



Innocademy Allegan Campus
Family Resource Guide
2020-2021 School Year

“By embracing innovation, we inspire our students to be global leaders and thinkers who positively impact others at home and abroad.”

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Welcome!

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

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 strive to be IAC at IAC! 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, I will be IAC at IAC:

- Be In **CONTROL** by doing my best work on classwork, tests, and activities, as well as by bringing what I need for each class each day and being on time.
- Be **AWARE** by following the rules each day, wearing clothing that fits the task, and staying healthy.
- Be **CARING** of others, myself, and the learning environment.

Parent/Guardian Pledge & Compact

I pledge to uphold Innocademy's best practices, as noted in this resource guide. 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 his/her attendance, and engage in his/her 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 20-45 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 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, spiritual, emotional, and social being. I will foster a classroom environment that supports students towards their personal learning

goals. I will support the families with whom we partner in this important endeavor.

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 Contact Information

Name	Position	Email
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Michelle Tourangeau	Middle Friends Teacher	michelle.tourangeau@innocademy.com
Shelly Silva	Middle Friends Assistant	shelly.silva@innocademy.com
Carrie Pond	Middle School Teacher	carolyn.pond@innocademy.com
Zach Rasmuson	Middle School Teacher	zach.rasmuson@innocademy.com
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Hillary Schmidt	Music Teacher	hillary.schmidt@innocademy.com
Katie Wilson	L2BF Teacher	katie.wilson@innocademy.com
Emily VanDam	Art Teacher	emily.vandam@innocademy.com
Vicki Jansma	School Social Worker	vicki.jansma@innocademy.com
Becca Beebe	Speech/Language Therapist	rebecca.beebe@innocademy.com
Reita Jaseph	Office Support	reita.jaseph@innocademy.com
Marty Lappe	School Lead	marty.lappe@innocademy.com

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.

Teacher Led

Teacher Led has always been one of the principles of Innocademy. Traditional school structures often do not put to work the leadership potential of teachers. At Innocademy, teachers are involved in key decisions at all levels to make sure we are doing everything in the best interests of every child and in each classroom. 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'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. The component of multi-age that we have uniquely designed for Innocademy is Mentor Classes. (***(NOTE: During the COVID-19 pandemic, we will NOT be commingling cohorts for Mentor Classes.)*** This is at least a bi-weekly partnership combining an older and younger class who work together, mentoring each other during activities and projects. Mentor classes participate in stewardship activities, academic support, and team-building on a regular 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.

The 7 Habits

Communities and employers need strong leaders. Innocademy 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: <https://www.leaderinme.org/>

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 Own Voice

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 with 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 41 states. Click here for grade level guides to the standards for English Language Arts and Math. <http://www.corestandards.org/>

Subject	Curriculum	Assessments	To learn more, click...
Reading	Lucy Calkins: Teachers College Reading & Writing Project	*Fountas & Pinnell running records, K-5 *MAP State Testing K-8 *M-STEP State Testing 3-8	http://unitsofstudy.com/k5reading/default
Writing	Lucy Calkins: Teachers College Reading & Writing Project	*Lucy Calkins & TCRWP's Writing Continuum K-8 *MAP State Testing K-8 *M-STEP State Testing 3-8	http://unitsofstudy.com/k5reading/default
Math	K-6: Houghton Mifflin Math Expressions 7-8: Big Ideas Math Algebra: Big Ideas	*MAP State Testing K-8 *M-STEP State Testing 3-8 *Delta Math Testing K-8 *Unit Assessments K-8	http://www.eduplace.com/math/mthexp/ http://go.hrw.com/gopages/ma-msm.html
Science	K-8: Battle Creek Math & Science Units	*MSTEP State Testing 4th & 7th *BCMS Unit Assessments	https://www.bcamsc.org/index.php?option=com_content&view=article&id=11&Itemid=11 https://www.hmhco.com/classroom-solutions
Social Studies	K-8: Michigan Citizenship Collaborative Curriculum 3-8: TCI History Alive!	*MSTEP State Testing 5th & 8th *MC3 and TCI Performance Assessments K-8	https://oaklandk12-public.rubiconatlas.org/Atlas/Public/View/Default https://www.teachtci.com/social-studies/middle-school-social-studies/

In addition to our core curriculum of ELA, Math, Science, and Social Studies, “**Specials**” classes are offered each week throughout the year for students in Young 5s through Middle School:

Art – There are no rules in art, just inspiration. Students grow creatively as they study art history, the masters, elements, principals, and culture. Much of this learning comes through literature. Students are exposed to art, encouraged to express themselves, and then celebrated as individuals whose work is personal and meaningful.

Music - Music is an integral part of educating the whole child at Innocademy. We believe by making music an essential part of our curriculum we are able to better help our students learn and grow by: stimulating neural pathway development leading to greater gains in core academics; growing an appreciation for other communities' music and cultures both domestically and abroad; and developing their own passion within music."

Learn To Be Fit – L2BF is fully intended to be a foundation to developing a lifelong healthy lifestyle and enhanced quality of life. Motor skills are developed in indoor and outdoor pursuits, games and sports. Cognitive skills are developed with a focus on nutrition, strategy, and physiology. Physical fitness is emphasized as a way to improve mental and physical health as well as grow relationships. Students will apply personal and social values in their activities while interacting with one another and respecting individual differences.

Field Experience

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 that are planned for our students progress in distance and depth as they grow from a younger friend to an oldest friend. Students, however, are required to attend school even if they are unable to participate in a field experience. (**NOTE: During the COVID-19 pandemic, we will be participating in field experiences that keep students outside and socially distanced.**)

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 take advantage of 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. Unfortunately, we cannot issue refunds or checks.



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.

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.

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, physical and spiritual 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/about/board/>).

Notes Regarding The Innocademy Allegan Campus Community

Arrival & Dismissal

Arrival:

8:30 - Supervised morning recess

(NOTE: During the COVID-19 pandemic, we will implement safety protocols for arrival; please refer to updated parent information from the school.)

8:35 - Morning recess students line up

8:40 - Student enter the building

8:45 - Class begins with breakfast for all and the Pledge of Allegiance (students arriving after 8:45 will be marked tardy. Please sign them in at the front desk.)

For the safety of our students, please remember that morning recess does not begin until 8:30 each morning. Because there is no outside recess coverage by Innocademy staff until that time, it is important that students do not arrive before 8:30 and remain under the supervision of a parent/guardian. Thanks so much for your cooperation and concern for student safety.

All parents and visitors will need to sign in and have a pass to enter school.

(NOTE: During the COVID-19 pandemic, we have implemented the following protocols: Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials. If adults have permission to enter the building, all adult guests should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.)

Early Dismissal: School dismisses at 3:30pm, if your child needs to leave early for an appointment please notify the school by 8:45 a.m. You are also asked to please sign him/her out before leaving school on the clipboard at the front desk.

Friday Early Dismissal: 12:00: On half days where school ends at 12:00, students will need to be picked up by 12:15. Lunch will not be served on early dismissal days..

Parking Lot System: Please enter the pickup line using the east entrance. For the safety of our students, please stay in line. Staff will dismiss students to their cars as the 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. This will help keep as many cars from having to wait on the road as possible. We ask that if you need to chat with a teacher, please pull into the parking spots to keep the flow of traffic moving. Thank you for your cooperation.

(NOTE: During the COVID-19 pandemic, we will implement safety protocols for dismissal; please refer to updated parent information from the school.)

After School Pick Up: As a reminder, our school day ends at 3:30 pm. Innocademy staff will be waiting with students at the Main entrance. If your child has not been picked up by 3:45 for three days, a reminder will be sent that subsequent occasions could incur a cost for the extended supervision. If there has been no parent contact after 4:00, law enforcement will be contacted. For the safety of our students, please remind your child(ren) that they should be calmly waiting in the area and there is no supervision on the playground after school.

Assessment Calendar

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

Attendance

School begins promptly at 8:45 am. If your child arrives at school after 8:45 am 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 child(ren) will be absent on a school day, please contact your child(ren)'s teacher. After 3 days of unexcused absences or 5 excused absences, a letter will be sent home as a reminder of the importance of regular attendance. A truancy officer will be consulted for 8 or more unexcused absences or 10 or more excused absences. An excused absence is due to illness, medical appointment, funeral, or travel and requires parent communication with the child(ren)'s teacher.

Chronic absence has been proven to result in lower grades, students being more likely to drop out of school, and delinquent behaviors. As a result, the Allegan Area Educational Service Agency has adopted more specific and stringent guidelines for addressing attendance concerns.

	Excused and/or Unexcused Absences
Innocademy staff contact parents/guardians via phone or letter	5
Innocademy staff calls for meeting with parents/guardians	7
Innocademy staff contact AAESA Truancy Officer	10+

That said, we understand families may travel outside of Michigan or the United States. 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 teacher for school work a week in advance please.

Behavior Expectations

Classroom Expectations

Most instances of misbehavior are minor and handled by the teacher present. We have 3 simple, school-wide expectations:

- 1) Listen & follow directions
- 2) Hands & feet to self
- 3) Respect classmates & teachers

If an expectation is not being met, the three if/then's are:

- 1) Reminder from teacher
- 2) Learn away from friends
- 3) Communication home

Behavior Rubrics & Formal Discipline

A school-wide behavior rubric is utilized to address aggressive behavior to ensure the safety of all students. (see attachments at the end of this doc) There can be cases of serious misbehavior that will require formal discipline and protocols. Please see Board Policy 5610 for more specific information (Board Policies can be found at <https://allegan.innocademy.com/about/board/>).

Behavior Rubric for All Innocademy Students	1st Incident	2nd Incident	3rd Incident	4th Incident
MINOR: Level 1 - Behavior that is HORSEPLAY or DISRESPECT <ul style="list-style-type: none"> • Horseplay (minor physical contact) <ul style="list-style-type: none"> • grabbing/pulling • Non-Aggressive Inappropriate Language • Dress Code Violation • Tardy or Leaving Without Permission • Disrespect <ul style="list-style-type: none"> • Disrespectful with a teacher • Mean comments like "no offense, but..." 	<ul style="list-style-type: none"> • 15 second intervention • Discuss an alternative action • Opportunity for apology 	1st Incident AND... <ul style="list-style-type: none"> • Parent note/email • ONE lunch & recess away from friends • Time to Think Form must be complete to go outside to designated limited area (concrete pad by the blue beams) 	1st & 2nd Incident AND... <ul style="list-style-type: none"> • Parent phone call • TWO lunches & recesses away from friends 	1st, 2nd, & 3rd Incident AND... <ul style="list-style-type: none"> • Meeting with parent including an individualized plan for future incidents with proactive & reactive measures • THREE lunches & recesses away from friends
MINOR: Level 2 - MILD AGGRESSION <ul style="list-style-type: none"> • Physical Contact <ul style="list-style-type: none"> • tripping • shoving • Taunting <ul style="list-style-type: none"> • mean/rude gestures • rumors • mean notes/playing a mean trick • excluding others • Inappropriate Language <ul style="list-style-type: none"> • swearing/inappropriate language 	<ul style="list-style-type: none"> • 15 second intervention • Discuss an alternative action • Opportunity for apology • Parent note/email • ONE lunch & recess away from friends • Time to Think Form must be complete to go outside to designated limited area (concrete pad by the blue beams) 	1st Incident AND... <ul style="list-style-type: none"> • Parent phone call • TWO lunches & recesses away from friends 	1st & 2nd Incident AND... <ul style="list-style-type: none"> • Meeting with parent • THREE lunches & recesses away from friends 	1st, 2nd, & 3rd Incident AND... <ul style="list-style-type: none"> • Meeting with parent including an individualized plan for future incidents with proactive & reactive measures • HALF DAY In-School Suspension including lunch & recesses
MAJOR: Level 3 - MODERATE AGGRESSION <ul style="list-style-type: none"> • Fighting/Physical Aggression <ul style="list-style-type: none"> • hitting/kicking • pinching/shoving • spitting/biting • throwing objects • ridiculing/humiliating • threatening the above behaviors • Physical/Aggressive Defiance with a Teacher • Lying/Cheating/Plagiarism/Stealing • Skipping Class • Technology Misuse 	<ul style="list-style-type: none"> • 15 second intervention • Discuss an alternative action • Opportunity for apology • Parent note/email • TWO lunches & recesses away from friends • Time to Think Form must be complete to go outside to designated limited area (concrete pad by the blue beams) 	1st & Incident AND... <ul style="list-style-type: none"> • Meeting with parent • THREE lunches & recesses away from friends 	1st & 2nd Incident AND... <ul style="list-style-type: none"> • Meeting with parent • HALF DAY In-School Suspension including lunch & recesses 	1st, 2nd, & 3rd Incident AND... <ul style="list-style-type: none"> • Meeting with parent including an individualized plan for future incidents with proactive & reactive measures • ONE WHOLE DAY In-School Suspension including lunch & recesses
MAJOR: Level 4 - SEVERE PHYSICAL CONTACT <ul style="list-style-type: none"> • Fighting/Physical Contact <ul style="list-style-type: none"> • punching/fighting • stealing • choking • Damaging property/vandalism <ul style="list-style-type: none"> • graffiti • Abusive Language <ul style="list-style-type: none"> • racial/ethnic or sexual in nature • Harassment/Bullying <ul style="list-style-type: none"> • severe harassment or behavior that may injure self or others • Inappropriate/Sexual Gestures or 	<ul style="list-style-type: none"> • 15 second intervention • Discuss an alternative action • Opportunity for apology • Meeting with parent • THREE lunches & recesses away from friends • Time to Think Form must be complete to go outside to designated limited area (concrete pad by the blue beams) 	1st Incident AND... <ul style="list-style-type: none"> • Meeting with parent • HALF DAY In-School Suspension including lunch & recesses 	1st & 2nd Incident AND... <ul style="list-style-type: none"> • Meeting with parent • ONE WHOLE DAY In or Out-of-School Suspension including lunch & recesses 	1st, 2nd, & 3rd Incident AND... <ul style="list-style-type: none"> • Meeting with parent including an individualized plan for future incidents with proactive & reactive measures • TWO or MORE Out-of-School Suspension including lunch & recesses
MAJOR: Level 5	*Weapons, explosives, bomb threats, other severe aggressive behaviors outlined in Board Policies will result in more severe consequences.			
Revised 5/6/19	**Cyberbullying on school devices or accounts will be addressed with the rubric with the same levels of aggression.			

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. Thanks so much for your understanding and support.

Calendar

Our balanced calendar is designed to maximize learning and retention as we avoid the 3 month summer slide. The roughly 6-week on, 7th-week off rotation offers periodic recharging and time with family... aka "Sharpening the Saw"!

(NOTE: Because of the COVID-19 pandemic, we are using a traditional school calendar that aligns more closely with our local Districts for the 2020-2021 school year.)

2020/21 Innocademy Family School Calendar - REVISED

August 2020						
S	M	T	W	T	F	S
						1
27	28	29	30	31		
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
				1	2	3
				4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
					1	2
					3	
4	5	6		7	8	9
11	12	13	14	15	16	
18	19	20	21	22	23	
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	T	W	T	F	S
			1	2	3	4
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 2021						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
				1		
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Special Notes - Key						
No School						
No School - Teacher PD						
No School - Records Day						
Early Release Dismissal @12pm						
School Day 8:45am-3:30pm						
Welcome Back Open House						
Student Led Conferences						
Student Count Day						

REVISED 8/10/20

Cell Phones

Cell phones and personal 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. Phones may be used to communicate with family members ONLY during non-instructional

time, as determined by the classroom teacher. 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 Planners

Some classes utilize a daily planner. A planner can be a great springboard for discussion as well as a communication tool with your child's teacher.

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 (no strapless, spaghetti straps, halters or side low-cut sleeveless shirts) 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. Pants must be worn at waist level. Students not meeting the dress code will need to change their clothing ... either new from home or school-provided. 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.

(NOTE: During the COVID-19 pandemic, facial coverings MUST be worn by students during the following times: while on the bus, while in common areas/hallways, while in the middle school classrooms, while working with small groups in all classrooms, while at recess, and while entering the building.)

Enrollment Information

The enrollment process follows 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 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 is blessed to have access to iPads, laptops and other electronic devices. Board Policy 7540 (Board Policies can be found at <https://allegan.innocademy.com/about/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.

Emergency Contacts

If there are any changes throughout the school year, it is a parent's responsibility to inform staff as soon as possible. At some point during the year you might find yourself away from your child(ren) for a day, long weekend, or extended period. We want you to ENJOY your time. Unfortunately, sickness and accidents don't always cooperate with your plans. PLEASE, for the safety of your child(ren), 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. In addition, if there are any contact or pick up/drop off changes throughout the school year, it is critical to inform staff as soon as possible. Furthermore, it is most helpful to have a “back-up” emergency contact person in case of illness or other issues, and we are unable to reach the primary contact. Please provide us with the name and contact information and let that person(s) know that you’ve listed him/her as a contact.

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 receive a report card indicating their mastery level of essential Common Core Standards adopted by 41 states: Exceeding, Meeting, Progressing, or Concern. Middle school students will receive traditional letter grades..

Homework

Homework expectations vary by age level. We expect that students will read each night for 15 - 20 minutes.

When homework does come home (most likely this will be some math in elementary), 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, recess time may be used to complete work. A meeting to collaborate with teacher/parent/student will be called in the case of patterns in missed homework. For our students in middle school, homework will most likely be more than reading and math as they are engaged in more rigorous content with more responsibility placed on them to be an independent learner. Some students might have more homework than others based on the time used in class.

Illness

(NOTE: During the COVID-19 pandemic, please follow the guidelines from the Allegan County Health Department to determine when your child(ren) need to stay home from school.)



When to stay home and when student will be sent home

Students and staff should not go to school or any school activities or sports if having symptoms of COVID-19. If they start having symptoms of COVID-19 while at school, they will need to be sent home. They may return based on the guidance for their diagnosis. See "Managing Communicable Diseases in Schools"

As long as there are cases of COVID-19 in the community, there will be no way to prevent all risks of COVID-19 spread in schools. The goal is to keep the risk as low as possible and keep school and school activities as safe as possible. If students did not go to school, they would be at risk of COVID-19 illness from their interactions in the community.

SYMPTOMS OF COVID-19

- | | | |
|--|--|--|
| <ul style="list-style-type: none">• Fever or chills*• Cough*• Shortness of breath or difficulty breathing*• Fatigue | <ul style="list-style-type: none">• Muscle or body aches• Headache• New loss of taste or smell• Sore throat | <ul style="list-style-type: none">• Congestion or runny nose• Nausea or vomiting• Diarrhea |
|--|--|--|
- *These are the most common

TESTING

The parent or guardian of the student will be instructed to call their health care provider, or to follow up with a local clinic or urgent care center. The parent or guardian can also call 2-1-1 or go to www.mi.gov/coronavirus/test to find the closest location to have the student tested for COVID-19. Staff with symptoms of COVID-19 will also be advised to follow up with their healthcare provider and testing for COVID-19.

CHILD OR STAFF HAS SYMPTOMS OF COVID-19 AND TESTS POSITIVE FOR COVID-19

Keep out of school until it has been at least 10 days from the first day they had symptoms, they have had 24 hours with no fever and other symptoms have improved. There is no need to get a "negative test" or a doctor's note to clear the child or staff to return to school if they meet these criteria.

CHILD OR STAFF HAS SYMPTOMS OF COVID-19 AND NO TESTING FOR COVID-19 WAS DONE:

Keep out of school until it has been at least 10 days from the first day they had symptoms, they have had 24 hours with no fever and other symptoms have improved. They may return to school if their health care provider diagnoses them with another cause for their symptoms and present a note from the provider.

CHILD OR STAFF HAS SYMPTOMS OF COVID-19 AND TESTS NEGATIVE FOR COVID-19

Keep out of school until 24 hours with no fever (without taking fever medications) and other symptoms have improved.

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 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 treated and free of all nits/live bugs prior to returning to school. The following link does an exceptional job of explaining what lice looks like, the treatment, and myths.
http://www.michigan.gov/documents/Final_Michigan_Head_Lice_Manual_103750_7.pdf

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.

Lunch & Snacks

Families can always choose to bring a lunch from home (please remember to pack any utensils necessary) or order a lunch from school. Fennville Public Schools Food Service is our lunch provider. Students are given lunch choices daily. Monthly lunch menus are available. Milk is also available for purchase.

Lost and Found

A collection of misplaced items can be found both downstairs (in the classic elementary space) and upstairs (in the middle school space). Any unclaimed items will be donated to Love Inc, Pullman, or other agencies 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 child'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 staff at the reception area 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 at the reception area 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 (Board Policies can be found at <https://allegan.innocademy.com/about/board/>) for further information on medications.

Sunscreen or bug spray may be applied during the school day without assistance from staff members, or sharing with other students. Students must have a parent note giving permission on file with the classroom teacher or with the front desk staff.

Recess

Just a reminder that we go outside EVERY day at school for recess unless it is fiercely raining or "feels like" temps read 0° or below. 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. We want to make the drills routine for the students and staff so that should an actual emergency arise, our actions are automatic in terms of where to go and what to do.

School Closings and Delays

Please be aware that if school is delayed/cancelled due to weather conditions, Innocademy 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. We generally follow Fennville Public School closings. If we post that there is a "Two Hour Delay", it means that Innocademy will begin school at 10:45 am instead of 8:45 am. In this case, school will operate like normal including regular lunch and dismissal times.

Scooters/Skateboards/Ripsticks

Many students ask about bringing these fun wheeled items to school. We begin the year WITHOUT these, but look for a note from individual teachers if/when they are allowed. In the interest of safety, students will only be allowed to use their own wheeled toys at school if they are wearing their own HELMET.

Sending Money To School

Checks and cash are always an option ... please make them payable to "Innocademy" unless otherwise noted. There is an online option for hot lunch payment through sendmoneytoschool.com. 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

(NOTE: During the COVID-19 pandemic, we have implemented the following protocols: Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials. If adults have permission to enter the building, all adult guests should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.)

For everyone's safety, our doors are locked each day. If you are volunteering at Innocademy for any length of time, please make certain to check in at the front desk. Thank you for your help ... it takes a village!

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 at the front desk.

To maximize learning time, please connect with your child's teacher at least 24 hours before stopping in for a non-emergency visit! Visitors are asked to be mindful of our learning environment while in the building between the hours of 8:45 and 3:30.

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 warmer weather and encourage them to drink often. We do ask, however, that you do not send juices, milk, or energy drinks in the water bottles. While they are fun treats once in a while, they are not a good substitute for plain water and do not give our bodies what they need like water is proven to do.

(NOTE: During the COVID-19 pandemic, water fountains will be closed. If a water bottle needs to be filled, a staff member will assist your child.)

We do offer a time for everyone to eat a healthy snack brought from home to help get us all through the day.

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](#).

Staff Connections

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

Please 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. As always, thanks for your partnership.

The three most frequently utilized ways to contact your teacher are through email, phone call/text. As a general rule of thumb, email works well for lengthy messages that are not urgent. Phone calls / texts work well for urgent matters. Please check with your classroom teacher for his/her preferred method of classroom communication.

Staff emails can be located on the Innocademy website or at the front of this document. We make every effort to reply to emails within 24 hours during the school week. Phone numbers will be provided by classroom teachers.

Another method to communicate with your child's teacher is to have an in-person meeting. These are highly valuable but need to be scheduled ahead of time with your child's teacher. This ensures that everyone's time is honored and there is enough time for meaningful uninterrupted conversation.

Please keep in mind that our entire staff gathers every Monday for a 4:00 pm-5:30 pm meeting and for a quick Stand Up meeting each Wednesday from 3:55-4:15pm. Thank you in advance for scheduling connections around those crucial times.

Student Led Conferences

Student-led conferences provide an opportunity for your child to share his/her 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. As always, teachers are available to discuss your child at any time throughout the year.

Student Records

Parents must notify the staff at the front desk of plans to transfer their child to another school. Transfers 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 (Board Policies can be found at <https://allegan.innocademy.com/about/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. Late fines for Innocademy library books can be avoided by returning borrowed materials 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 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.

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/about/board/>) for further information.

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 friends who have the opportunity to participate in a 1 to 1 Chromebook program. We're always working to expand our tech offerings and 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. A few things to remember: the bus will not wait for late families; parents must be at the stop when the bus arrives to pick up/drop off the students. If a parent is not present at drop off, the child will be taken back to school, and a contact will be made with families to pick up their child from there. A cost might incur for this service. We encourage families, who use the same community stop, to work together to provide pick up for each other's child(ren) in case of an emergency. These written arrangements must be shared with the school in advance so the bus driver can release the child to another adult.

The behavior rubric 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.

There are certain field trips throughout the school year where we rely on parent volunteers to provide students with transportation. All parent drivers are required to provide proof of insurance and have a background check on file *two weeks prior to the field trip*. All students under the age of 8 or under 4ft 9inches are required to provide their own booster seat for transportation during these experiences.

Valuables

Students are encouraged not to 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

(NOTE: During the COVID-19 pandemic, we have implemented the following protocols: Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials. If adults have permission to enter the building, all adult guests should be screened)

(for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.)

All visitors are required to sign in at the front desk 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. Since visits to the classroom are often distracting to the learning environment, they need to be pre-arranged with your child's teacher.

Volunteering & Family Engagement

(NOTE: During the COVID-19 pandemic, we have implemented the following protocols: Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials. If adults have permission to enter the building, all adult guests should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.)

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!

Volunteering Time and/or Talents

(NOTE: During the COVID-19 pandemic, we have implemented the following protocols: Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials. If adults have permission to enter the building, all adult guests should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.)

We ask each family to complete a survey listing talents and interests so that we can best match you and your valuable offerings to the projects, activities and teams that are a critical part of what we can offer to students.

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.

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 <https://allegan.innocademy.com/news/>. Specific classroom communication varies by grade level.