Innocademy Allegan Campus
Family Resource Guide

2023-2024 School Year

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

Visit us at IAC Website   Revised August 2023

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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
Jake Hedges	Principal	jake.hedges@innocademy.com
Krista Schrotenboer	Office Coordinator	krista.schrotenboer@innocademy.com
Jessica Kempema	Transitional K - K Teacher	jessica.kempema@innocademy.com
Amanda Scurman	1st Grade Teacher	amanda.schurman@innocademy.com
Jacoba Diekema-Mead	2nd Grade Teacher	jacoba.diekema-mead@innocademy.com
Michelle Tourangeau	3rd & 4th Grade Teacher	michelle.tourangeau@innocademy.com
Carrie Pond	Middle School Teacher	carolyn.pond@innocademy.com
Zach Rasmuson	Middle School Teacher	zach.rasmuson@innocademy.com
Shelly Silva	Nature and P.E. Teacher	shelly.silva@innocademy.com
Suzanne O'Shea	Special Education Teacher	suzanne.oshea@innocademy.com

Julie Sopko	Tk/K - 1st Grade Parapro	julie.sopko@innocademy.com
Carol Woldring	2nd - 4th Grade Parapro	carol.woldring@innocademy.com
Carol Confer	Bus Driver	carol.confer@innocademy.com
Mary Brown	Food Services	mary.brown@fennville.org
Kelly Johnson	Janitorial Services	kelly.johnson@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 Driven
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 Driven" has the potential to be one of the powerful things we do differently.
Why Teacher-Driven?:

- 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 surpasses most other leadership principles".
- Secondly, "Teacher Driven" 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.

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, Writing, & Phonics	Amplify ELA & CKLA	*Fountas & Pinnell running records, K-5 *DIBELS *NWEA Maps Testing K-8 *M-STEP State Testing 3-8	https://amplify.com/

SOCIAL EMOTIONAL LEARNING (SEL)	Second Step		Scope and Sequence for K-5 Scope and Sequence for HS
Math	K-6: Curriculum •Y5-4th: Investigations in Numbers, Data, and Space •5th-8th: Connected Mathematics Project 3 (CMP3)	*NWEA MAP State Testing K-8 *M-STEP State Testing 3-8 *Delta Math Testing K-8 *Unit Assessments K-8	https://www.savvas.com/index.cfm?locator=PS2s6r https://www.savvas.com/index.cfm?locator=PS1yJe
GLOBAL MINDSET	United Nations Sustainable Development Goals for 2030		UNSDG Website Book: Empowering Students to Change the World in Sixty Lessons
Science	Mystery Science K-5 Project Learning Tree & Project Wild Outdoor Discovery Center Partnership	*MSTEP State Testing 4th & 7th	https://mysteryscience.com/\ https://www.plt.org/

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, Nature Specials, & L2BF
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 for Young 5s through eighth grade students. 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 and performing arts, and extend academic/social emotional growth.

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.

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. We do have a bug spray and sunscreen waiver that you can sign as long as you provide the sunscreen and bug spray for your student. Look for this waiver to come home the first week of school or sign it at the open house.

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 - 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.)

*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.

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.

Early Dismissal: 12:00: On half days where school ends at 12:00, students will need to be picked up by 12:15. Lunch is 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. Parents, **please do not get out of your car to drop off or pick up your child**. Staff are at the entrance doors each morning greeting students. 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. If you drop your student off after 8:45 am, you must come to the office and sign your child in. Thank you for your cooperation.

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.

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 5 days of unexcused absences,, a letter will be sent home as a reminder of the importance of regular attendance. A meeting will be held with parents and school after 7 unexcused absences and a truancy officer will be notified. The truancy officer will be consulted for 9 or more unexcused absences. An excused absence is due to illness, medical appointment, funeral, or travel and **requires** parent communication with the child(ren)'s teacher or office staff. If your student will be absent, please email the school attendance at krista.schrotenboer@innocademy.com

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 & notifies truancy officer	7

Innocademy staff contact AAESA Truancy Officer for consultation	9+

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 travel. Parents should contact each child's teacher for school work at least a week in advance.

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 your child's teacher contacts 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

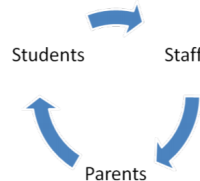- Support the students in their academic and extracurricular activities

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

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

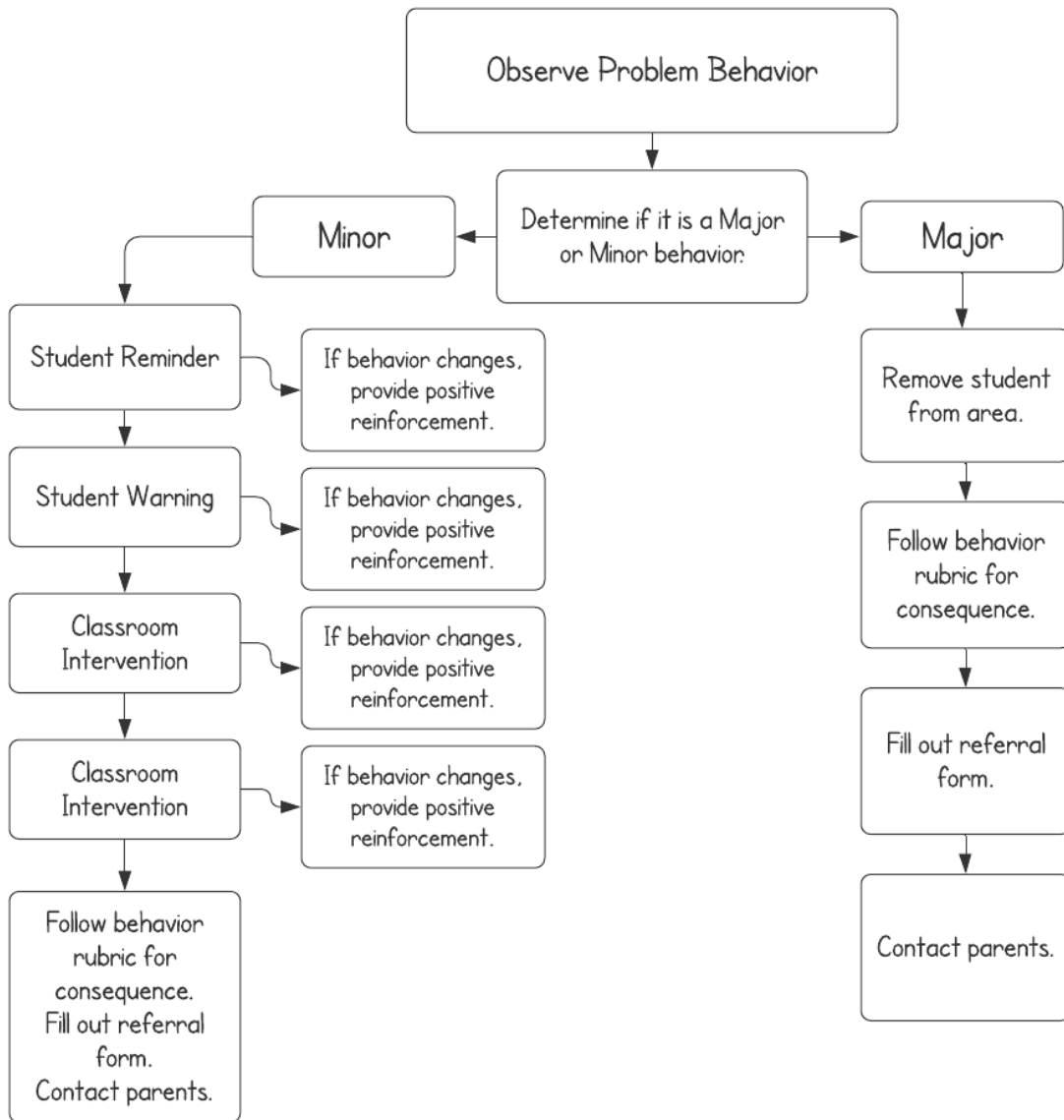| Behavior	Minor	Major
Disruption	• Not working/unfinished work • Not participating in group work • Making faces/rolling eyes • Huffing, signing, etc • Arguing/defiance – inappropriate response to teacher request • Uncooperative behavior • Talking back • Cheating/Lying • Leaving assigned area	• Blatant 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-Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior

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

Y5-4 Behavior Flow Chart

This flowchart outlines how staff will handle reported behavior concerns.

Observe Problem Behavior

Determine if it is a Major or Minor behavior.

Minor

Student Reminder → If behavior changes, provide positive reinforcement.

Student Warning → If behavior changes, provide positive reinforcement.

Classroom Intervention → If behavior changes, provide positive reinforcement.

Classroom Intervention → If behavior changes, provide positive reinforcement.

Follow behavior rubric for consequence. Fill out referral form. Contact parents.

Major

Remove student from area.

Follow behavior rubric for consequence.

Fill out referral form.

Contact parents.

Y5-4 Discipline Rubric

Y5-4 Discipline Rubric			
Degree of Incident:	**First Incident**	**Second Incident**	**Third Incident**
Minor	**Protocol after Incident:** *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. **Consequences:** *Parent contact to inform of the incident and behavior tracking rubric. *Begin tracking using rubric. *Behavior Reflection Sheet. *Consequence provided from Minor Response Options.	**Protocol after Incident:** *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. **Consequences:** *Parent contact to inform of the incident. *Behavior Reflection Sheet. *Conference with Behavior Team. *Consequence provided from Minor Response Options.	**Protocol after Incident:** *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. **Consequences:** *Parent contact to set up meeting to discuss individualized behavior plan. *Behavior Reflection Sheet. *Consequence provided from Minor Response Options.
Notes			

Degree of Incident:	**First Incident**	**Second Incident**	**Third Incident**
	Protocol after Incident: *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. **Consequences:** *Parent contact to inform of the incident and behavior tracking rubric. *Remove from area. *Behavior Reflection Sheet. *Consequence provided from Major Response Options.	**Protocol after Incident:** *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. **Consequences:** *Parent contact to set up meeting to discuss return to class plan. *Behavior Reflection Sheet. *Suspension.	**Protocol after Incident:** *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. **Consequences:** *Parent contact to set up meeting to discuss individualized behavior plan. *Behavior Reflection Sheet. *Suspension.
Notes			

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 importance.

*Problem behaviors and failures help us to learn. As educators, we will make every effort to ensure student learning occur following a problem behavior or mistake.

*This rubric explains possible consequences for problem behaviors; however, other factors are taken into consideration in 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.
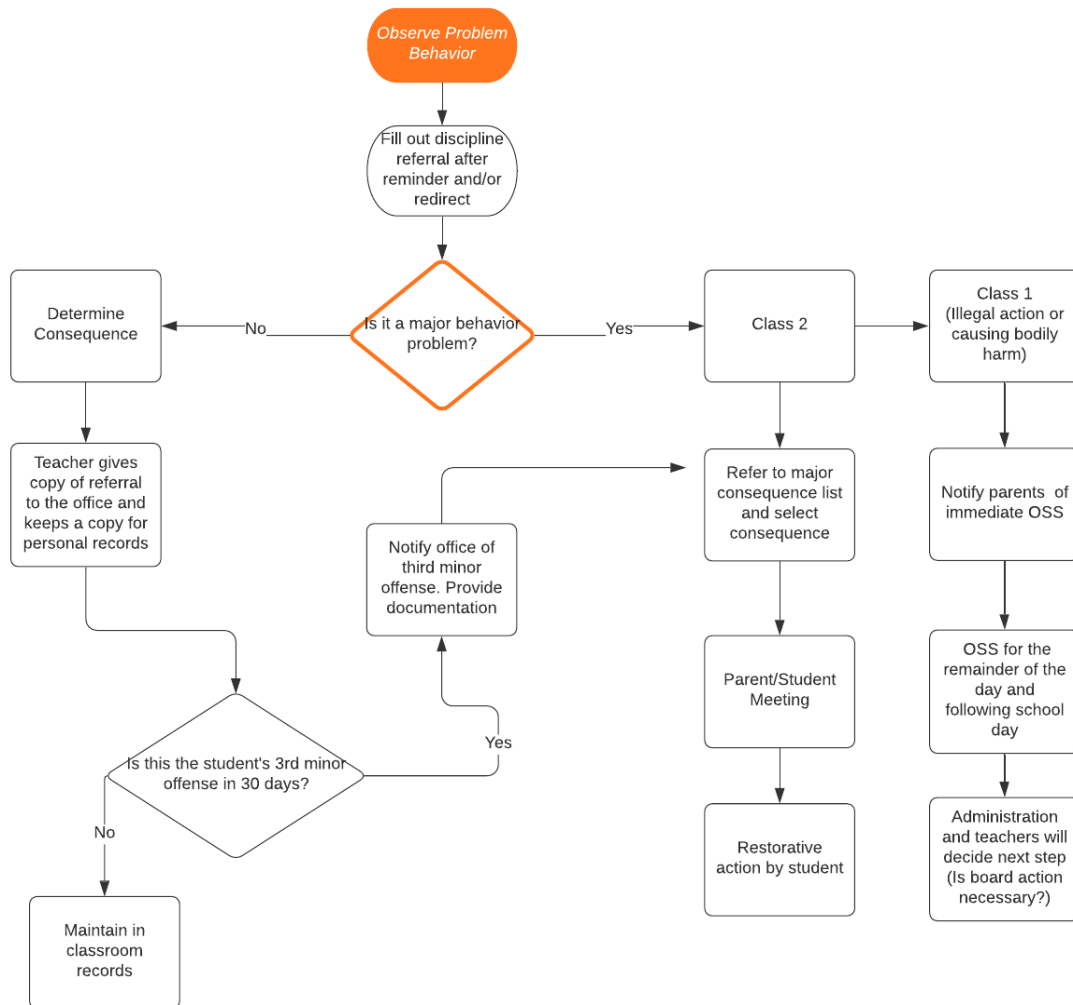
*Major behavior rubric will reset at the semester.

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 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 *Specify in brief note		• Cheating • Lying • Plagiarism • Repeated offenses in any category • Bullying	• Bomb threat • Alcohol; drug possession • Possession of weapons or contraband

Middle School 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. 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"!

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. Students do not need their cell phones at school. If students opt to bring their phones to school, they must place it in the cell phone bin in their classroom. If they are caught with their phone in their locker or on their person, parents 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 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. Each elementary student will have a daily take-home folder.

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 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.

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 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/voicemental 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 with a scheduled appointment. Report Cards are a formal communication of that progress at the end of each semester in January & June. Explorers, Rangers, and Navigators 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

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 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. 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 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 on the table by the front office. 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. Sunscreen and bug spray permission slips are sent home at the beginning of each school year.

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/canceled due to weather conditions, Innocademy will place notifications on Channel 8, Channel 13, Facebook, Rained Out, 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

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 and encourage them to drink often. We do ask, however, that you do not send juices,soda, 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.

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 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. 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.

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.

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.**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

Definition of Cyberbullying

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.

Consequences for Harassment and/or Cyber Bullying

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· 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 the CyberBullying or Harassment to the police

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.

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

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

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

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.