Innocademy Allegan Campus

Student Handbook

2025-2026 School Year

Our Mission:

"By embracing the whole child and focusing on each student's academic growth, we inspire students to be critical thinkers and expose them to opportunities encouraging social and environmental engagement. Our year-round curriculum provides integrated outdoor learning experiences, so students engage with nature while emphasizing a culture of caring and character development, positively impacting others in the community and beyond."

Visit us at IAC Website at https://allegan.innocademy.com

Revised July 2025

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Welcome!

Welcome to the family! We hope Innocademy Allegan Campus (IAC) feels like a home away from home for students.

Student Pledge & Compact

I pledge to come to school ready to learn everyday and to be the leader of myself by utilizing the 7 Habits to grow independently and as a member of our community. I will be IN CONTROL by not giving up, finding support when times get tough, and taking responsibility for what I do and say. I will be AWARE and make decisions that keep myself and others safe. I will be CARING by listening and caring about others. I promise to do my best everyday.

As a student in the IAC community, I will be:

- ➔ **IN CONTROL** by being prepared for school and doing my best work on classwork, tests, and activities in school and on field trips.
- ➔ **AWARE** by following the school and classroom rules each day, wearing clothing that fits the task, and staying healthy.
- ➔ **CARING** of others, myself, and the learning environment.

Parent/Guardian Pledge & Compact

I pledge to uphold Innocademy's best practices, as noted in this student handbook. I will support Innocademy by investing my time, passions, and skill sets in ways that are best for my family. I will engage in parent meetings, communicate with school staff, help my child succeed by ensuring their attendance, and engage in their growth as a learner at home and school.

As a parent/guardian, I will:

- ➔ Believe my child can learn.
- ➔ Prepare my child for school by providing a balanced nutritious diet, dressing them appropriately for the setting and weather, and ensuring quality sleep habits.
- ➔ Spend 15-30 minutes a night reading, writing, doing math, or talking about school and learning with my child.
- ➔ Ensure my child has a place at home to complete homework.
- ➔ Encourage balanced technology use at home, especially for learning.
- ➔ Maintain positive, on-going relationships with school staff.
- ➔ Support positive behaviors and mindsets about learning and school.
- ➔ Assure my child has good attendance and is on time.

Staff Pledge & Compact

I pledge to do all I can to honor and grow each child as a uniquely intellectual, emotional, and social being. I will foster a classroom environment that supports students towards their personal learning goals and

partner with families of my students to provide a positive learning experience.

As a staff member, I will:

- ➔ Believe all children can learn.
- ➔ Maintain positive, on-going communication between school and home while seeking ways to involve parents in student learning.
- ➔ Provide a safe, caring environment for all students as they learn and grow.
- ➔ Respect and value the uniqueness of each student and family.
- ➔ Provide enriching and challenging instruction aligned with the state core curriculum.

Staff Directory

Name	Position	Email
Mykie Reilly	School Lead	mykie.reilly@innocademy.com
Julie Sopko	Office Coordinator	julie.sopko@innocademy.com
Jacoba Diekema-Mead	Transitional K/K Teacher	jacoba.diekema-mead@innocademy.com
Amanda Schurman	1st Grade Teacher	amanda.schurman@innocademy.com
Megan Sirt	2nd/3rd Grade Teacher	megan.sirt@innocademy.com
Michelle Tourangeau	3rd/4th Grade Teacher	michelle.tourangeau@innocademy.com
Carrie Pond	Middle School Teacher (5/6)	carolyn.pond@innocademy.com
Shelly Silva	Middle School Teacher (7/8)	shelly.silva@innocademy.com
Bill Edwardson	Nature, Art and P.E. Teacher	william.edwardson@innocademy.com
Carol Woldring	Special Education Teacher	carol.woldring@innocademy.com
Jessi Stainbrook	TK/K Parapro	jessica.stainbrook@innocademy.com

Amanda Cates	2nd - 4th Grade Parapro	amanda.cates@innocademy.com
Erin Schneider	5th - 8th Grade Parapro	erin.schneider@innocademy.com
Abby Bennett	Occupational Therapist	abby.bennett@innocademy.com
Marissa Lanning	Speech Therapist	marissa.lanning@innocademy.com
Renae Van Ast	School Social Worker	renae.vanast@innocademy.com
Rachel Vereeke	ESL Services	rachel.vereeke@iesschools.org
Teresa Emery	Food Services	teresa.emery@fennville.org
Rocky Johnson	Bus Driver	

Who We Are

Innocademy is an innovative elementary and middle school that focuses on the whole child, through the use of educational best practices to create a culture of caring where every child is challenged to succeed.

Multi-Age Learning

Innocademy's 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.

Just Right Grouping

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 Michigan's M-STEP 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 support and targeted intervention may also be needed. 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.

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 the state of Michigan. The grade level guides to the Common Core standards for English Language Arts and Math can be found at http://www.corestandards.org

Subject	Curriculum	Assessments
Reading, Writing, & Phonics	• Amplify CKLA (TK-5th) • Amplify ELA (6th-8th)	• Unit Assessments • NWEA Maps • M-STEP (3rd-7th) • PSAT 8th • Amplify Benchmark Assessments • DIBELS
Math	• K-5th: Investigations in Numbers, Data and Space • 6th-8th: Connected Mathematics Project 3 (CMP3)	• Unit Assessments • NWEA Maps • M-STEP (3rd-7th) • PSAT 8th • Delta Math
Science	• Mystery Science K-5 • Project Learning Tree & Project Wild Outdoor • Outdoor Discovery Center Partnership	• Unit Assessments & Projects • M-STEP (5th and 8th)
Social Studies	• K-8: Michigan Citizenship Collaborative Curriculum • 3-8: TCI History Alive!	• Unit Assessments & Projects • M-STEP (5th and 8th)
Social Emotional Learning	• Second Step	
Global Mindset	• Empowering Students to Improve the World in Sixty Lessons	

In addition to our core curriculum of ELA, Math, Science, and Social Studies, "**Specials**" classes are offered each school day throughout the year for all students.

Art, Nature and P.E. Specials

Outdoor education is one of Innocademy Allegan Campus's foundational elements of its educational philosophy and a key differentiator for the school. The Outdoor Education Specialist will have primary responsibility in collaboration with the Outdoor Discovery Center Education Network (ODCEN) and IAC's classroom teachers - for the design, implementation and evaluation of our outdoor education program. The special's teachers will create student learning opportunities that align to essential NGSS curriculum standards, support educational

objectives, augment classroom curricula, incorporate physical education and the visual arts, and extend academic/social emotional growth.

Field Experience
Another approach that enhances student achievement and cultural awareness are the field experiences. The trips that are planned for our students progress in depth as they grow.

Our teaching team invests huge amounts of time planning and coordinating field experiences to keep costs to a minimum. Several school-sponsored fundraising opportunities are available to help offset expenses. The profits from these fundraisers are automatically deposited into a Student Field Trip account to be used for field trips only. Unused balances may be transferred to a sibling or another Innocademy student. Refunds or checks for balances will not be issued.

Outdoor Discovery Center Partnership
We've developed a sustained partnership with the ODC network that supports us in connecting deeper classroom learning with people, land, and nature. This allows students to adventure into nature at the Outdoor Discovery Center and other locations in the area on a monthly basis.

In order to fully participate in these experiences, students need to come prepared with proper outdoor clothing, waterproof footwear, skin protection, etc. Keeping an extra change of clothes at school is encouraged. Thrift shopping, networking with other families, and online marketplaces are great ways to get quality gear for reasonable prices. We do have a bug spray waiver that you can sign as long as you provide the bug spray for your student. Sunscreen should be applied at home on the morning of an outdoor field experience trip. Do not send sunscreen to school for staff to apply to your child as this will not be permitted.

Student Well-Being
Creating a "culture of caring" is a foundation among staff and students. We believe in nurturing each child's academic, social, emotional, and physical growth.

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

Complaints will be investigated in accordance with the procedures as described in Board Policy 2026 (Board Policies can be found at https://allegan.innocademy.com/board/).

The Innocademy Allegan Campus Community

Arrival and Dismissal:
8:30 - Student enter the building; breakfast is served
8:45 - Class begins and the Pledge of Allegiance. Students arriving after 8:45 will be marked tardy and must be signed in by a parent/guardian at the school office. Additionally, students arriving after 8:45 will receive a breakfast grab-and-go sack meal to take to class to minimize the amount of missed instructional time.

* School doors remain locked until 8:30. Students are not permitted in the building prior to 8:30 without parental supervision.

All parents/guardians must sign in at the school office to receive a pass to visit school.

School dismisses at 3:30pm. All students not utilizing school transportation must be picked up by 3:40. If your child needs to leave early for an appointment, notify the school officer by 8:45 a.m. Students leaving school early must be signed out by the parent/guardian at the school office.

On half days, school dismisses at 12:00. Students need to be picked up by 12:10. Lunch will be served on early dismissal days.

After School Pick Up:
Our school day ends at 3:30 p.m. Innocademy staff will be waiting with students inside at the main school entrance. Your child must be picked up by 3:40. If there has been no parent communication regarding late pickup, law enforcement may be contacted. For the safety of our students, please remind your child(ren) that they should be calmly waiting at the inside main entrance area with staff. There is no supervision on the playground after school.

Attendance:
School begins promptly at 8:45 a.m. If your child arrives at school after 8:45 am or needs to leave early for an appointment, a check in at the school office is required. It is **critical** that we report our attendance accurately to the State of Michigan. If, for any reason, your child(ren) will be absent on a school day, email your child's teacher and the office at iac.attendance@innocademy.com. You may also call the office at (269) 561-4050.

Chronic absences have been proven to result in lower grades, increased dropout rates, and delinquent behaviors. As a result, the Allegan Area Educational Service Agency (AAESA) has adopted specific and stringent guidelines for addressing absences:.

Excused and/or Unexcused Absences	Action Taken
3-5	School Lead will contact parents/guardians via letter

6-8	School Lead will schedule a meeting with parents/guardians
10 or more	School Lead will call the AAESA Truancy Officer

In Michigan, an absence from school is considered **excused** for the following reasons:

- *Parent-excused illness:* up to 10 absences per year are excused, but additional absences require a medical excuse
- *Medical appointments:* absences for medical or dental appointments that cannot be made outside of school hours are excused
- *Funerals:* absences for funerals or deaths in the family are excused
- *Educational opportunities:* absences for educational opportunities that are approved by school officials are excused
- *School-related reasons:* absences for field trips, late buses, suspensions, and other administrative reasons are excused
- *Legal or court appearances:* absences for court appearances that are mandated or in which the student is a participant or witness are excused
- *Incarceration:* absences due to incarceration are excused
- *Religious observations:* absences for religious holidays or obligations that are arranged in advance are excused
- *Homelessness:* absences due to homelessness are excused

Some examples of **unexcused** absences include, but are not limited to:

- Staying home to babysit, or otherwise being needed at home
- Oversleeping
- Travel
- Weather
- Transportation issues
- Not being immunized
- Willful truancy
- Absences that are not communicated to the school office

Excused absences **require** parent communication with the school office and the child(ren)'s teacher. At most, a child should not be absent for more than 9 school days during the entire academic year.

It is also important to note that if your family chooses to travel on school days, the absences are **not** excused and **do** count toward the student's total absences for the year. Please use the planned break weeks built into our balanced calendar for your family trips.

IAC Elementary Discipline Plan

What is a School-wide Discipline Plan?

A School-wide Discipline plan is an organized, data-driven system of interventions, strategies and supports that positively impact school-wide and individualized behavior planning.

What are the benefits of a School-wide Discipline Plan?

A systematic approach to discipline enhances learning outcomes for all students. By reinforcing desired behavioral outcomes students will clearly understand expectations. Students are explicitly taught what the desired behavior should be. This attention to expectations leads to a more positive classroom experience, a stronger learning community and an increase in student learning.

Defining Discipline:
Discipline is a process that uses teaching, modeling, and other appropriate strategies to maintain the behaviors necessary to provide a safe, orderly and productive learning environment by changing unacceptable behavior to acceptable behavior.

Our teachers and staff will provide all students with an enriching, challenging, and nurturing learning atmosphere each year. Each teacher has a classroom management plan to address procedures and discipline in the classroom. This plan includes positive rewards. Please make sure you and your child understand these rules and procedures. If you have any questions, please do not hesitate to contact your child's teacher.

If school staff contact you about a discipline concern for your child, please be supportive and responsive to work with them, so that your child's behavior has a positive outcome.

IAC Beliefs, Expectations and Protocols

IAC School Beliefs Related to Discipline:

- The misbehavior of one student will not be allowed to interfere with the learning opportunities of other students.
- This misbehavior of a student will not excuse him/her from successfully completing learning objectives.
- Every discipline is an opportunity to teach expected behavior.
- Expected behavior will be communicated, taught, and modeled throughout the school year.

- Parents have a responsibility to ensure that their child's behaviors do not take away from the safe, orderly, and academically productive learning environment of others.

Teacher and Staff Expectations:

Teachers and staff will:
- Enforce the School-wide Discipline Plan as agreed
- Communicate high behavioral expectations to students and parents
- Commit to follow through to the success of student behavior
- Take responsibility for classroom problems and behavior
- Foster a school climate characterized by a concern for students as individuals
- Take an interest in the personal goals, achievements, and needs of their students
- Support the students in their academic and extracurricular activities

Parent Expectations:

Parents will:
- Reinforce the School-wide Discipline Plan
- Communicate high behavioral expectations to their child
- Commit to follow through to the success of their child's behavior
- Take an interest in personal goals, achievements, and needs of their child
- Support the students in their academic and extracurricular activities

Student Expectations:

Students will:
- Follow the School-wide Discipline Plan
- Maintain high behavioral expectations
- Accept responsibility for their behavior
- Set personal goals and work hard to achieve them

Substance, Weapon, Search and Seizure:
We have a Zero Tolerance policy for any alcohol, drugs, tobacco and weapons on school grounds. Anything that intends harm 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 may be immediately suspended and/or expelled. Please refer to the Behavior Policy for more information.

If there is reasonable suspicion that a student is in 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 (Board Policies can be found at https://allegan.innocademy.com/board/) for further information.

Bullying Policy:
Bullying Definition

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behavior is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders.

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

What bullying is not:

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression, mean words, or intimidation
- mutual arguments, disagreements or fights.

These actions can cause great distress. However, they do not fit the definition of bullying and they're not examples of bullying unless someone is deliberately and repeatedly doing them. Please refer to the behavior policy for consequences for harassment and/or cyber bullying.

Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to the following consequences:

- Minimum: 1 day suspension
- Maximum penalty: Expulsion

Cyber-Bullying Policy:

Cyberbullying Definition

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending false, cruel, vicious messages
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive
- personal information and forwarding that information to others.
- Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyber Bullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

The online activities and technologies often used by students engaged in Cyberbullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.Please see the behavior policy for consequences for harassment and/or cyber bullying. Please refer to the behavior policy for more information.

Note that Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to the following consequences:

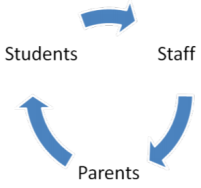
- Minimum: 1 day suspension
- Maximum penalty: Expulsion

****** Education Codes 48900.4"Harassment, threats, or intimidation creating an intimidating or hostile educational environment"***

****** Education Code 48900 (r) "Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined in subdivisions (f) and (k) of Section 32261, directed specifically toward a pupil or school personnel"***

If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose consequences. The Administration may also report cyber bullying or harassment to the police.

Securing Parent and Student Agreement and Active Support



The success of the school-wide system lies in the relationship built between parents, staff, and students of the school community. The relationship begins with communication. Parents will be informed about current school issues, successes, and concerns through school-wide newsletters/blog updates, classroom teacher updates, the school website, parent meetings, and the parent resource guide.

Positive Behavior Support System

Positive behavior will be recognized and celebrated by all staff members. At IAC we have a positive behavior plan where we teach and reinforce desired behaviors. The following is a sampling of ways staff members may use to recognize students for meeting school behavioral expectations:

Classroom Store
Students will earn tickets for positive behaviors. They will collect their tickets and redeem them for prizes.

Compliment Parties
Class compliments are awarded when the whole class receives a compliment from a staff member. When a class receives 10 class compliments, they will earn a party. Examples of compliment parties are: watch a movie, extra recess, donuts, free choice time, hot chocolate party, etc..

Behavior Award Parties
Prior to each break week, elementary students will participate in a party including those students who have gone from the last party to the next without a major behavior incident or three minor behavior incidents.

Consequences for Minor and Major Incidents

Learning Opportunity: Whenever a student is given a consequence, teachers will use it as a learning opportunity and have a restorative conversation with the student.

Minor behaviors will be handled by the classroom teachers. They will use their discretion when they believe student behavior requires a referral.

Major offenses will be handled by the elementary team. Each child is an individual whose needs will be considered when determining the consequence.

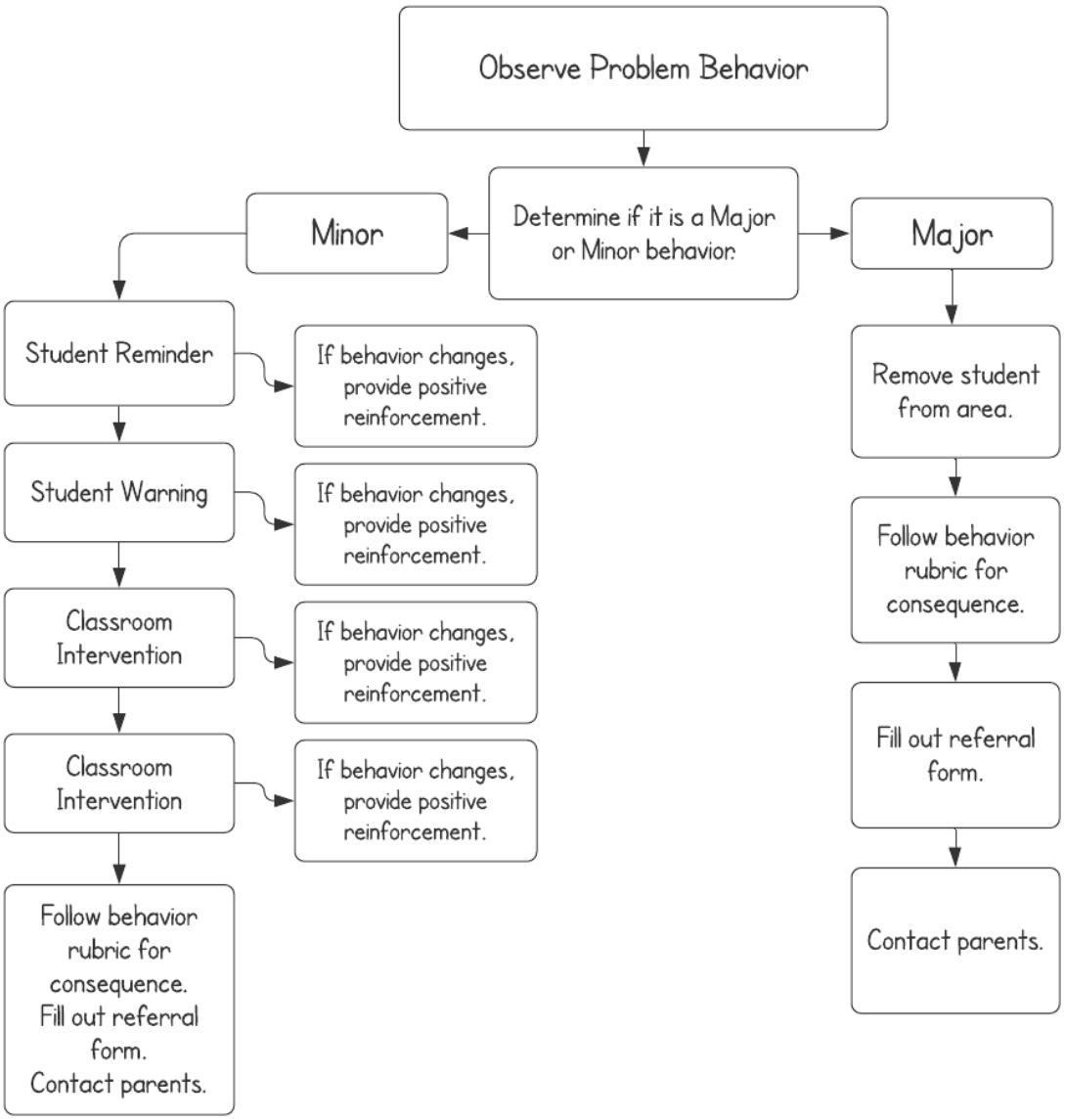
Minor v. Major Behavior Clarifications

Behavior	Minor	Major
Disruption	• Not working/unfinished work • Not participating in group work • Making faces/rolling eyes • Huffing, signing, etc • Arguing/defiance – inappropriate response to teacher request • Uncooperative behavior • Talking back • Cheating/Lying • Leaving assigned area	• Blatant or excessive non-compliance or defiance • Repetitive minor incidents that normal classroom consequences are not addressing • Leaving area/hiding from staff • Forgery
Disrespect	• Constant talking • Making noises • Yelling out or blurting • Disruption during instruction • Crying • Throwing objects • Out of seat •Not listening • Not following directions • Tardy to class or leave early	• Screaming/yelling excessively • Teacher cannot teach • Students cannot learn • Out of control behavior in the extreme • Throwing objects with the intent to cause harm • Excessive pattern of absence, tardy or truancy
Dress Code	• Short skirts or shorts • Low-cut tops • Hats • Exposed midriff • Overly suggestive or violent clothing • Spaghetti straps	• Gang related apparel • Ongoing pattern of dress code violations
Inappropriate Language	• Negative talk • Name calling • Teasing • Swearing • Verbal argument/disagreement • Impolite talk • Talking back • Dishonesty/lying • Peer conflict • Mean comments that hurt feelings	• Blatant or excessive swearing • Offensive language • Excessively vulgar or sexual language • Severe verbal threats against peers or staff • Harassment (racial, sexual, religious, gender, ability, gang related) • Intimidation • Bullying

Property Damage/Misuse	• Defacing books, pencils, pens, crayons, classroom supplies, gym equipment • Minor vandalism (such as writing on desk or other's property) • Stealing minor items • Graffiti • Pushing over furniture	• Excessive defacing peer/staff/ school property • Vandalism (breakage, spray paint or permanent damage) • Use of combustibles (firecrackers, snaps, etc.) • Theft of major objects or pattern of minor stealing that is ongoing • Pushing over furniture with intent to cause damage/harm • Setting fires
Physical Contact	• Bumping into another person • Play hitting • Horseplay • Touching someone else • Pushing/shoving • Poking/flicking/pinching • Tripping	• Fighting • Loss of control out of anger • Hitting/punching with intent to harm •Physical intimidation • Spitting/scratching/biting with intent to harm • Sexual misconduct • Physical aggression/assault • Repeated minor physical contact/ aggression
Technology Violation	• Off-task iPad/computer behavior • On a website without permission • Cell phone out at inappropriate times • Texting at inappropriate times • Cell phone on during class/ringtone • Earbuds in at inappropriate times • Playing games on cell at recess	• Accessing "off limit" and inappropriate websites on school iPad/computer • Bullying/harassment on school tech equipment • Refuses to give tech equipment to staff member • Cyberbullying (refer to Cyberbullying section)
Other *Specify in brief note		• Verbal threat of weapons, explosives, bombs, other severe or aggressive behaviors • Possession of weapons, weapons, explosives, bombs, etc. • Alcohol/drug/tobacco/vape possession or any other related paraphernalia

TK-4 Behavior Flow Chart

This flowchart outlines how staff will handle reported behavior concerns.



TK-4 Discipline Rubric

Degree of Incident:	First Incident	Second Incident	Third Incident
Minor	**<u>Protocol after Incident:</u>** *State undesirable behavior and expected behavior. *Practice or discuss with adults what expectation is or what could have been done differently. *Provide opportunity for apology. **<u>Consequences:</u>** *Parent contact to inform of the incident and behavior tracking rubric. *Begin tracking using rubric. *Behavior Reflection Sheet. *Consequence provided from Minor Response Options.	**<u>Protocol after Incident:</u>** *State undesirable behavior and expected behavior. *Practice or discuss with adults what expectation is or what could have been done differently. *Provide opportunity for apology. **<u>Consequences:</u>** *Parent contact to inform of the incident. *Behavior Reflection Sheet. *Conference with Behavior Team. *Consequence provided from Minor Response Options.	**<u>Protocol after Incident:</u>** *State undesirable behavior and expected behavior. *Practice or discuss with adults what expectation is or what could have been done differently. *Provide opportunity for apology. **<u>Consequences:</u>** *Parent contact to set up meeting to discuss individualized behavior plan. *Behavior Reflection Sheet. *Consequence provided from Minor Response Options.
Major	**<u>Protocol after Incident:</u>** *State undesirable behavior and expected behavior. *Practice or discuss with adults what expectation is or what could have been done differently. *Provide opportunity for apology. **<u>Consequences:</u>** *Parent contact to inform of the incident and behavior tracking rubric. *Remove from area. *Behavior Reflection Sheet. *Consequence provided from Major Response Options.	**<u>Protocol after Incident:</u>** *State undesirable behavior and expected behavior. *Practice or discuss with adults what expectation is or what could have been done differently. *Provide opportunity for apology. **<u>Consequences:</u>** *Parent contact to set up meeting to discuss return to class plan. *Behavior Reflection Sheet. *Suspension.	**<u>Protocol after Incident:</u>** *State undesirable behavior and expected behavior. *Practice or discuss with adults what expectation is or what could have been done differently. *Provide opportunity for apology. **<u>Consequences:</u>** *Parent contact to set up meeting to discuss individualized behavior plan. *Behavior Reflection Sheet. *Suspension.
Additional Information:			
*Weapons, explosives, bomb threats, other severe aggressive behaviors outlined in board policies will result in more severe consequences.			
**Cyberbullying on school devices or accounts will be addressed using the rubric with the same levels of consequence.			

*At all times, learning is the goal. Maintaining a student's status as a valuable member of our learning community is of the utmost importance.
*Problem behaviors and failures help us to learn. As educators, we will make every effort to ensure student learning occurs following a problem behavior or mistake.
*This rubric explains possible consequences for problem behaviors; however, other factors are taken into consideration including: severity, frequency, and potential harm resulting from the behavior.
*Differentiation of consequence is based on the age and social emotional development of the student.
*Confidentiality is respected. School employees cannot discuss student behaviors or consequences with parties other than parents/guardians of the student.
*State law and/or district school board policy may prescribe different or specific consequences for harassments, physical contact, perceived threats, etc. based on seriousness or frequency.
*Consequences are not limited to those described above and may ad be more extensive based upon the seriousness of the action(s) and/or school district policy.
* 2 Minor Incidences and 1 Major incidence will result in a parent meeting.
*Minor behavior rubric will reset at each break week.
*Major behavior rubric will reset at the semester.

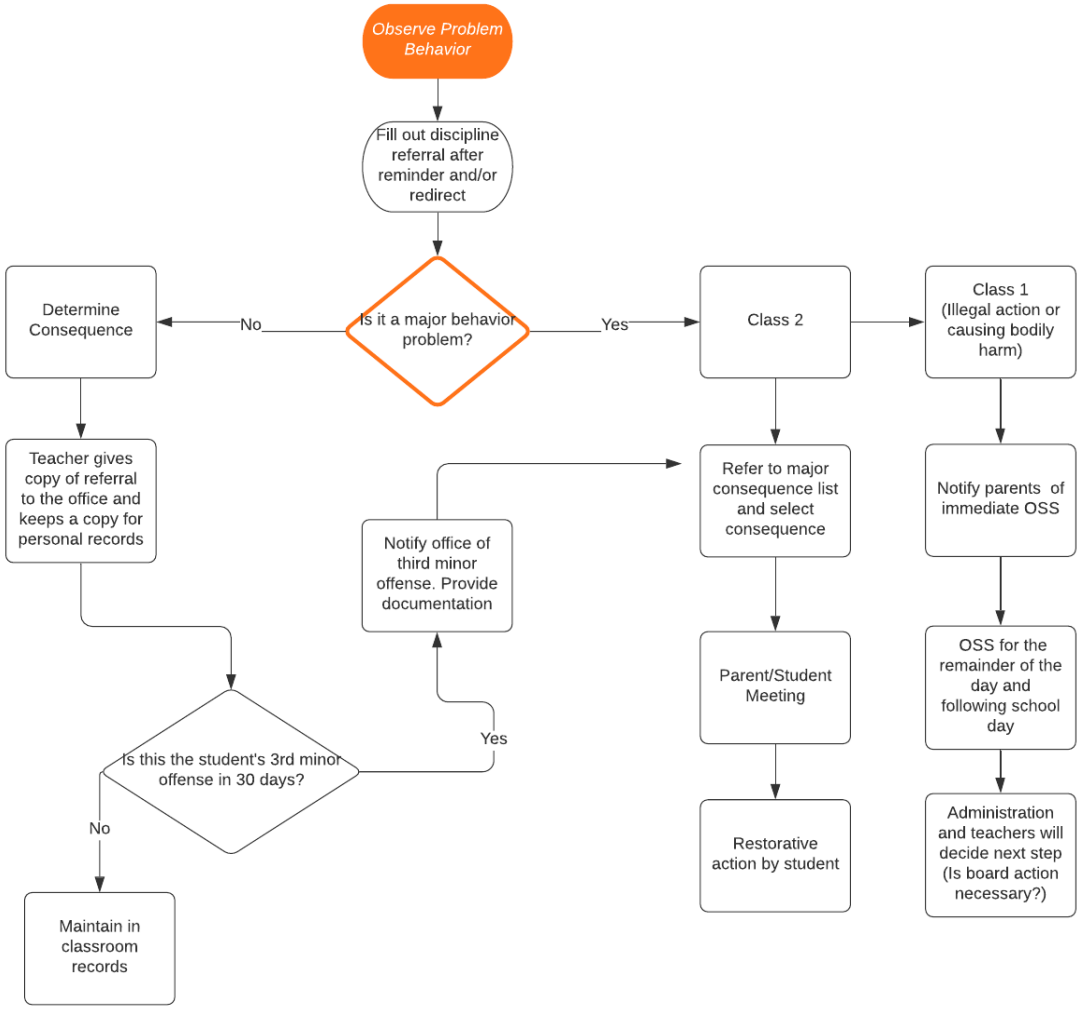
Possible Minor Responses	Possible Major Responses
-Student Conference with Behavior Team -Supervised Restorative Peer Conference -Individualized Instruction/Re-teach Expectations -Verbal or Written Apology -Behavior Reflection Sheet -Loss of Privilege -Loss of Recess, or Restricted Recess -Time Out -Student Calls Home -Parent Contact/Conference -Other:	-Student Conference with Behavior Team -Peer Conference -Logical/restorative consequence -Individualized Instruction/Re-teach Expectations -Parent Contact/Conference -Verbal or Written Apology -Loss of Privilege -Loss of Recess or Restricted Recess -Time in Office -Community Service -Restitution -In-School Suspension -Out of School Suspension -Functional Behavioral Plan -Care Team Referral -Other:

Middle School (5th-8th) Discipline Plan

Middle School Major vs. Minor

Behavior	Minor	Major	
		Class 2	Class 1
Disruption	Any action that distracts a teacher from teaching	• Teachers cannot teach • Students cannot learn	Causes a safety concern to other students/staff
Disrespect	• Not following directions/listening • Throwing objects • Rude remark • Disrespectful tone towards staff • Arguing with teacher	• Deliberately rude and/or offensive remarks to a peer • Deliberately rude and/or offensive remarks to a teacher	Out of control behavior in the extreme
Dress Code	Minor dress code violation	• Gang-related or extremely offensive apparel • Ongoing violation of dress code violations	
Inappropriate Language	Unkind or mildly inappropriate language	• Swearing • Vulgar language • Violent language • Prejudicial language	Severe verbal threats against anyone
Property Damage/Misuse	• Horseplay that causes destruction of property • Using school or other's property incorrectly	Vandalism that the student is able to completely correct (clean or fix)	Vandalism (purposeful destruction of others' property)
Physical Contact	Minor physical contact that does not cause harm	Repeated minor physical contact	• Fighting (physical harm) • Striking others and causing physical harm • Sexual misconduct
Technology Violation	Using Chromebooks for anything other than school work or teacher-instructed use	• Accessing "off limit" and inappropriate websites on school computer • Repeated minor technology violations	Cyber bullying; harassment
Other		• Cheating • Lying • Plagiarism • Repeated offenses in any category • Bullying	• Bomb threat • Alcohol; drug possession • Possession of weapons or contraband

Middle School Behavior Flow Chart



Birthdays:
If you are planning a birthday party for your child 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.

Calendar and Break Weeks:
Our balanced calendar is designed to maximize learning and retention as we avoid the 3 month summer slide (loss of knowledge and skill retention). Break weeks are incorporated throughout the school year to support your child and family in relaxing and recharging. It is helpful to also utilize break weeks for family events, travel and appointments to minimize school absences.

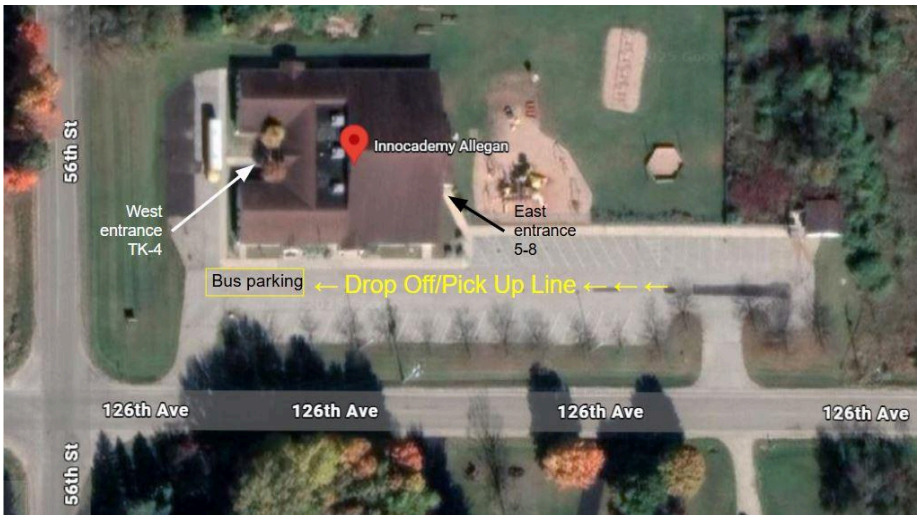
Cell Phones:
Cell phones and personal electronic devices are not permitted at school for elementary students (grades k-4) but are allowed for middle school students (grades 5-8). Cell phones and devices need to be checked in and checked out with the middle school classroom teachers. Innocademy Allegan Campus is not responsible for lost, stolen, or damaged devices. Students do not need their cell phones at school. If 5th-8th grade students opt to bring their phones to school, they must place it in the cell phone bin in their middle school classroom. If they are caught with their phone in their locker or on their person outside of designated times, parents/guardians will have to come pick it up. No Phones are allowed in class or on the playground. There will be opportunities to use school devices in a deliberate learning environment.

Texting and other non-academic cell phone use, such as participating in social media, is disruptive to learning and not allowed. Chronic abuse will result in confiscation of the phone, and the parent/ guardian will need to request its return from the teacher or staff person.

Daily Planner and Take-Home Folder:
Middle school classes utilize a daily planner provided by the school. A planner can be a great springboard for discussion as well as a communication tool with your child's teacher. Each elementary student will have a daily take-home folder in their backpack. It is highly recommended that families check their child's backpack and folder every evening of a school day.

Dress Code:
Please help your child(ren) 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 and should completely cover the mid-section. Shorts, dresses and other pants must be at fingertip length or longer with the student's arms resting at their sides. Pants must be worn at waist level. Students not meeting the dress code will need to change their clothing and a call to the parent may be made. School dress code is in effect for field experiences and may have additional guidelines appropriate for the experience. Because of our partnership with the Outdoor Discovery Center, students will have opportunities to participate in several outdoor activities. Please help your child make sure he/she is choosing appropriate clothing for the weather and outdoor exploration, such as footwear and outdoor/rain gear. Hats are not allowed in the classroom. If a student wears hooded clothing, hoods must remain down when indoors to encourage social and academic engagement.

Drop Off/Pick Up Procedures:
Enter the pickup line using the east entrance to the school parking lot (see image below). For the safety of our students, please stay in line or park in a designated parking spot. **Do not get out of your car to drop off or pick up your child while waiting in the pick up/drop off line**. School staff will be waiting for your K-4th graders at the west side entrance to the building as well as for your 5-8th graders at the east side entrance to the building in the morning. Make only one stop in the line to drop off and pick up your students. If you drop your student off after 8:45 a.m., you must come to the school office through the main entrance and sign your child in (refer to the Arrival section for more information).



Staff will dismiss students to their cars at the end of the school day as the pickup line moves in front of the school.

Our goal is to prevent kids from running into the parking lot without staff supervision and to move the line as quickly as possible to prevent a backup of traffic onto the main road. We ask that if you need to chat with a teacher, please pull into a designated parking spot to keep the flow of traffic moving.

Enrollment Information:
The enrollment process follows the protocols found on our website. All students enrolled must be current with all immunizations required by law or have an authorized waiver from a county health department. 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 and Acceptable Use Policy
Innocademy students have access to iPads, laptops and other electronic devices. Board Policy 7540 (Board Policies can be found at https://allegan.innocademy.com/board/) outlines our acceptable use policy in detail. Damaged technology will be assessed for fees on a case-by-case basis for misuse versus accident. Refer to the technology use policy for additional details.

Emergency Contacts:
If there are any changes throughout the school year, it is a parent's responsibility to inform staff as soon as possible. If there is any change in pick up/drop off for your child, communicate with the school office. It is the responsibility of a child's parent/guardian to keep emergency contact names and telephone numbers for their student up-to-date by contacting the school office.

Grades:
Students are regularly being assessed for progress. Teachers are always willing to meet with parents and discuss specific students during a scheduled appointment. Report Cards are a formal communication of that progress at the end of each semester in January & June. TK-4th graders receive a report card indicating their mastery level of essential Common Core Standards adopted by the state of Michigan: Exceeding, Meeting, Progressing, or Concern. Middle school (5th-8th grade) students will receive a traditional letter grade for each subject area on their report card.

Homework:
Homework expectations vary by age level. We expect that students will read each night for 15 - 20 minutes. When homework does come home, it is our expectation that it will be turned in during the next school day. A meeting to collaborate with teacher/parent/student will be called in the case of patterns in missed homework. Please refer to your 5th-8th grade students daily planner for homework and project due dates or the daily take-home folder for students in TK-4th grade.

Illness:
Please help us create a safe, healthy environment for all of our students and teachers. We ask for your help in keeping your child home any time he or she is ill. Use the guidelines to help determine when to keep your child home:

Per the Allegan 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 treated and free of all nits/live bugs prior to returning to school.

If a student becomes ill during the school day, a parent/guardian will be contacted to request the student be picked up. For information on medication administration, please refer to the medication section in this handbook.

Injuries:
Any minor injuries must be reported to a teacher and the student will be treated and return to class. If the injury cannot be adequately treated with basic first aid, the parent/guardian will be contacted.

Lost and Found:
A collection of misplaced items can be found on the table by the front office. Any unclaimed items will be donated at the end of the school year to Goodwill in Allegan.

Medical Concerns:
Each family completes a health appraisal for each child at the beginning of the school year regarding any medical concerns. Contact the school office regarding any concerns or updates to a student's medical history.

Medications:
No staff member will be permitted to dispense non-prescribed medication (OTC medication) to any student without a doctor's note (required per Michigan law) and authorization form. Contact the school office for next steps if your child requires medication at school.

Every effort should be taken to avoid having your child take prescribed medications during the school day. If it is unavoidable, please see office staff for the appropriate forms. Written permission by doctor and parent is required. Medication MAY NOT be sent to school in a student's lunch box, pocket, backpack or on their person. If a student has medication in their possession, that student may be in violation of school drug policy. Medications must be in the original packing or labeled prescription bottle. Please see Board Policy 5330 (Board Policies can be found at https://allegan.innocademy.com/board/) for further information.

Recess:
We go outside EVERY day at school for recess unless it is fiercely raining, lightning or "feels like" temps read 0° or below or 100°+. 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. We encourage families to check the daily weather forecast to prepare for the day accordingly.

Safety - Tornado, Fire and Shelter in Place Drills:
In compliance with safety requirements designated by the State of Michigan, we will hold 5 fire drills, 2 tornado drills, and 3 shelter in place drills throughout the year. Every effort will be made to help students understand their importance in a calm and non-threatening way. If an actual emergency were to arise, our actions should be automatic in terms of where to go and what to do.

School Closings and Delays:
If school is delayed/canceled due to weather conditions, Innocademy will place notifications on Channel 8, Channel 13, Facebook, and ClassDojo. 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 will begin school at 10:45 a.m. instead of 8:45 a.m. In this case, school will operate like normal including regular lunch and dismissal times.

School Meals:
Breakfast and lunch are provided to students for free. Families can always choose to bring lunch from home (please remember to pack any utensils necessary) or order a free lunch from school. Fennville Public Schools Food Service is our lunch provider. Students are given multiple lunch choices daily. Monthly lunch menus are available and will be communicated through our ClassDojo app. Milk is also available. If your student requires a special breakfast or lunch due to dietary restrictions, contact the school office as soon as possible. A doctor's note is required for special dietary requirements.

Scooters/Skateboards/Ripsticks:
The fun wheeled items should remain at home and are not permitted at school.

Signing In:
For everyone's safety, our doors are locked continuously for the safety of our students and staff. Families needing to enter the school building to check students in or out must use the main school entrance using the buzzer system. If you are volunteering at Innocademy, see the Volunteer section.

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 and encourage them to drink often. Do not send juices, soda, milk, or energy drinks in the water bottles or other containers. While they are fun treats once in a while, they are not a good substitute for plain water. Filtered water dispensers are available at school for students to refill their water bottle.

We do offer a time for everyone to eat a healthy snack during the school day. Students may bring a snack from home each day. Snacks are not provided by the school.

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. Information on policies, procedures, and other topics can be found within the Michigan Department of Education family matters resources. If you have a concern about your child's academic or social abilities in the school environment, please communicate with your child's teacher.

Staff Connections:
Do not ever hesitate to ask a question of any of your child's 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 soon as things come up throughout the year. It is our goal to have a strong school-family partnership to support students in having the best possible learning experience.

The most frequently utilized way to contact your teacher is through email. As a general rule of thumb, email works well for lengthy messages that are not urgent. Phone calls to the school work well for urgent matters. Staff emails can be located on the Innocademy website or at the front of this document. Additionally, the school office will be providing a text option through Remind101. This text feature requires a quick sign up through the school office. We make every effort to reply to emails within 24 hours during the school week.

Student Led Conferences:
Student-led conferences provide an opportunity for your child to share their goals and evidence of growth toward those goals with you as the parent/guardian. Conferences are focused on the whole child and include academic, social and emotional achievements and concerns. Conferences are held twice a year (October & March). Please check the school calendar on our web page for the dates of conferences.

Student Records:
Parents must notify the office staff at the front desk of plans to transfer their child to another school. Transfers will be authorized after the parent 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 (Board Policies can be found at https://allegan.innocademy.com/board/) for specific details. Parents may request a copy of their child(ren)'s file, but all original paperwork will be transferred from school to school via secure methods.

Student Fees and Charges:
Innocademy, on occasion, charges specific fees for 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/neglect to property and equipment.

Technology:
Each of our classrooms utilizes technology as a tool to encourage innovation in our students' learning. Younger age groups have access to iPads. Tech involvement scaffolds up to our oldest students who have the opportunity to participate in a 1 to 1 Chromebook program. We also endeavor to teach students how to use devices responsibly. Please see our Technology Plan and Acceptable Use Policy for more information.

Transportation:
Innocademy offers bus transportation to select community stops. We have no individual "home" pick up/drop off. Riding the bus is a privilege for students and support for families. The bus routes and times are shared at the beginning of the school year.

The behavior rubric (refer to the behavior policy) applies to bus time, as well as time in school. Student misbehavior will be reported to IAC staff, with a possibility of disciplinary action up to and including loss of the privilege of using bus transportation. To ensure the safety of students, the following expectations will be strictly adhered to:

Students will:

- Listen to and follow any instruction given by the Bus Driver.
- Respect all passengers and be courteous of others while riding the school bus (no name-calling, inappropriate language, teasing or touching others, yelling or shouting).
- Adhere to all school policies, especially regarding behavior, while riding the bus.
- Not eat or drink on the bus. (Any food or beverage brought onto the bus should be secured, in the student's backpack, and not visible or removed from the backpack for the duration of the bus ride.)

- Not tamper with, damage, deface, or litter on the bus at any time.
- Cover my mouth when coughing or sneezing.
- Understand that the Bus Driver may assign or re-assign seats at any given time, and agree to always sit in their assigned seat.
- Understand the bus driver may stop the bus at any time to address behaviors that are not safe, which could include having to review rules upon arrival at a bus stop.
- Remain seated at all times while the bus is in motion.
- Keep feet off the seats, and on the floor
- Face forward at all times with their bottom on the seat, and their back against the seat back ("back to back, bottom to bottom").
- Keep their head, hands, and feet inside the bus at all times.
- Never throw anything or place any body part out the window at any time.
- Not block the aisle with objects or their body.
- Wait at least 10 feet from the road, and until the bus doors are open and red lights are on, before boarding the bus.
- Cross the road in front of, and never behind, the bus.
- Look both ways before crossing the road.
- Wait in their seat until the bus comes to a complete stop before standing and exiting the bus.

Valuables:
Students should not bring valuable items to school. Innocademy is not responsible for their safekeeping. We are not 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 office and wear a visitor badge. We love having visitors that help us foster independence in our students and model our school expectations of "In Control, Aware, and Caring". Visits to the classroom need to be pre-arranged with your child's teacher.

Volunteering & Family Engagement:
We deeply value each of our parents' skills and passions and encourage each to share them with our staff and students to continue building a positive, collaborative, and smarter community! Volunteers in our school community (including classroom helper and field trip chaperon) must complete an approved background check. Please contact the school office for the background check form at least 3 days prior to volunteering. One approved background check for each volunteering parent/guarding is required per school year.

We look forward to partnering with you and your student for a successful school year ahead!