



Innocademy
Allegan Campus     

'14 -'15 Family Resource Guide

“Innocademy Allegan Campus students are empowered leaders who possess a solid foundation with 21st century skills leading to career readiness and global citizenship.”

rev. June 30, 2014

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Welcome!

Welcome to the family.....we hope Innocademy Allegan Campus feels like a home away from home.

Staff Pledge

I pledge to do all I can to honor and grow each child as a uniquely intellectual, spiritual, emotional, and social being. I will support the families we partner with in this important endeavor.

Student Pledge

I pledge to be the leader of myself, utilizing the 7 Habits to grow independently and as a member of our community. I will be responsible for what I do and say. I will respect, listen, and care about the feelings of others. I promise to do my best everyday.

Parent/Caregiver Pledge

I pledge to support the best practices that Innocademy Allegan Campus strives to achieve noted in this resource guide. I will be invested in this school...volunteering in the many ways that work for me. I will attend parent meetings, help my child succeed by ensuring their attendance and engage in his/her growth as a learner at home and school.

Who We Are

Teacher Led

Teacher Led is one of the principles of Innocademy Allegan Campus. Traditional school structures often do not put to work the leadership potential of teachers. We believe “Teacher Led” has the potential to be one of the powerful things we do differently.

Why Teacher-Led?:

- First, and most important, we believe that teachers are talented individual contributors in his or her classroom. If s/he is encouraged to see the school as THEIR school, with all of its tactics, strategies, cultures and people, s/he can create a much better school. “Ownership trumps most other leadership principles”.
- Secondly, “Teacher Led” has the potential to support small class sizes by both reducing and spreading administrative activities....and having every staff member contribute to the success of every student.
- Third, we want to grow gifted global leadership in our kids. It’s only natural when teaching your students leadership, decision making, cultures, growth and tactics, problem solving, structures, and initiative that the team challenges themselves in all these areas as well.
- Fourth, there is “Joy” in being part of making the key decisions. Daniel Pink calls it “autonomy”. Dennis Bakke in “Joy at Work” tells of the dream that all of us have of making the big 3-point shot at the end of the game. He explains how our ability to make decisions that affect us

creates Joy. When teachers are happy, the school is happy.....and a positive environment grows kids faster.

Multi-Age Learning

Innocademy Allegan Campus' multi-age learning approach consists of two interlaced facets - academic and social. Our multi-age learning environment provides experiences and interaction for students at a variety of age levels throughout the day. Best practices in teaching create a learning environment that consists of hands-on, student-directed, and project-based learning. The most emphasized approach to enhance student achievement is a commitment to a small student-to-teacher ratio. A smaller student-to-teacher ratio leads to higher student achievement because of increased individualized instruction and attention. The component of multi-age that we have uniquely designed for Innocademy Allegan Campus is Apprentice group time, a daily K-8 grouping of students who work together, mentoring each other during activities and projects. They are led by one teacher and consist of students in grades K-8 that care for each other academically, emotionally and socially. Apprentice groups participate in stewardship activities, academic support, and team-building on a daily basis. These groups not only foster ownership and pride in our school, but also function as a place where students are united by interest and passion, but differ in age, gender, and learning ability. This intentional time is meant to simulate a real-world environment. Students, staff, and parents consistently rank this approach as one of the most valued aspects of Innocademy Allegan Campus.

The 7 Habits

Communities and employers need strong leaders. Innocademy Allegan Campus is deliberate in teaching, modeling, and monitoring strategies for growing leadership. Stephen Covey's

popular 7 Habits for Highly Effective People have been made kid-friendly in Sean Covey's 7 Habits of Happy Kids and 7 Habits of Highly Effective Teens. Students practice habits that are independent and interdependent in nature. These habits provide the scaffolding for them to be successful in their academics, relationships, and personal growth. We hope you hear some 7 Habits language at home as we reinforce them at school. Please see the attached link for some information and research behind why we feel so strongly about helping to develop these qualities for all of our students. For information regarding the 7 Habits themselves, please check out this website: www.leaderinme.org

[leader-in-me-research](#)

1. Be Proactive
2. Begin with the End in Mind
3. First Things First
4. Think Win-Win
5. Seek First to Understand, Then to be Understood
6. Synthesize
7. Sharpen the Saw

Little Known #8 ~ Find Your Voice and Inspire Others to Find Their's

Just Right Grouping (promotion/retention)

Our Just Right Grouping approach allows students to be placed in groups that fit their ability level. Using the following measures we determine a "just right" fit for each individual student: NWEA's Measures of Academic Progress (MAP) and MEAP standardized assessments, common assessments like running records, and daily formative assessments. Each child is closely studied in regards to their academic, social, and emotional needs and achievement. "Just Right Learning" groups naturally allow students who are ready for accelerated learning to be met

where they are. Students learn at different paces and we know some need extra time. This is especially true at the Kindergarten level. Parents and teachers together will collaborate to make decisions for individual children which may include working with a Just Right Group that is outside of their chronological grade level. Our goal is to grow each child over 100% each school year. Click to read our protocols for Just Right Grouping. [Just Right Grouping](#)

Curriculum/Co-Curriculum

Below is a brief overview of Innocademy’s curriculum. These resources support the teachers’ work of teaching the common core standards that have been adopted by 38 states. Click here for grade level guides to the standards for English Language Arts and Math. <http://www.corestandards.org/>

I.E.S. Quick Curriculum Reference

| Subject | Curriculum | Assessments | To Learn More, Click... |
|----------------|--|--|--|
| Reading | Lucy Calkins: Teachers College Reading & Writing Project | *Rigby and Fountas & Pinnell running records K-5 *MAPs K-8 *MEAP 3-8 | http://www.unitsofstudy.com/teachingReading/default.asp |
| Writing | Lucy Calkins: Teachers College Reading & Writing Project | *MAPs K-8 *Lucy Calkins & TCRWP's Writing Continuum K-8 *MEAP 4 & 7 | http://www.unitsofstudy.com/ |
| Word Study | Words Their Way | *Words Their Way Spelling Inventory K-8 | http://www.literacyconnections.com/wordstheirway.php |
| Math | K-6: Houghton Mifflin Math Expressions Common Core 7th-8th: Edgenuity | *MAPs K-8 *MEAP 3-8 *Delta Math K-8 *Math Expressions unit assessments K-6 *Edgenuity unit assessments 6-8 | http://www.eduplace.com/math/mihexp/ http://www.edgenuity.com/Curriculum-Research/Mathematics |
| Spanish | Sube K-2 Santialla 3-8th | *Sube unit assessments K-2 *Santialla unit assessments 3-8 | http://www.sube.com/ |
| Science | Battle Creek Math & Science Units | *BCMS unit assessments K-8 | https://www.bcams.org/science-units |
| Social Studies | Michigan Citizenship Collaborative Curriculum | *performance assessments within the MC3 units K-8 | http://www.micitizenshipcurriculum.org |

Our Co-Curriculum (better known as “STEAM Classes”) are offered in 55 minute classes per week will rotate throughout the year:

21CT (Twenty First Century Tech) - 21CT is a critical learning component of Innocademy Allegan Campus Students as young as kindergarten work on coding concepts using apps such as Kodable and Turtle. As students progress they move on to visual coding programs like Scratch. By 5th grade, students learn authentic coding languages such as JavaScript and HTML through Code Academy. Students create a website and update it regularly as they learn new skills. Finally, in middle school, students learn to use raspberry pi boards to create unique programs and projects. Possible projects include building and programming a 3D printer, a remote controlled vehicle, or a timing switch to control the lights outside the building.

Learn to Be Fit - Learn to Be Fit is an integrated fitness and health program that focuses on developing habits of a healthy lifestyle. Learn to Be Fit incorporates elements of physical fitness and lifestyle choices. Students are pushed to set personal goals and learn skills to meet those goals. Science, health and human body objectives are also integrated into the curriculum.

Maker Space Design (Applied Arts) - Innocademy Allegan Campus students will grow creatively as they develop graphic design components using project based learning methodology. This includes the history of design, mediums, tools, principles, and culture. Going beyond two-dimensional graphics, students use engineering principles to create models and prototype structures of their own design.

Students plan, design, and build furniture, buildings, and vehicles to solve real world problems. Further, science principles of light, color, reflection, refraction, and absorption are explored within this integrated curriculum.

Sound Studio - The science of sound concepts and principles such as waves, frequency, pitch, amplitude, medium, volume, and rhythm are placed in a real world context of music and integrated into Sound Studio at Innocademy Allegan Campus. In addition, music is an integral part of whole child learning. Students will learn foundations of vocal and instrumental music.

Nature Based Design- Students will learn by getting outside and exploring nature. Students will learn through creative play and investigation of concepts of needs of organisms, survival, and environmental considerations.

Mosaic – “Mosaic” class is dedicated to furthering Innocademy's core value of educating responsible global thinkers and leaders. In this class, students learn about other countries and cultures around the world, with an emphasis on how the diversity makes our world a more interesting and beautiful place. Mosaic also exposes students to persistent global issues and what is currently being done to address these problems, challenging our future global leaders to envision a better tomorrow for our planet, and engaging them in service projects to help them take positive action now.

Field Experiences

Another approach that enhances student achievement and cultural awareness are the field experiences...traveling near and far at an earlier age than most traditional schools. The trips we

plan for our students progress in range and depth as they grow from a younger friend to an oldest friend.

Student Well-Being

Innocademy Allegan Campus will not discriminate on the basis of religion, race, national origin, color, disability, gender or age. Furthermore, any and all forms of harassment (sexual, emotional, physical) committed against a student or teacher will be dealt with in a matter according to Michigan law.

At Innocademy Allegan Campus we have a zero-tolerance policy on any form of bullying or intimidation. Acts of this nature are viewed as severe and will addressed immediately.

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Please see staff at the reception area for more information.

Notes Regarding The Innocademy Community

Arrival & Dismissal

Instructional time starts promptly at 9am. If your student arrives after 9am please be sure to ring the doorbell and sign them in at the reception area. Upon arrival at school students should either report outside for recess or head straight to breakfast. For the safety of our students, please remember that our before school activities (recess and breakfast) do not begin until 8:35 each morning. Because there is no outside recess coverage by Innocademy staff until that time, it is important that students do not arrive before 8:35. Thanks so much for your cooperation.

Early Dismissal

School dismisses at 3:30pm, if your child needs to leave early for an appointment please sign him/her out before leaving school on the clipboard in the reception area.

Parking Lot System

Please enter the pickup line using the east entrance. For the safety of your students, please stay in the line. Staff will dismiss students to their cars as the line moves.

After School Pick Up

As a reminder, our school day ends at 3:30pm. Innocademy staff will be waiting with students at the main entrance. If your student has not been picked up by 3:40pm, they will be supervised by a staff member in the gym. There is a drop in fee for this provision. The cost is \$6 per hour. Just a reminder that there is no supervision on the playground after school. For the safety of our students, please remind your student they need to be with a staff member.

Assessment Calendar

Along with daily informal assessments, students will “show what they know” in a variety of formalized assessments over the years.

Year Long Assessment Calendar '14-'15

| | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|---|--|-----------------------|-----|---------------|-----|-----|-------------------|-----|-----|----------------|------------|
| MEAP | | | | | | | | | 3-8 | | |
| NWEA-MAP | K-8 | | | | | K-8 | | | | | K-8 |
| Delta Math | | 1-8 | | | | 1-8 | | | | | 1-8 |
| Running Records in English & Spanish | | K-2, 3-8 new students | | K-2 | | K-8 | | K-2 | | | K-8 |
| DIBELS in English & Spanish | K-1 | | | | | K-1 | | | | | K-1 |
| Writing | K-8 narrative baseline | | | K-8 narrative | | | K-8 informational | | | K-8 persuasive | K-8 poetry |
| Words Their Way | K, K-8 new students | | | | | K-8 | | | | | K-8 |
| Handwriting Without Tears | | | | | | | | | | | |
| Unit Assessments | K-8 Ongoing | | | | | | | | | | |
| | Unit Assessments include: Houghton Mifflin; Holt, Rinehart & Winston, Battle Creeks Science & Math; Teachers College Reading and Writing Project; Michigan Literacy Progress Profile; Michigan Citizenship Collaborative Curriculum | | | | | | | | | | |
| General Education Individualized Education Plan | Developed for each child in July using data from MAP, Running Record or Delta Math (as is appropriate for the Just Right Group), and other formative assessments. Reviewed and revised (if needed) in January. | | | | | | | | | | |
| Special Education IEP & Annual Review | As needed by individual special education students | | | | | | | | | | |

Attendance

School begins promptly at 9am. If your child arrives at school after 9am or needs to leave early for an appointment, PLEASE make certain you utilize the sign in/sign out sheet located on the clipboard at our Innocademy reception area. It is critical that we report our attendance accurately to the State of Michigan. If, for any reason, your student will be absent on a school day, please email iac.attendance@innocademy.com or call (269) 561-4050 please also state the reason for the absence. After 10 days of unexcused absences or tardies a letter will be sent home as a reminder of the importance of regular attendance. A truancy officer may consulted for extreme

cases of absence. An excused absence is due to illness, medical appointment, funeral, or travel.

Many families travel outside of Michigan or the US for work. If the opportunity arises for your family to travel, we will support (and with a little envy) the educational travel. Parents should contact each child's ELA and Math teacher for schoolwork a week in advance please.

At some point during the year you may find yourself away from your children for a day, long weekend or extended period of time. We want you to ENJOY your time! Unfortunately, sickness and accidents don't always cooperate with your plans. PLEASE, for the safety of your students, drop us a quick email/voicemail letting us know of the change as well as the emergency contact information - even if it's for one day - and if there is any change in pick up/drop off for your student. Thanks so much for your help and cooperation.

Before and After School Enrichment

In order to maintain a fiscally responsible budget, the before/after school enrichment option may be offered for a fee. We must have a committed number of students in order to operate the self sustaining program. Before and After School Enrichment options include some choice activities, outdoor play, and homework assistance. You will receive a survey regarding your family's interest in this opportunity.

Birthdays

If you are planning a birthday party for your student and wish to invite particular students from school, we ask that you please take care of reaching out to those students from your home rather than sending party invitations to school. As you can imagine, we have lots of hurt feelings when invitations get

passed out to some students, but not others. Thanks so much for your understanding and support.

We welcome birthday treats. We'd like to pass them out during our ELA classes between 10:00am-12:00pm. If you are planning to send a treat with your child please contact your child's ELA teacher for an accurate classroom number.

Calendar

Calendar is always available on the website under the Parent Resources page behind the Current Parents tab.

Innocademy Calendar 2014 - 2015 School Year

| July | | | | | | | August | | | | | | | September | | | | | | |
|------|----|----|----|----|----|----|--------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | |

| October | | | | | | | November | | | | | | | December | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 | | | | | | | 1 | 30 | 1 | 2 | 3 | 4 | 5 | 6 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | |

| January | | | | | | | February | | | | | | | March | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | 29 | 30 | 31 | | | | |

| April | | | | | | | May | | | | | | | June | | | | | | |
|-------|----|----|----|----|----|----|-----|----|----|----|----|----|----|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | |

| | | | |
|---|--|---------------------|---|
| No School | MEAP - Spring 2015 - Dates TBD | Winter Extravaganza | *9:00am-3:30pm *6.17 daily hours (includes 30 allowable minutes for recess) *180 student school days = 1110.6 hours (175 days required) *10 seven-hour prof dev days = 70 hours *MDE Forgives 6 days or 37 hours of instructional time due to weather/health/infrastructure closings. |
| Conferences | Court Days | Showcase | |
| Professional Development - No school for students | Parent Meetings (Aug 19th - New Families Only) | | |
| | | | |

Cell Phones

Cell phones are permitted at school but Innocademy is not responsible for lost, stolen, or damaged devices. Phones may be used to communicate with family members during transition times, not instructional time. There will be opportunities to use handheld devices in a deliberate learning environment. Texting and other non-academic cell phone use in the classroom is disruptive to learning and not allowed.

Daily Journal

Shortly after school begins in August, students bring home a journal each evening. It is our hope that this journal becomes a springboard for discussion as well as a communication tool with your child(ren)'s teachers. With that end in mind we ask that you please make certain to sign your child(ren)'s journal each night. Feel free to write a note if you wish. As always thanks for your support!

Daily Schedule

9:00 AM - School Begins

12:00 PM - Lunch and Recess

12:45 PM - School Resumes

3:30 PM - School Dismissed

You can find a schedule specific to your child taped inside their journal.

Dress Code

Please help your student make sure that they are choosing appropriate clothing for school. Dresses and shirts should have a strap of at least two fingers (one inch) wide (no strapless, spaghetti straps or halters) and should completely cover the mid-section. Shorts, dresses and other pants must be at fingertip length or longer with students arms resting at his/her sides.

Students not meeting the dress code will need to change their clothing...either new from home or school-provided. Hats are okay.

Enrollment Information

The enrollment process follow the protocols found in Schedule 7.5. All students enrolled must be current with all immunizations required by law or have an authorized waiver from State immunizations requirements. This is for the safety of all students and in accordance with state law. It is of the utmost importance that any changes in address, phone numbers, or pertinent medical information be shared so that we can keep a current and accurate database.

Electronic Device Usage Policy

Innocademy Allegan Campus is blessed to have access to iPads, laptops and other electronic devices. Board Policy 7540 outlines our acceptable use policy in detail. Damaged technology will be assessed for fees on a case-by-case basis for misuse versus accident.

Emergency Contacts

If there are any changes throughout the school year, it is critical to inform staff as soon as possible.

Extra-Curricular

Athletics are one-way kids “sharpen their saw.” Girls on the Run and Total Trek Quest (TTQ) will be offered pending student and volunteer interest.

Formal Discipline

Most instances of misbehavior are minor and handled by the teacher present. There can be cases of serious misbehavior that

will require formal discipline. Please see Board Policy 5610 for specific information.

Public comment is currently open to provide feedback on the “Model Code of Student Conduct 2014” as presented to the State Board of Education on Tuesday, June 17, 2014. To access the proposed policy and provide public comment, please go to www.everyvoicemountsmi.org and follow the instructions within the current posting. Public comment is open through July 25, 2014.

Family Directory

The family directory can be located on the Innocademy website under the “current parent” tab on the “parent resources” page. The password will be emailed separately to keep this information within the Innocademy family.

Grades

Students are regularly being assessed for progress. Teachers are always willing to meet with parents and discuss specific students. Report Cards are a formal communication of that progress at the end of each semester in January & June. Youngest, younger and middle friends will receive a report card indicating their mastery of the Common Core Standards adopted by 44 states. If they are exceeding, meeting, progressing, concern for the Common Core Standards

Homework

Homework can be expected several nights a week. We expect that students will read each night for 15 minutes (youngest friends) - 20 minutes (middle and oldest friends).

When homework does come home (most likely this will be some math), it is our expectation that it will be turned in during the next school day. In the event that your student does not bring

his/her homework back to school, many times we will ask them to make a phone call home just to let you know and as a reminder to get it done and bring it the next day. Often recess time will be used to complete work. A meeting to collaborate with teacher/parent/student will be called in the case of patterns in missed homework.

Illness

Please help us create a safe, healthy environment for all of our student and teachers. We ask for your help in keeping your child home any time he or she is ill or becoming ill. It can be a tough call but if we all adhere to the guidelines, we can help make these days happen less for everyone.

Per the Ottawa County Health Department, these include:

- Fever within the previous 24 hours, must be fever free without the use of medications for 24 hours.
- ANY vomiting or diarrhea in the past 36 hours. Must be completely symptom free without the use of medications for 36 hours. If they still are not eating normally, they shouldn't return to school.
- Any symptoms of diseases (scarlet fever, measles, mumps, chicken pox, whooping cough, etc.)
- Runny nose with any colored discharge
- Excessive coughing
- Sore throat
- Any unexplained rash

- Pink eye
- Head lice (child should be free of all nits)

If your child is being treated with an antibiotic, they should not return until 24 hours of treatment has been completed.

If a student becomes ill during the school day, a parent will be contacted to determine if the student should go home using the guidelines above. Any minor injuries must be reported to a teacher and they will be treated and returned to class. If medication is required, the medication policy 5330 will be followed.

Just Right Level Bookroom Visits/Bag Books

Our elementary students visit our JRL (Just Right Learning) Bookroom daily with their individual bag book. These bags have books that are at your child's independent reading level (can be read fluently with less than 5 errors per picture book/chapter book page AND can give a detailed retelling) as well as a log to record their experience with their book.

They will come home with these book bags every night to read to you. You will then sign their slip, tuck everything back in the bag, and return it the next school day.

If you are finding that they are becoming frustrated with a book, please jot a note so that we can work with them to select something more appropriate. "The more that you read, the more things you will know. The more you learn, the more places you'll go." — Dr. Seuss, "I Can Read With My Eyes Shut!"

Lunch

Families can always choose to bring a lunch from home. (please remember to pack any utensils necessary) Milk will be available for purchase. The second option is to order a school lunch each day.

Lost and found

A collection will be kept near the reception area. Any unclaimed items will be donated to Love Inc. Pullman periodically.

Medical Concerns

In your enrollment packet, you should have filled out a health appraisal regarding any medical concerns. However, please feel free to contact your student's teacher regarding any concerns or updates to medical history.

Medications

No staff member will be permitted to dispense non-prescribed medication (OTC medication) to any student. A doctor's note is required per Michigan law. Please see a staff member for the parent authorization form for these types of medications.

Furthermore, every effort should be taken to avoid taking prescribed medications during the school day. If it is unavoidable, please see staff for the appropriate forms. Written permission by doctor and parent is required. Please remember that medication MAY NOT be sent to school in a student's lunch box, pocket, or on their person. If a student has medication in their possession, that student may be in violation of school drug policy. Please see Board policy 5330 for further information on medications.

Recess

Just a reminder that we go outside EVERY day at school for recess unless rain or subzero temps persist. The only time students

are allowed to stay inside is if they have been invited by a teacher. When appropriate, students should be bringing labeled gloves, hats, boots and snow pants so that they are able to enjoy the outdoors.

Safety/ Tornado, Fire and Lockdown Drills

We will be in compliance safety requirements and hold 8 fire drills, 2 tornado drills, and 2 lockdown drills. Every effort will be made to help students understand their importance in a calm and non-threatening way.

School Closings and Delays

Please be aware that if school is delayed/cancelled due to weather conditions, Innocademy Allegan Campus will place notifications on Channel 8, Channel 13, Facebook as well as send out an email to your family. You can sign up for automatic weather cancellation emails at woodtv.com. If we post that there is a “Two Hour Delay”, it means that Innocademy Allegan Campus will begin school at 11am instead of 9am. In this case, school will operate like normal including regular lunch and dismissal times.

Sending Money To School

Checks and cash are always option. We want to make certain that any money you send to school gets credited to your student/family. Please, when sending any money to school for anything, we ask that you:

- place it in an envelope labeled with your student’s name
- record the amount enclosed
- note the purpose of the payment

Signing In

For everyone’s safety, our doors are locked each day. If you are volunteering at Innocademy for any length of time, please

make certain you sign the clipboard at the reception area.
Thanks for your help!

You are MORE than welcome to come have lunch or visit your child at school, we just ask that before doing so you sign in and get a visitor badge.

Snack/Drinks

Research tells us that when we are dehydrated, even a little, it can affect our focus, productivity and overall health. PLEASE send a water bottle (labeled with your student's name) to school with them during this warmer weather and encourage them to drink often. We do ask, however, that you do not send juices or energy drinks in the water bottles. While they are fun treats once in awhile, they are not a good substitute for plain water and do not give our bodies what they need like water is proven to do.

We do offer a time for everyone to eat a healthy mid-morning snack brought from home to help get us all through until lunch time. Click for a healthy eating guide based on Dr. Sears' "traffic light eating" chart. [traffic-light-eating](#) Please take a look at the attachment for more information as well as fun, yummy and healthy recipes for treats [healthy-snack-ideas](#)

Special Education

The Americans with Disabilities ACT (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to Innocademy's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State law.

Staff Contact Information

PLEASE, please, please....in the interest of safety for your student(s), please email iac.attendance@innocademy.com or call your child's teacher with any change in pick-up arrangements. If there is a change in arrangements on the day of, please call or text until you get a reply.

What if I Have a Question For My Child's Teacher?

Please do not ever hesitate to ask a question of your child's individual subject area teachers. We are here to listen and help! Some parents feel like they need to "save up" their questions for a parent/teacher conference time. No need! We would prefer to answer questions and work with you regarding your child's learning as things come up throughout the year. As always, thanks for your support.

Staff emails can be located on the Innocademy Allegan Campus website.

Student Led Conferences

Student-led conferences provide an opportunity for the student to set goals and present evidence of growth. Conferences are focused on the whole child and include academic, social, and emotional achievements and concerns. Conferences are held twice a year. Once in the fall and again in the spring. Please check the school calendar on our web page for the dates of conferences. As always, teachers are available to discuss your child at anytime throughout the year.

Student Records

Parents must notify the staff of plans to transfer their child to another school. Transfer will be authorized after the parent/student has completed the paperwork, returned school materials, and paid any fee or fines that are due. School

records may not be released if the transfer is not properly completed. Access to students records is protected by FERPA and Michigan law. Please see the Board policy 2416 for specific details.

Student Fees and Charges

Innocademy Allegan Campus on occasion charges specific fees for some field trips, non-curricular activities and programs. Such fees cover the cost of activities. Students can be fined for excessive wear, damage or any abuse to property and equipment. Late fines can be avoided by returning borrowed material promptly.

Substance, Weapon, Search and Seizure

We have a Zero Tolerance policy for any alcohol, drugs, tobacco and weapons on school grounds. Anything that intends or is presumed to commit harm is considered a weapon. Innocademy reserves the right to decide what is and is not considered a weapon. Any student caught with a weapon on campus will be immediately suspended and/or expelled. Please see the following link for more information.

http://www.michigan.gov/documents/5N-SuspendExpulsion_41714_7.pdf

If there is reasonable suspicion that a student in is violation of law or school rules they are subject to a search and/or seizure of their possessions. A search may be conducted with or without a student's consent at any time. Refer to Board Policy #7217, 7434 for further information.

Teacher Daily Stand-Up Meetings

If you pop into school hoping to catch a teacher for a quick minute, know that we are always open to chat with you. However, our entire staff gathers for a Stand Up meeting each

day from 3:45-4:15pm. Thank you in advance for working around that crucial time.

Transportation

Currently Innocademy does not provide transportation.

Valuables

Students are encouraged not to bring valuable items to school. Innocademy Allegan Campus is not responsible for their safekeeping. We will not be liable for loss or damage to valuables such as jewelry, clothing, electronic devices, and other valuables not listed.

Visitors

All visitors are required to sign in at the reception area and wear a visitor badge.

Volunteering

Each family should have a completed background check on file. It is imperative that we have this information from each of our families. The background information form must be on file for anyone wishing to volunteer or visit in any capacity during school activities. This includes field trips and/or helping with activities during the school day. Click here for a form livepage.apple.com

Weekly Blog Update/Email List

The weekly blog is sent out via email at the end of the school week. It can be found at our website at allegan.innocademy.com.

How You Can Get Involved!

There are many opportunities to get involved and help out...here is a sampling:

Rewards/Points

BoxTops For Education

We are continuing to collect BoxTops for Education this year. After removing them from the product you've purchased, please simply send the boxtops in a baggie and we will happily add them to our growing collection!

Meijer Community Rewards

We also participate in the Meijer Rewards program. If you shop at Meijer and would like to choose Innocademy Allegan Campus as your designated organization, our designated code is _____ (coming soon). Signing up is easy and free! Please share with your family and friends. You may sign up either online at <http://www.meijer.com/rewards> or at any Meijer Store.

Coke Rewards

We are continuing to collect caps and/or cut out pieces from the cases of Coke products this year. After removing them from the product you've purchased, please simply send the boxtops in a baggie and we will happily add them to our growing collection!

Meijer/Target/Family Fare

Please see the information below regarding ways to earn money for our school by continuing to do the things we do each day! Thank you for your support and please encourage friends & family to also sign up!

Innocademy Allegan Campus Parent Group (like a PTO)

Attached you will find a somewhat lengthy description of our Innocademy Parent Group Committees. We are asking each family to peruse these committee descriptions/goals/opportunities and decide how your family would like to help out. No worries - we are not asking you to fit in hours of volunteer time each week (although we'd never turn that down!) there are many opportunities that require just little bits of time here or there. And yes, it's absolutely okay for you to sign up for more than one! Should you have any questions regarding any of the committees, please contact Lindsay Vander Zwaag at lindsay.vanderzwaag@innocademy.com

Innocademy Parent Volunteer Coordinator Opportunities

All of these positions are a 2-year commitment. This allows a year to work with the current coordinator and a year to chair the committee while "training" the next chair person.

Stewardship Coordinator:

An important part of Innocademy Allegan Campus is to participate in giving back to the community and the world we live in. In partnership with an Innocademy Allegan Campus staff member, the stewardship coordinator will help determine which stewardship opportunities Innocademy will participate in, as well as making sure those events are planned and clearly communicated to the rest of the Innocademy families.

Devotions Coordinator:

Innocademy students have the ability to participate in daily devotions before school starts. This committee will help set the schedule, rotation, and topic plan for the year of DEVO. They will also help coordinate trainings for all volunteers willing to take part in leading a DEVO session for the students. This offering is dependent on parent volunteers.

Parent Volunteer Coordinator:

On a daily basis Innocademy staff depends on the support of parents and/or other willing adults to check in JRL books, work on classroom projects, assess students, run

errands, and/or work in small groups. The parent volunteer coordinators are the people who schedule daily volunteers, coordinate tasks and needs with the Innocademy Allegan Campus staff. This also includes gathering volunteers for special school events and the holiday celebrations that occur throughout the school year.

Connecting Committee Coordinator:

The InnoAllegan Connecting Committee's goal is that every Innocademy Allegan Campus family would feel welcomed into the Inno community. We want to foster an environment where InnoAllegan families can get to know each other and where all families feel like they belong here at Innocademy Allegan Campus. To accomplish these goals we plan to provide opportunities **For All Families:**

*To spend time with other InnoAllegan families at quarterly Inno social events

*To get to know others through an Innocademy Allegan Campus directory

Parent Group

This team will set the agenda and facilitate the parent meetings. This team will also coordinate communication between all other coordinators within the parent organization. If a parent has a special request or suggestion for the parent group, this team will be the sounding board for the entire organization.