are not backed up.
- Computers: Learners need to keep 1/3 of the hard drive space free at all times for optimal operation.

### D. Software support

- First avenue of support – Application's help system (online, email, in person)
- Second avenue of support – Google
- Third avenue of support – iLEAD Tech Support

## II. Learner and Parent/Guardian Responsibilities

By allowing learners to use a school-owned electronic device at home, families assume some risk. Parents/Guardians will be responsible for making sure repairs are done and paid for (beyond warranty) or replacement is made in the event of theft, loss or damage due to intentional or unintentional abuse or misuse.

### A. Handling and care of the device

- Keep the electronic device in a protective case.
- Use the electronic device on a flat, stable surface.
- Do not set books on top of the electronic device.
- Avoid carrying the electronic device with the screen open.
- Be careful not to leave pencils or pens or papers on the keyboard when closing the screen.
- Do not pick up the electronic device by the screen.
- Do not have food or drink around the electronic device.
- Cleaning – wipe surfaces with a clean, dry, and soft cloth.
- Avoid touching the screen with fingers, pens, or pencils.
- If hands are dirty, wash them before using the electronic device.
- Do not use the electronic device in a dusty or dirty environment.
- Do not leave the electronic device exposed to direct sunlight or near heat or moisture sources.
- Do not leave the electronic device in a car (heat, theft).

### B. Power management

- It is the learner's responsibility to recharge the device's battery.
- Whenever the electronic device is not in use, close the screen to put it to sleep in order to extend battery life.

### C. Transport

- Electronic devices should be transported closed and in their protective case.
- Do not leave the electronic device in a vehicle. Many devices are stolen this way plus heat can be very damaging.



#### D. Ethical and appropriate use

Technology is intended for instructional use and school-related business. It is not intended for commercial use. Users will not engage in unauthorized activities. Any unauthorized activities will result in immediate termination of use and the electronic device must be returned immediately. These include, but are not limited to:

- Accessing data for which users do not have privilege.
- Knowingly deploying viruses.
- Violating copyright laws (music, photos, software) or the privacy rights of others.
- Plagiarism
- Learners will not create, access, download, view, store or print content that:
  - Depicts profanity, obscenity, use of weapons, or violence.
  - Promotes use of tobacco, drugs, alcohol, or other illegal or harmful products.
  - Contains sexually explicit or suggestive material.
  - Contains rude, disrespectful, or discourteous expressions inconsistent with civil discourse or behavior.

#### E. Financial responsibility

- Families are responsible for replacement and/or repair costs.

#### F. If electronic device is lost, stolen, or damaged:

- If lost, stolen, or damaged, please notify the school immediately.
- If the electronic device is lost or stolen, a police report is required for coverage.
- If damaged, submit a ticket through iLEAD Tech Support to use the school purchased warranty for damages or technical issues. For damage beyond the warranty, or if warranty has expired, the family is responsible for that cost. For damage beyond normal wear and tear, the family must pay to fix or replace the device. Any costs for repair that are not covered under warranty are the responsibility of the family. If the item is under warranty, the family is responsible for any copay. Failure to pay the repair in a timely manner may mean the learner loses the privilege to have the electronic device.

#### G. Monitoring and supervision

- The electronic device should be used in a location where use can be monitored and supervised by a parent/guardian. Unsupervised use is strongly discouraged (e.g. use in a child's bedroom).
- Use of the electronic device by other family members is not allowed unless listed on the agreement.
- Learners should not allow other learners to borrow their electronic device because they are ultimately responsible for that device.

#### H. Internet access at home

- Learners are allowed to access the internet using broadband or wireless connection.
- While internet filters provide an important level of protection, no filter program provides 100% protection. Monitoring and supervision are still very important.

## HIGH SCHOOL POLICIES AND PROCEDURES

### Master Agreement

The state requires independent study programs to create a detailed course agreement between the learner, parent/guardian, and the educational facilitator. This agreement is called the Master Agreement, and it must be completed and signed by the credentialed teacher, parent/guardian, and learner at the beginning of the year or on the learner's start date (if transferring to iLEAD after the school year has started). The Master Agreement will list all courses for the academic school year for each learner. All learners enrolled in grades 9th-12th must be enrolled in a minimum of four classes with the school to maintain full time enrollment. Instructional funds are only allocated for courses listed on the Master Agreement.

### Master Agreement Addendum

In specific instances, such as a course change, a Master Agreement addendum must be signed by the educational facilitator, learner, and parent/guardian in order to reflect the change.

### Learner Withdrawal/Graduation

When a learner withdraws or graduates from iLEAD Agua Dulce Exploration, all items purchased with instructional funds must be returned to the school.

### Other High School Specifics

Please refer to the High School section of the Family Guidebook for additional information on High School.

## SECTION 8: POLICIES AND PROCEDURES

### ACCELERATION AND RETENTION PROCEDURES

Learners are expected to progress through each grade within one year. In unique circumstances, learners may be considered for acceleration or retention. The acceleration and retention process involves parents/guardians, credentialed teachers, counselors, and administrators who carefully review the learner's progress, testing results, academics, and social-emotional needs to make a final decision that is in accordance with state law and board policies. The decision to accelerate or retain a learner is a joint decision between the student study team (including the parent/guardian of the learner) and the school/program director or designee. If a consensus cannot be reached, the final decision resides with the school/site director or designee according to the Board's Acceleration and Retention policy.

## ATTIRE

We do lots of walking, running, sitting on the carpet, art, etc. Therefore, our parents/guardians and learners have found that loose-fitting, comfortable clothing and closed-toed sneakers or comfortable walking shoes work best at our school. Distracting clothing is discouraged and although we do not wish to limit our learners' freedoms by imposing guidelines we will contact the parents/guardians to inform them about the inappropriate choice of clothing when necessary.

## COMPLAINT PROCEDURE

It is always our intent to resolve concerns in the simplest manner for all. If a parent/guardian has a classroom concern, it is expected that they will try to resolve the concern with the classroom facilitator. If the concern is not resolved, please bring your concern to the school administration. Every effort will be made to find a fair resolution through a personal conference or a meeting between the parties involved.

## EMERGENCY AND HEALTH PROCEDURES

### Emergency Medical Authorization

Each parent/guardian is asked to complete the Emergency Medical Authorization portion of the Enrollment/Information Form and Emergency Contact Information. These forms will include the necessary information the school must have should an emergency arise. It is extremely important that the authorization and Emergency Contact Information be fully completed. If there are any updates to the Emergency Medical Authorization during the year, email [gladys.ramirez@ileadaguadulce.org](mailto:gladys.ramirez@ileadaguadulce.org)

### Learner Medications Assistance

If your learner requires emergency or other medications (such as an inhaler, epi-pen, or oral medication), it must be prescribed by a doctor and will be kept in a locked compartment in the front office. A parent/guardian or guardian must complete a Request for Assistance Concerning Learner Medications form prior to the learner attending classes at iLEAD Agua Dulce. This form is available in the front office or on the iLEAD Agua Dulce website at: [ileadaguadulce.org](http://ileadaguadulce.org)

### Confidentiality of Medical Information Act

School linked service coordinators will have access to health care information which complies with federal health insurance requirements. The coordinator must be credentialed and serve with confidentiality requirements per licensed school nurses, marriage and family therapists, educational psychologists, and clinical counselors.

## **Emergency Treatment for Anaphylaxis**

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to learners who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. Recent changes to EC 49414 now require schools to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any learner who may be experiencing anaphylaxis, regardless of known history.

## **Entrance Health Screening**

State law requires that the parent/guardian of each pupil provide the school within 90 days after entrance to first grade documentary proof that the pupil has received a health screening examination by a doctor within the prior 18 months. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available for eligible learners through the Child Health Disabilities Prevention Program.

## **Oral Health Assessment**

Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31st of the pupil's first school year.

## **Immunizations**

Learners must be immunized against certain communicable diseases. Learners are prohibited from attending school unless immunization requirements are met for age and grade. The school shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The school may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any learner whose parents/guardians have consented in writing. Beginning January 1, 2016, parents/guardians of learners in any school will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the learner enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade.

Learners are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents/guardians must continue to provide immunizations records for these learners to their schools. The immunization requirements do not prohibit learners from accessing special education and related services required by their individualized education programs.

A learner not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

## Physical Examination

A parent/guardian may file annually with the school director a written statement, signed by the parent/guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.

## Disease Prevention Strategies

The following procedures should be followed to promote everyday disease prevention strategies according to the Department of Education (<https://www.ed.gov/coronavirus>):

- If you are sick or feeling unwell, stay home.
- Avoid close contact with those who are already sick.
- Cover your nose and mouth when coughing or sneezing with a tissue or the crook of your arm.
- Wash your hands often with soap and water.
- Avoid touching eyes, nose, or mouth.

## Sudden Cardiac Arrest

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is not a heart attack; it is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure. SCA is more likely to occur during exercise or sports activity, so athletes are at greater risk. These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. If not properly treated within minutes, SCA is fatal in 92 percent of cases. In a school district, charter school, or private school that elects to conduct athletic activities, the athletic director, coach, athletic trainer, or authorized person must remove from participation a pupil who passes out or faints, or who is known to have passed out or fainted, while participating in or immediately following an athletic activity. A pupil who exhibits any of the other symptoms of SCA during an athletic activity may be removed from participation if the athletic trainer or authorized person reasonably believes that the symptoms are cardiac related. A pupil who is removed from play may not return to that activity until they are evaluated by, and receive written clearance from, a physician or surgeon. On a yearly basis, an acknowledgement of receipt and review of information regarding SCA must be signed and returned by the pupil and the pupil's parent/guardian or guardian before a pupil participates in specific types of athletic activities which generally does not apply to those conducted during the regular school day or as part of a physical education course.

## **Medical or Hospital Service**

The school does not provide or make available medical and hospital services for learners who are injured in accidents related to school activity or attendance.

## **EMERGENCY PROCEDURES**

### **Drills**

Emergency drills, such as earthquake and fire drills are conducted during the school year. Drills are serious practice so that everyone will be prepared should an emergency occur. Procedures are reviewed with all staff who teach them to learners.

If an emergency occurs during regular school hours, learners will be directed by their facilitator to follow emergency procedures for the specific event. If an emergency occurs when the learners are not on-site, learners will be directed to the supervising aid, parent/guardian volunteer or other school staff member. These supervisors will call iLEAD Agua Dulce to provide an update and next steps.

### **Actual Emergency**

If an emergency extends beyond the end of the school day, learners will not be released until it has been determined that it is safe to do so. In the case of an emergency, parents/guardians or an emergency contact are expected to sign learners out, regardless of grade.

If damage is extensive, we ask that you park your car away from the valet areas and walk to the designated location to pick up your child. It is important to keep any lanes open for emergency vehicles only.

When you arrive at the school, an emergency response team (made up of public servants, staff and volunteers) will direct you to the appropriate check out area to sign out your child. If the school building is not considered safe, learners will be congregated in the parking lot away from all buildings. A phone message will be sent to your primary phone number with directions on where to pick up your child. Please do not leave the school.

### **School Safety Plan**

A Comprehensive School Site Safety Plan has been adopted at iLEAD Agua Dulce. This plan is available upon request from the school office.

## **FACILITATOR QUALIFICATIONS**

Parents/Guardians may request the following regarding their child's facilitator(s):

- Licensure and certification information
- Emergency or provisional teaching certificate
- Educational background
- Qualifications of Instructional Aides (if applicable)

## STUDENT RECORDS

A cumulative record, whether recorded by handwriting, print, or other means, must be maintained on the history of a pupil's development and educational progress. The School will protect the privacy of such records. Parents/Guardians have the right to 1) inspect and review the pupil's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access pupil records without parental/guardian consent as long as the official needs to review the records in order to fulfill their professional responsibility. Upon request from officials of another school district in which a pupil seeks or intends to enroll, the school shall disclose educational records without parental/guardian consent.

A parent/guardian's request to access their pupil's educational records must be submitted in a written form to and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of pupil records are available to parents/guardians for a fee of per page.

Any challenge to school records must be submitted in writing to [gladys.ramirez@ileadaguadulce.org](mailto:gladys.ramirez@ileadaguadulce.org). A parent/guardian challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the pupil.

**FERPA:** The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents/guardians certain rights with respect to their children's education records.

For more information on FERPA, visit the U.S. Department of Education's website at: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

**Educational Rights for Adult Learners:** Once a learner turns 18, the learner has the legal ability to be the sole educational decision maker for themselves. Nothing prevents an educational agency or institution from disclosing education records, or personally identifiable information from education records, to a parent/guardian without the prior written consent of an eligible student if the disclosure meets the condition. (e.g. if learners are dependents of the parents/guardians under IRS tax codes or for a health or safety emergency). Please reach out to [gladys.ramirez@ileadaguadulce.org](mailto:gladys.ramirez@ileadaguadulce.org) to request all educational rights to be transferred to the learner as an adult learner.

**Directory Information:** The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. "Directory Information" includes one or more of the following items: learner's name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the learner. The Family Educational Rights and Privacy Act (FERPA) and Education Code 49073 permits schools to disclose appropriately



designated “directory information” without written consent, unless you have advised the school that you do not want your student’s directory information disclosed without your prior written consent. If you do not wish to have any directory information released to any individual or organization please contact Gladys Ramirez at [gladys.ramirez@ileadaguadulce.org](mailto:gladys.ramirez@ileadaguadulce.org).

**Pupil Records Obtained from Social Media:** The school may gather information in the forms of video, photograph, blog, texts, and emails, to maintain school and learner safety. All social media information gathered will be destroyed within one year after the learner turns 18 years or older one year after the learner is no longer enrolled, whichever comes first.

## SERVICES TO DISABLED PUPILS

If a parent/guardian has reason to believe their learner has a disability requiring special services or accommodations, contact the learner’s facilitator. The learner will be evaluated to determine whether they are eligible for free special or modified instruction or services. The school has policies guiding procedures for identification and referral. Learners identified with special needs will receive a Free Appropriate Public Education (FAPE) in the least restrictive environment. Certain special education services can only be provided while the learner is in the state of California. Please contact the case manager or school office if you will be out of state.

### Child Find System

Under state law, each public school system is responsible to find children with disabilities in its area Free Appropriate Public Education (FAPE) - Each public school system is responsible for ensuring that each child with disabilities is served appropriately, at no expense to the parent/guardian in the least restrictive environment.

### Instruction for Pupils with Temporary Disabilities

A learner with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the learner is enrolled impossible or inadvisable may receive individualized instruction provided through independent study, as outlined in the independent study policy. Please contact Gladys Ramirez at [gladys.ramirez@ileadaguadulce.org](mailto:gladys.ramirez@ileadaguadulce.org) for further information. Charter schools are not allowed to provide Home Hospital.

A learner with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the responsibility of the parent/guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a learner with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the learner will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

A learner with a temporary disability may remain enrolled in the district of residence or charter school and may attend regular classes when not confined to the hospital setting, the total days of instruction



may not exceed the maximum of five days with both school settings and attendance may not be duplicated. If necessary, the district of residence may provide instruction in the home for the days not receiving instruction in the hospital setting, depending upon the temporary doctor orders. The supervisor of attendance shall ensure that absences from the regular school program are excused until the pupil is able to return to the regular school program. An honorary high school diploma which is clearly distinguishable from the regular diploma of graduation may be awarded to a learner who is terminally ill, from the resident governing school board, a county office of education or a charter school.

## **PUPIL FEES**

iLEAD Agua Dulce is a tuition-free public school and does not have any mandated fees.

## **SEXUAL HARASSMENT**

iLEAD Agua Dulce is committed to maintaining a learning and working environment that is free from sexual harassment. Any learner who engages in sexual harassment of anyone in or from the school may be subject to disciplinary action up to and including expulsion. The school strongly encourages any learner who feels that they are being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another learner or adult to immediately contact their facilitator, the director, or any school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the director. Once notified the director or designee shall take the steps to investigate and address the allegation.

Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the school's sexual harassment policy or to report incidences of sexual harassment, please contact the school office at: (661) 268-6386.

## **NON DISCRIMINATION**

iLEAD Agua Dulce is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The school's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental/guardian status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender learners shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field studies) and to use facilities consistent with their gender identity. The School assures that lack of English language skills will not be a barrier to admission or participation in School programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process.

The Uniform Complaint Procedures (UCP) complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying or charging pupil fees for participation in an educational activity or non-compliance. The person who receives the complaint shall respond to the parent/guardian in writing within 60 days. The parent/guardian may appeal to CDE within 15 days if not in agreement with the final report. As laws change, guidebook will be updated. Please contact the school director, Lisa Latimer at [lisa.latimer@ileadaguadulce.org](mailto:lisa.latimer@ileadaguadulce.org), if you would like more information on how to file a complaint with the school, prior to appealing to the CDE. For more information you may go to the CDE website: <https://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

## SAFE PLACE TO LEARN ACT

iLEAD Agua Dulce is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incident and/or to receive a copy of the school's antidiscrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the school office at (661) 268-6386.

## BULLYING

iLEAD Agua Dulce is committed to the prohibition of discrimination, harassment, intimidation, and bullying. Annual training will be provided to all staff who work with learners, to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at: <https://www.cde.ca.gov/ls/ss/se/bullyres.asp> If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please contact the school director, Lisa Latimer at [lisa.latimer@ileadaguadulce.org](mailto:lisa.latimer@ileadaguadulce.org), to assist you in identifying and stopping this behavior.

## FOSTER AND HOMELESS YOUTH

Foster and homeless youth are allowed educational rights, such as: immediate enrollment, remain in school of origin, enrollment in local comprehensive school, partial credits, graduation with state minimum requirements with possible fifth year/exemption from local graduation requirements, and access to academic resources, services and extracurricular activities. Learners experiencing homelessness have a right to apply for financial aid to seek education beyond high school. Every charter school must appoint a homeless liaison to assist learners and families. Please contact Gladys Ramirez at [gladys.ramirez@ileadaguadulce.org](mailto:gladys.ramirez@ileadaguadulce.org) for more information on services and policies related to homeless education rights. A local educational agency must provide a remedy to the affected pupil following the Uniform Complaint Procedures.

In addition to parental notification requirements for an involuntary transfer to a continuation school, suspension, or expulsion, to the foster child's attorney and social worker, and, for the child's tribal social worker, if applicable, and county social worker. The attorney and social worker have the same rights as parents during these processes, such as requests for meetings and the ability to inspect all documents.

## **LCFF and LCAP**

The school LCAP is available for viewing on our website and is updated annually.

## **SCHOOL ACCOUNTABILITY REPORT CARD**

The school SARC is available for viewing on <http://sarconline.org> and is updated annually.

## **DRUG AND ALCOHOL/TOBACCO PREVENTION**

iLEAD Agua Dulce functions as a drug, alcohol, and tobacco free workplace.

## **PESTICIDE USE**

iLEAD Agua Dulce may utilize outside companies to control pests. If, in any given situation, non-chemical methods of pest management are ineffective and it is deemed necessary to use a pesticide during the school year, the area of application will be placarded in advance, as required by law. Parents/Guardians who wish to be personally notified of any pesticide applied at an iLEAD location, please contact the office.

## **ASBESTOS MANAGEMENT PLAN**

The School maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact Kristan Hinze at [kristan.hinze@ileadaguadulce.org](mailto:kristan.hinze@ileadaguadulce.org).

## **MENTAL HEALTH AND SUICIDE PREVENTION POLICY**

The Governing Board recognizes that suicide is a major cause of death among youth and should be taken seriously. In order to reduce suicidal behavior and its impact on learners and families, the Director(s) or designee have developed preventive strategies, intervention and postvention procedures. The purpose of this policy is to protect the health and well-being of all learners by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide.

In order to initiate access to available pupil mental health services, you may contact the school counselor or visit our counseling website at <https://ileadstudentsupport.org/counseling/> . Our school will notify

parents/guardians at least twice per year. This is one time through our Annual Notifications, we will also notify you again a second time each school year via email. .

## **FIELD STUDIES**

Throughout the school year, learners will take many trips, often planned through facilitator and parent/guardian collaboration. These trips are a part of iLEAD Agua Dulce's project-based curriculum and may include walking trips, trips by private or school vehicles, and buses. Participation is a vital part of the learning process and is strongly encouraged.

A walking field trip permission slip is completed as part of the enrollment packet. Signing the form indicates you have granted your child permission to participate in iLEAD Agua Dulce's ongoing walking field trip program throughout the school year. Facilitators will not send home trip slips for each individual walking field trip.

Field Trip Permission Slips will be required for all non-walking field trips. Learners must have a permission slip on file in order to participate in a field trip.

Approved volunteers\* are encouraged to accompany your child's class on a field trip, please let the facilitator know in advance. We appreciate all volunteers for trips. \*See Family Expectations for information on the volunteer process.

## **MISCELLANEOUS POLICIES**

### **Harm or Destruction of Animals**

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform their facilitator of the objection. Objections must be substantiated by a note from the pupil's parent/guardian.

A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the facilitator believes that an adequate alternative education project is possible. The facilitator may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

### **Surveys**

Our school will not use tests, questionnaires, surveys or examinations containing any questions about the pupil's personal beliefs or practices in sex, family life, morality, and religion, unless the parent/guardian is notified in writing that the test, questionnaire, survey, or examination is to be administered and the parent/guardian consents in writing.

## **Civility on School Grounds**

All school staff, learners, and parents/guardians are required to be civil in all of their interpersonal school-related interactions. Civility does not require unqualified agreement or conformity of opinion. Under no circumstances will uncivil conduct at any school-related activity be tolerated. For purposes of this guidebook, to be civil means to act with self-discipline in a courteous, respectful and orderly way in every interpersonal communication and behavior. It also means that a person will treat other persons as he or she would like to be treated. Uncivil conduct includes, but is not limited to: using an inappropriately loud voice; using profane, vulgar, or obscene words or gestures; belittling, jeering, or taunting; using personal epithets; using violent or aggressive gestures or body-language; repeatedly and inappropriately interrupting another speaker; repeatedly demanding personal attention at inappropriate times; purposefully and inappropriately invading personal space; purposefully ignoring appropriate communications; wrongfully interfering with another person's freedom of movement; wrongfully invading another person's private possessions; or, any other behavior that inappropriately disrupts school-related activities. An expression of disagreement or a discussion of a controversial viewpoint is not uncivil if such expression or discussion is appropriately presented and does not disrupt a school-related activity.

Any school staff who are uncivil shall be subject to disciplinary action. Any learner that is uncivil shall be subject to disciplinary action. In the event that any learner's parent/guardian is uncivil during a school-related activity, school staff to whom the uncivility is directed shall immediately warn the parent/guardian to communicate or act civilly. If the parent/guardian fails to correct the uncivil behavior as directed, the affected school staff shall notify the parent/guardian that the school activity is terminated, and the affected school staff shall refer the matter to the school director or designee for further administrative or legal action, which may include, but may not be limited to, a prohibition from any further participation in school-related activities.

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500).

It is unlawful for any person, except a parent/guardian acting toward their minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

## **Child Abuse and Neglect Reporting**

iLEAD Agua Dulce is committed to protecting all learners in its care. All employees are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. School employees may not investigate to confirm a suspicion.

All complaints must be filed through a formal report, over the telephone, in person, or in writing, with an appropriate local law enforcement agency (*i.e.*, Police or Sheriff's Department, County Probation Department, or County Welfare Department/County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies.

## **Custody Issues**

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent/guardian access to their child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any learner release situation which leaves the learner's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents/Guardians are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent/guardian when a parent/guardian or any other person not listed on the emergency card attempts to pick up a child.

## **Electronic Listening or Recording Device**

The use by any person, including a learner of any electronic listening or recording device in any classroom without the prior consent of the facilitator and the school director is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the learner willfully in violation shall be guilty of a misdemeanor. Any learner in violation shall be subject to appropriate disciplinary action.

## **Gun-Free School Zone Act**

California prohibits any person from possessing a firearm on, or within 1,000 feet from, the grounds of a public or private school, unless it is with the written permission of the School Director, Lisa Latimer at [lisa.latimer@ileadaguadulce.org](mailto:lisa.latimer@ileadaguadulce.org). This does not apply to law enforcement officers, any active or honorably retired peace officers, members of the military forces of California or the United States, or armored vehicle guards engaged in the performance of, or acting in the scope of, their duties. A person may also be in possession of a firearm on school grounds if the firearm is unloaded and in a locked container or within the locked trunk of a motor vehicle. A violation of this law is punishable by imprisonment in a county jail for up to six months, a fine of up to \$1,000, or both imprisonment and fine.

## **Title IX**

Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in educational programs and activities that receive federal funding. Specifically, Title IX protects male and female pupils and employees, as well as transgender pupils and pupils who do not conform to sex stereotypes, against discrimination based on sex, including sexual harassment. California law also prohibits discrimination based on gender, gender expression, gender identity, and sexual orientation. Under Title IX, pupils may not be discriminated against based on their parental/guardian, family, or marital status, and pregnant and parenting pupils may not be excluded from participating in any educational program, including extracurricular activities, for which they qualify. For more information about Title IX, or how to file a complaint of noncompliance with Title IX, contact the School Director, Lisa Latimer at [lisa.latimer@ileadaguadulce.org](mailto:lisa.latimer@ileadaguadulce.org).

## Property Damage

Parents/Guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.

## Williams Complaint Policy & Procedure

Every school must provide sufficient instructional materials. Every learner, including English learners, must have instructional materials to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no facilitator vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then the Charter School Complaint Form may be obtained on our school [website](#). Parents/Guardians, learners, facilitators or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school director before completing the complaint forms to allow the school to respond to these concerns.

## SECTION 9:

# COMMUNICATION

## COMMUNICATION METHODS

### WEBSITE

The best way to keep updated with current events and activities at iLEAD Agua Dulce is via the website: [ileadaguadulce.org](http://ileadaguadulce.org)

### MONDAY MESSAGE

Each Monday, school information and reminders are sent home via the Monday Message. You can sign up using a link on the iLEAD Agua Dulce website homepage [ileadaguadulce.org](http://ileadaguadulce.org).

### SOCIAL MEDIA

You can follow our journey through our school [website](#), our [Facebook page](#) and our [Instagram page](#).

### CLASS NEWSLETTERS/WEBSITE

Most facilitators/grade level teams have an informational website. Your learner's facilitator will provide this website information at Meet the Facilitator Night.

### PHONE/TEXT

You will receive periodic phone calls and/or text from our automated calling system. These phone calls will contain important information and reminders. In the event of inclement weather or an emergency, we will also utilize this system. Please make sure that we have your current phone number in our system at all times.

To update your contact information, please email our School Registrar at [gladys.ramirez@ileadaguadulce.org](mailto:gladys.ramirez@ileadaguadulce.org).



## **SECTION 10:**

# **FAMILIES AND iLEAD Agua Dulce WORKING TOGETHER**

## **FAMILY PARTICIPATION EXPECTATIONS**

iLEAD Agua Dulce seeks to make education a community passion. To this end, parent/guardian participation is essential to the success of the education process. Parents/Guardians are strongly encouraged to participate in the operation of the school as an integral part of the staffing and support team and with the charter staff in the development and successful completion of the individual learning plan for your child. The school encourages the participation of parents/guardians for increased parental involvement, but it is not a requirement for acceptance to, or continued enrollment at, school.

It is because of families like you that we are able to offer such a unique program for our children here at iLEAD Agua Dulce.

NOTE: All volunteers working with children must have a current TB test on file which are valid for 4 years, as well as a LiveScan criminal background check. LiveScan screenings are valid for the full duration of stay at the school. LiveScan can be obtained at various LiveScan locations and could take up to 2 weeks to clear. Please see the iLEAD Agua Dulce website at [ileadaguadulce.org](http://ileadaguadulce.org) for a list of locations as well as the necessary LiveScan paperwork.

## **VISITORS/OBSERVATION PROCEDURES**

iLEAD Agua Dulce is committed to providing a safe and secure learning environment for learners and staff. Visitors/observers will respect confidentiality of all learners and not discuss the details of the classroom observation with anyone outside the school setting without prior written consent.

- All campus visitors/observers must have the consent and approval of the school director/designee. Permission to visit/observe must be given at the time requested, if at all possible, or within a reasonable period of time following the request. This does not preclude visits occurring the same day as requested. School Director/designee must accompany the visitor/observer to the classroom and remain with them during the visitation/observation..
- Visitors DO have the right to:
  - Request and obtain approval of the main office to enter a school campus.
  - Observe in the classroom or classrooms in which their child is enrolled and/or observe in the classroom or classrooms for the purpose of selecting the school in which their child will be enrolled, within a reasonable period of time after making a request.
  - Request a meeting with the classroom facilitator/provider and/or school director/ designee following the observation; and,

- Meet with their child's facilitator/provider (s) and/or the school director/ designee, within a reasonable period of time after making a request.
- Visitors DO NOT have the right to:
  - Willfully interfere with the discipline, order, or conduct in any classroom space or activity with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person.
  - Disrupt instructional time, extra-curricular activities, cause disorder, or otherwise disrupt the normal operations of the school.
  - Audio or video record while in the classroom.
- As we welcome visitors/observers to our school, the guidelines below should be communicated to ensure an enjoyable, productive experience for all:
  - Follow the established school procedure in requesting a classroom visitation/observation from the school director/designee and obtain the school director/designee's approval.
  - Enter and leave the classroom/space as quietly as possible.
  - Do not converse with learners or staff during instructional time.
  - Do not interfere with school activities.
  - Keep the length and frequency of the classroom visits/observations reasonable (to be determined by the activity being observed).
  - Check out with school staff before leaving the campus.

## **LEARNER BIRTHDAYS**

While iLEAD Agua Dulce wants to ensure that every child feels celebrated on their birthday, we cannot take instructional minutes out of the day for birthday parties. Families may leave a healthy treat or an alternate party favor such as pencils, stickers, etc to be passed out at the end of the day by the facilitator.

## **TRADITIONS**

At iLEAD Agua Dulce we have several traditions in place. These are the traditions which we consider our cornerstone events:

- Celebration of Gratitude
- Winter Production
- Play Day
- Jamboree

You will be notified of the exact dates for these events, as well as other learning displays and community building events in the Monday Message or via the Events Calendar on the iLEAD Agua Dulce website. [ileadaguadulce.org](http://ileadaguadulce.org).

# SECTION 11:

## GOVERNANCE

### HISTORY

iLEAD Agua Dulce's Governing Board is comprised of community leaders passionate about providing innovative educational opportunities within the Agua Dulce. Each of these Board members came to iLEAD Agua Dulce with the vision and ability to create and maintain a successful school. For a list of current board members, please visit the iLEAD Agua Dulce website.

### SCHOOL GOVERNANCE

iLEAD Agua Dulce is governed by a California public benefit corporation with IRS 501c3 tax-exempt status. The school is subject to the Bylaws of the corporation. While iLEAD Agua Dulce's charter authorizing agency is the Acton-Agua Dulce Unified School District, we are self governed, manage our own operations and maintain our own board of directors.

The listing of the current iLEAD Agua Dulce Board of Directors can be found on the iLEAD Agua Dulce website: [ileadaguadulce.org](http://ileadaguadulce.org).

Decisions made by the Board will be on a majority basis. The Board will oversee iLEAD Agua Dulce's policies and operations, and will receive regular reports on the school's academic, financial, and operational progress.

Governing board meetings are open to the public and generally regularly on the campus of iLEAD Agua Dulce. Meeting notifications are posted on campus prior to the next scheduled Board meeting. Recorded minutes from past meetings are available upon request from the School Administrative office.

# SECTION 12:

## NOTIFICATIONS

### TITLE I

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose learner(s) attend a Title I school that they may request, and the agency will provide the parent/guardians on request (and in a timely manner), information regarding the professional qualifications of the learner's classroom facilitators, including at a minimum:

1. Whether the learner's facilitator:
  - Has met State qualification and licensing criteria for the grade levels and subject areas in which the facilitator provides instruction;
  - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - Is teaching in the field of discipline of the certification of the facilitator.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

*iLEAD Agua Dulce is an innovative public charter school organization that works closely with our learners, families and communities to develop leaders for the 21st century. We do so through a rigorous, project-based curriculum, which gives a great deal of voice and choice to our learners. We feel that our schools are on the forefront of project-based learning which is giving our children the skills to thrive, not only in the future, but to be active members of their community today. We thank you for joining us on this journey.*

[illegible]

iLEAD Agua Dulce

# EXPANDED LEARNING OPPORTUNITIES PROGRAM (ELOP) PLAN

Board Approved:



# **Expanded Learning Opportunities Program Plan**

## **Name of Local Educational Agency and Expanded Learning Opportunities Program Site**

**Local Educational Agency (LEA) Name:** iLEAD Agua Dulce Charter School

**Contact Name:** Lisa Latimer

**Contact Email:** [lisa.latimer@ileadaguadulce.org](mailto:lisa.latimer@ileadaguadulce.org)

**Contact Phone:** (661) 268-6393

**Instructions:** Please list the school sites that your LEA selected to operate the Expanded Learning Opportunities Program (ELO-P)

1. iLEAD Agua Dulce - Single LEA

## **Purpose**

This template will aid LEAs in the development of a program plan as required by *EC* Section 46120(b)(2). In this program plan, LEAs will describe program activities that support the whole child, and students' Social and Emotional Learning (SEL) and development.

## **Definitions**

"Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. (*EC* Section

8482.1[a])

# Expanded Learning Opportunities Program Plan

“Expanded learning opportunities” has the same meaning as “expanded learning” as defined in *EC* Section 8482.1. “Expanded learning opportunities” does not mean an extension of instructional time, but rather, opportunities to engage pupils in enrichment, play, nutrition, and other developmentally appropriate activities. (*EC* Section 46120[e][1])

## Instructions

This Program Plan needs to be approved by the LEA’s Governing Board in a public meeting and posted on the LEA’s website.

The program plan template guide is considered a living document that is periodically reviewed and adjusted to reflect the needs of the community, updates in the law, and to provide continuous improvement in the development of an effective ELO-P.

The LEA is responsible for creating, reviewing, and updating the program plan every three years in accordance with *EC* Section 8482.3(g)(1). LEAs are encouraged to work collaboratively with partners and staff to develop and review the program plan. The LEA is responsible for the plan and the oversight of any community partners or subcontractors. The LEA should include any partners in the development and review of the plan. It is recommended that the plan be reviewed annually.

The Expanded Learning Division adopted the *Quality Standards for Expanded Learning in California* (Quality Standards) and introduced requirements for Continuous Quality Improvement (CQI) to help programs engage in reflection and be intentional about program management practices and activities delivered to students. To create the program plan, provide a narrative description in response to the prompts listed under each Quality Standard below. The LEA may customize and include additional prompts, such as describing SEL activities, or refining the plan. In addition to the narrative

response, it may be useful to include tables, charts, or other visual representations that contribute to the understanding of the ELO-P. LEAs are encouraged to download and reference the Quality Standards in order to provide ongoing improvements to the program. The Quality Standards can be found on the California Department of

Education’s (CDE) Quality Standards and CQI web page, located at

<https://www.cde.ca.gov/ls/ex/qualstandcqj.asp>.



# **Expanded Learning Opportunities Program Plan**

## **1—Safe and Supportive Environment**

Describe how the program will provide opportunities for students to experience a safe and supportive environment. Include if the program will be offered on the school site or off campus. If not on site, describe where in the community it will be and how students will be supported to get there.

The Expanded Learning Opportunities Program at iLEAD Agua Dulce will be offered on site and will provide a safe environment that supports the physical and social-emotional needs of learners.

The staff will oversee the attendance sign-in and parent/guardian sign-out process. Learners will "register" for extended day or summer programs so staff will ensure contacts are up to date and emergency contacts on file in case of an emergency. All staff are trained in safety and first aid protocols. The safety procedures for the ELOP are aligned to the school day procedures. In collaboration with site administration, the program will participate in safety drills. A daily schedule is posted in the classroom with the indoor and outdoor activities. Staff have clipboards with groups and learner names to ensure supervision where learners are located.

In addition, iLEAD Agua Dulce staff and approved vendors will supplement the ELOP program by offering enrichment sessions on site. Facilitators and vendors will work with the school/program administrator to ensure learner safety. You could probably also put that familiar staff will be working with students, people that students already have relationships with. Creating a trusting, safe environment through SEL practices that are used in the regular program will be also used to ensure a safe supportive space is continued. All vendors go through the fingerprinting process and are cleared to work with learners.

## **2—Active and Engaged Learning**

Describe how the program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day.

ELOP programs are developed with consideration for the individual and developmental needs of learners. The ELOP will engage learner participants in activities that promote collaboration and introduce learners to a variety of experiences. Enrichment opportunities will include hands-on activities that promote social emotional learning, literacy, and communication, collaboration, critical thinking, and creativity. Enrichment activities such as creative writing through art, math support, outdoor classroom, animal program, STEAM and design-thinking will be offered. In addition, iLEAD Agua Dulce Staff will provide academic support after school and during extended learning days that parallels topics and skills that have already been taught in the classroom to enhance learning

# **Expanded Learning Opportunities Program Plan**

ELOP will provide fun, enriching activities aimed towards increasing a child's intellectual, social, and physical fitness needs. The programs will have a welcoming atmosphere aimed at encouraging each child's self-confidence while working to stimulate the child's creativity and critical thinking skills under the leadership of caring, competent and trustworthy staff members.

## **3—Skill Building**

Describe how the program will provide opportunities for students to experience skill building.

The goals of the ELOP align with the 4 Cs-Communication, Collaboration, Critical Thinking, and Creativity- as well as social emotional learning (SEL). These 4Cs will be promoted by enrichment activities that promote active and engaged learning. These activities will intentionally link goals and curricula with 21st century skills helping learners achieve mastery in content areas.

Learners will develop SEL skills through participation in team building activities that build trust and communication, mindfulness practices to identify and regulate emotions, and restorative justice practices that invite learners to repair harm. Learners will also have multiple opportunities to participate in athletics and other physical fitness activities, which will promote healthy lifestyles and support gross motor skill development.

## **4—Youth Voice and Leadership**

Describe how the program will provide opportunities for students to engage in youth voice and leadership.

The ELOP will provide and support intentional opportunities for learners to play a meaningful role in program design and implementation, and provide ongoing access to authentic leadership roles. The ELOP curriculum is flexible and highly adaptable to the skill levels of the learners and will constantly challenge learners to help guide the subjects being taught in class.

Considering the diverse needs of the learners themselves, learners will have the freedom to choose how they spend a portion of their time based on their own interests.

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## **5—Healthy Choices and Behaviors**

Describe how the program will provide opportunities for students to engage in healthy choices and behaviors. Describe how students will be served nutritious meals and/or snacks during the ELO-P hours of programming.

Considering the length of the program it will be important to provide a balance of opportunities to learners. Focusing on both academic and SEL the ELOP will support learner well-being and healthy lifestyles through physical activity, nutrition education, healthy meals, and outdoor education. Children in the TK and kindergarten program will participate in age-appropriate movement and play opportunities. Learners in grades 1-6 will have options to participate in various organized and developmental sports activities.

All staff and learners follow State and County health and safety guidelines. Part of ELOP curriculum focuses on eating healthy snacks, proper serving sizes, and why it is important to eat healthy. Nutritious snacks are served daily and all meals served during the additional 30 non-instructional days follow CA Nutritional Guidelines. Examples of snacks include grain cereal, carrots, Greek yogurt with fruit, cheese and apples, and string cheese.

Another part of the wellness plan is to encourage the development of positive character through a focus on the 7 habits of highly effective learners which include: Be Proactive, Begin With the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand, Then to Be Understood, Synergize, and Sharpen the Saw. ELOP staff use this language to acknowledge learners' actions. For example, "Thank you for finding a compromise with your friend. Way to Think Win Win."

## **6—Diversity, Access, and Equity**

Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELO-P will provide access and opportunity for students with disabilities.

The ELOP environment values and embraces diversity and equity for all learners. Through a variety of activities, learners develop a better understanding and appreciation of diverse cultures and their values. Staff will work to link activities to learners' backgrounds, experiences, and knowledge. Program planning is also done through a culturally responsive lens. Activities and learning experiences that celebrate the cultural diversity among our learners will be planned. There is special attention to ensuring activities are inclusive of all learners' and staff members. Our learners and staff will be given opportunities to share, from their diverse experiences and backgrounds. Reading materials selected for activities will represent the diversity of learner participants.

The program will actively recruit staff who reflect the community of the learners served.

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Help completing forms and applications will be available to support parents and to create a welcoming and inclusive environment. ELOP staff also work with facilitators and directors to implement strategies to support learners (tailored to each individual learner) based on what is successful during the regular day program.

Other school staff (directors, counselors, facilitators, and office staff) will communicate physical and developmental needs of individual learners to site coordinators, including learners with disabilities. Learners with a 504 or iep will have modifications and/or accommodations as listed during the extended time.

### **7—Quality Staff**

Describe how the program will provide opportunities for students to engage with quality staff.

The program will recruit and retain high quality staff. Although some ELOP staff may be hired and employed by contracted agencies, all staff directly supporting children in the program will meet the same minimum requirements as Instructional Assistants. ELOP staff members go through an intensive hiring process that includes in person interviews, reference checks and a DOJ livescan background and fingerprint check. Learners will engage with staff throughout the duration of the program. Through the scheduled list below learners are under constant supervision by staff. They engage with from the start of the program as well as during enrichment classes, physical education, small group assistance, or any other planned activity. Staff will engage with building relationships with the learners and making connections with each individual.

Initial and ongoing training will be provided to support the school staff in educational, behavior management, strategies for working with English Learners, and learners with disabilities, health and safety, and must complete Mandated Reporting Training annually. The ELOP Staff will participate in professional development as required based on staff and learner needs.

### **8—Clear Vision, Mission, and Purpose**

Describe the program's clear vision, mission, and purpose.

The mission of the ELOP is aligned to the School's Mission to "Free to Think. Inspired to Lead " and the vision of the School is that "all learners possess the knowledge, skills and confidence to succeed by mastering academic standards and developing a deep understanding of subject matter. Learners have a heightened awareness of the endless possibilities for their future and will be able to think critically by asking the right questions,

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especially when confronted with the status quo.” The goal is for all learners to be college and career ready and to develop the key attributes in the Vision of an iLEAD Learner.

In order to achieve this, the ELOP is aligned to the school’s Multi-Tiered System of Supports (MTSS) plan. Appropriate interventions and enrichment classes will meet the academic, social-emotional, and behavioral needs of learners.

The Vision of an iLEAD Learner is to engage learners in meaningful, challenging and innovative educational experiences that will result in every learner developing key characteristics to be successful in college and careers. The ELOP will support this work by providing an expanded learning program that will give learners the opportunity to further develop the skills of the iLEAD Learner: Lifelong Learner, Empathetic Citizen, Authentic Individual, and Design Thinker.

The purpose of the ELOP is to offer a cohesive segment of the child’s day that fluidly allows them to transition from their daily school routines to their after school activities. The goal is to cultivate a meaningful learning environment that enhances the child’s expanded learning experience.

### **9—Collaborative Partnerships**

Describe the program’s collaborative partnerships. Local educational agencies are encouraged to collaborate with non-LEA entities to administer and implement ELO-P programs.

The LEA has developed partnerships with outside agencies to provide programs, enrichment activities and staffing for the ELOP. Collaborative partners meet multiple times during the year to engage in continuous quality improvement. The Expanded Learning Quality Standards are discussed and ideas for best practices are shared. Partners who participate in these meetings include the school director, partner agencies, any program coordinators, and other school staff. The ELOP will collaborate with school site leaders to ensure that there is an integrated partnership between the school site and the ELOP. Staff from all agencies will work collaboratively with the guidance and direction of the Director or designee.

School and community partners will participate in Los Angeles County Office of Education (LACOE) Expanded Learning Communities of Practice meetings and other CA Department of Education and LACOE Expanded Learning professional learning opportunities that will provide additional resources, support and training. The school will also continue to seek partnerships with outside agencies who can provide resources to learners.

ELOP staff will also conduct parent surveys regularly for program evaluation and continuous improvement.

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## **10—Continuous Quality Improvement**

Describe the program's Continuous Quality Improvement plan.

ELOP uses data from multiple sources to assess its strengths and weaknesses in order to continuously improve program design, outcomes and impact. The Continuous Quality Improvement (CQI) process will incorporate feedback from staff, parents, learners, facilitators, and partners. The feedback will inform program goals and plan.

The School will collect data from surveys and meetings to help guide program improvement and design. In collaboration with community partners, facilitators, program staff, and other administrators, the School Director will document goals and actions that will be reviewed and revised annually

## **11—Program Management**

Describe the plan for program management.

The School Director, and the ELOP coordinator in collaboration with CA State and Federal Program, will be responsible for overall program oversight.

Management will include guiding the program improvement process, submitting necessary data reports to CDE, facilitating meetings with partner agencies, developing a professional development plan, pursuing community partnerships, and providing program information to the School community.

Partner agencies contracted with the school will implement the daily operations of the program at the school site. Responsibilities include recording attendance, sharing program information with parents, ordering materials, meeting with site directors or designee, delivering expanded learning services, and conducting staff meetings.

ELOP staff have a sign-in and sign-out procedure to accurately account for all learners. Staff sign learners in and parents individually sign learners out.

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## **General Questions**

**Existing After School Education and Safety (ASES) and 21<sup>st</sup> Community Learning Centers (21<sup>st</sup> CCLC) Elementary and Middle School grantees.**

ASES, 21<sup>st</sup> CCLC Elementary/Middle School, and the ELO-P should be considered a single, comprehensive program. In coordinating all these funding streams to move towards a single program, the expectation is that the most stringent requirements will be adopted for program guidance. If one or both grants are held, please describe how the ELO-P funding will be used to create one comprehensive and universal Expanded Learning Program.

iLEAD Agua Dulce is not an ASES or 21st CCLC school

## **Transitional Kindergarten and Kindergarten**

Programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil to-staff member ratio of no more than 10 to 1. (*EC* Section 46120[b][2][D]). Please address the proposed schedule and plan for recruiting and preparing staff to work in the program, including supporting them to understand how to work with younger children. How will the lower pupil-to-staff ratio be maintained? How will the curriculum and program be developmentally-informed to address this younger age group?

The TK/Kindergarten program provides a balanced approach of play and academics. Staff use child-guided inspiration to support learning, taking their cues from children's interest and expanding into activities and projects. TK/K ELOP activities enhance early learning in literacy, mathematics, and writing skills, as well as social emotional development and hands-on learning. Learner to facilitator ratios will be 10:1.

TK/Kindergarten staff meet regularly to discuss program goals, strengths, and challenges. Professional development of TK and Kindergarten program staff includes a new hire orientation that covers basic health and safety and program implementation.

## **Sample Program Schedule**

Please submit a sample program schedule that describes how the ELO-P or other fund sources, including the California State Preschool Program for children enrolled in transitional kindergarten or kindergarten, will be combined with the instructional day to create a minimum of nine hours per day of programming (instructional day plus ELO-P or other supports). Also, submit a sample schedule for a minimum nine-hour summer or Intersession day.

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## TK-K School and ELOP

<b>8:45</b>	<b>School Begins</b>
8:45-9:00	Morning Meeting Circle
9:00-10:00	Phonics/Centers
10:00-10:15	Recess
10:15-11:30	Math/centers/small group conferring
11:30-12:00	Outdoor Classroom/Movement
12:00-12:40	Lunch
12:40-1:15	Story/Strategies
1:15- 2:00	Social Studies/Project
2:00-2:40	Language Arts/centers/small group conferring
2:40-3:10	Science/Project
3:10-3:15	Closing Circle
<b>3:15</b>	<b>End of school day</b>
<b>3:15</b>	<b>Extended Learning Opportunities</b>
3:15-3:30	Snack
3:30-4:30	Outdoor Classroom/Animal Program
4:30-5:15	STEAM Enrichment
5:15-6:00	Small group conferring academic support
<b>6:00 PM</b>	<b>End of ELOP</b>

## 1st-8th grade ELOP

8:45	<b>School Begins</b>
8:45-9:00	Morning Meeting
9:00-10:00	ELA/Project
10:00-10:30	1-3 Recess
10:30-11:35	Math/Centers/Small group conferring
11:35-12:15	1-3 Lunch
12:15-1:15	Writing/Centers/Small group conferring
1:15-2:15	Social Studies/Project



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2:15-3:05	PE/Speciality Classes
<b>3:15</b>	<b>Dismissal</b>
3:15	Extended Learning Opportunity
3:15-3:30	Snack
3:30-4:30	Outdoor Classroom
4:30-5:30	Art/Music/STEAM Enrichment
5:30-6:00	Homework Support/small group conferring
6:00 PM	<b>End of ELOP</b>

### TK-K Non-School Days

8:45	<b>School Begins</b>
8:45-9:00	Morning Meeting
9:00-10:00	ELA Support
10:00-10:30	Recess
10:30-11:35	Hands-on Science
11:35-12:15	Lunch
12:15-1:15	Math Support
1:15-2:15	Animal Program
2:15-3:15	Outdoor Classroom
3:15-3:30	Snack
3:30-4:30	Art
4:30-5:30	Design Challenge
5:30-6:00	Story Circles

### Non-School Days 1st-8th Rotating

8:00	<b>School Begins</b>
8:00-8:30	Morning Meeting (SEL)
8:30-9:00	Writing Prompts
9:00-10:00	Animal Program
10:00-10:30	1-3 Recess
10:30-11:35	Hands-on Science
11:35-12:15	1-3 Lunch
12:15-1:15	ELA Support
1:15-2:15	Math support
2:15-3:15	Smart Lab

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3:15-3:30	Snack
3:30-4:30	Art
4:30-5:30	Outdoor Classroom
5:30-6:00	Small group academic support

**Below are additional legal requirements for the ELO-P. Please ensure your Program Plan meets all of these legal requirements:**

### ***EC Section 46120(b)(2):***

[LEAs] operating expanded learning opportunities programs may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on the following;

(2) [LEAs] operating expanded learning opportunity programs pursuant to this section may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple schoolsites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on all of the following:

(A) The department's guidance.

(B) Section 8482.6.

(C) Paragraphs (1) to (9), inclusive, and paragraph (12) of subdivision (c) of Section 8483.3.

(D) Section 8483.4, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

### ***EC Section 46120(b)(1)(A):***

On schooldays, as described in Section 46100 and Sections 46110 to 46119, inclusive, and days on which school is taught for the purpose of meeting the 175-instructional-day offering as described in Section 11960 of Title 5 of the California Code of Regulations, in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, are no less than nine hours of combined instructional time and expanded learning opportunities per instructional day.

### ***EC Section 46120(b)(1)(B):***

For at least 30 non school days, during intersessional periods, no less than nine hours

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of in-person expanded learning opportunities per day.

### **EC Section 46120(b)(3):**

[LEAs] shall prioritize services provided pursuant to this section at schoolsites in the lowest income communities, as determined by prior year percentages of pupils eligible for free and reduced-price meals, while maximizing the number of schools and neighborhoods with expanded learning opportunities programs across their attendance area.

### **EC Section 46120(b)(4):**

[LEAs] may serve all pupils, including elementary, middle, and secondary school pupils, in expanded learning opportunity programs provided pursuant to this section.

### **EC Section 46120(b)(6):**

[LEAs] are encouraged to collaborate with community-based organizations and childcare providers, especially those participating in state or federally subsidized childcare programs, to maximize the number of expanded learning opportunities programs offered across their attendance areas.

### **EC Section 46120(c):**

A [LEA] shall be subject to the audit conducted pursuant to Section 41020 to determine compliance with subdivision (b).

### **EC Section 8482.3(d):**

[LEAs] shall agree that snacks made available through a program shall conform to the nutrition standards in Article 2.5 (commencing with Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2.

[LEAs] shall agree that meals made available through a program shall conform to the nutrition standards of the United States Department of Agriculture's at-risk afterschool meal component of the Child and Adult Care Food Program (42 United States Code [U.S.C.] Section 1766).

### **EC Section 8482.6:**

Every pupil attending a school operating a program . . . is eligible to participate in the program, subject to program capacity. A program established . . . may charge family fees. Programs that charge family fees shall waive the cost of these fees for pupils who are eligible for free or reduced-price meals, for a child that is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 11434a), or for a child who the program knows is in foster care. A program that charges family fees shall schedule fees on a sliding scale that considers family income and

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ability to pay.

### ***EC sections 8483.4 and 46120(b)(2)(D):***

The administrator of every program established pursuant to this article shall establish minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district. Selection of the program site supervisors shall be subject

to the approval of the school site principal. The administrator shall also ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

### ***EC Section 8482.3(c)(1)(A–B):***

Each component of a program established pursuant to this article shall consist of the following two elements:

(A) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science.

(B) An educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities.