

Innocademy

'18 - '19 Family Resource Guide



“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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Ms. Kristie	Precademy & Green Room Friends	2-Day Precademy	Preschool	kristie.aukema@innocademy.com	616-848-0836
Ms. Melissa	Precademy	2-Day Precademy	Student Support & Subbing	melissa.meyer@innocademy.com	616-581-0093
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Ms. Kerri	Middle Friends Classic	Blue Room	3rd	kerri.bosch@innocademy.com	616-916-0068
Ms. Tatiana	Middle Friends Classic	Blue Room	4th	Tatiana.davis@innocademy.com	248-885-5331
Ms. Renee	Middle Friends Classic	Blue Room	3rd & 4th	renee.frye@innocademy.com	616-403-9296
Ms. Kaytlin	Y5-4th FLES	Classic Spanish Room	Elementary Spanish	kaytlin.furlong@innocademy.com	616-498-6680
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Classic Middle School					
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Ms. Debbie	Older & Oldest Friends	Middle School	5-8th Ela	debbie.rossi@innocademy.com	616-901-8141
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Las Huellas						
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Ms. Natalia	Youngest LH Amigos	Las Huellas Youngest Room	Kindergarten	natalia.bravo@innocademy.com	616-510-9119	
Ms. Maria	Younger Amigos	Las Huellas Green Room	1st	maria.cruz@innocademy.com	616-724-0602	
Ms. Rachel W.	Younger Amigos	Las Huellas Green Room	2nd	rachel.walendzik@innocademy.com	616-560-3832	
Ms. Jessenia	Middle LH Amigos	Las Huellas Blue Room	3rd	jessenia.martinez@innocademy.com	616-594-6920	
Ms. Lilliana	Middle LH Amigos	Las Huellas Blue Room	4th	lilliana.rivero@innocademy.com	616-546-0533	
Ms. Cati	Older LH Amigos	Las Huellas Orange Room	5th	cati.vila@innocademy.com	616-644-0403	
Ms. Meghan	Older LH Amigos	Las Huellas Orange Room	6th	meghan.lore@innocademy.com	616-843-8996	
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Ms. Noemi	Youngest & Middle LH Amigos	Las Huellas	Student Support	noemi.hoven@innocademy.com	616-916-5877	
Ms. Tania	Youngest & Middle LH Amigos	Las Huellas	Student Support	tania.yunissi@innocademy.com	517-290-6923	
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Specials/Electives & Others						
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Ms. Hillary	Y5-8 Friends	East side corner, upstairs	Music	hillary.schmidt@innocademy.com	616-490-3022	
Ms. Katie	Y5-8 Friends	Outside or upstairs	Learn To Be Fit	katie.wilson@innocademy.com	231-670-7612	
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Ms. Becca	PreCad-HS	Speech therapy Room 20	ELA/Language	rebecca.beebe@innocademy.com	616-402-9217	
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Ms Heidi W.	Everyone	Front Desk/ Rm 217	Pupil Accounting	heidi.wolters@innocademy.com	616-748-5635	
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Ms. Leisa	Everyone	Precademy/Inno/iCad	Intervention iCad	leisa.lobbezoo@innocademy.com	616-446-1486	
Ms. Kelli	All Inno Kiddos	Here, there, everywhere	Middle School Electives	kelli.gunn@innocademy.com	616-915-7392	
Mr. Karl	Everyone	Everywhere	Custodial	karl.malefyt@innocademy.com	616-558-7198	
Ms. Stacy	All Inno Kiddos	Kitchen/Lunchroom	Food Service	hot.lunch@innocademy.com	616-299-7747	
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Welcome!

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

Staff Pledge

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

Student Pledge

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

Parent Pledge

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

Who We Are

Teacher Led

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

Why Teacher-Led?:

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

Multi-Age Learning

Innocademy'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. This is a 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: www.leaderinme.org
[leader-in-me-research](#)

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

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

Just Right Grouping

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

Curriculum

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, visit...
Reading	Lucy Calkins: Teachers College Reading & Writing Project K-2: Phonics Units of Study	*Rigby and Fountas & Pinnell running records, K-5 *MAP State Testing K-8 *M-STEP State Testing 3-8	unitsofstudy.com/k5reading/
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	unitsofstudy.com/k5writing/
Word Study	Words Their Way	Spelling Inventory K-8	www.literacyconnections.com/wordstheirway-php/
Math	K-6: Houghton Mifflin Math Expressions 7-8: Big Ideas Math Algebra: Big Ideas & FuelEd Geometry: FuelEd	*MAP State Testing K-8 *M-STEP State Testing 3-8 *Delta Math Testing K-8 *Unit Assessments K-8	www.eduplace.com/math/mthexp/ go.hrw.com/gopages/ma-msm.html
Spanish	K-8: Sube for daily Spanish classes K-6: Senderos for Spanish Immersion classes	*Sube Unit Assessments K-8 *Senderos Unit Assessments K-6	sube.com/ forms.hmhco.com/virtualsampling/reading-language-arts.php
Science	K-8: Battle Creek Math & Science Units	*MSTEP State Testing 4th & 7th *BCMS Unit Assessments K-8 with VanAndel Framework	www.bcams.org/index.php?option=com_content&view=article&id=11&Itemid=11 www.hmhco.com/classroom-solutions
Social Studies	K-8: Michigan Citizenship Collaborative Curriculum & TCI's History Alive!	*MSTEP State Testing 5th & 8th *MC3 & TCI Performance Assessments K-8	/oaklandk12-public.rubiconatlas.org/Atlas/Public/View/Default www.teachtci.com/social-studies/middle-school-social-studies/

Also, middle school students have the opportunity to earn iCademy high school credit through online coursework. Courses most commonly taken include Spanish, Algebra, and Geometry.

In addition to our core curriculum of ELA, Math, Science, Social Studies, and Spanish, “**Specials**” classes are offered in 45 minute classes per week throughout the year for students in Kindercademy through Middle Friends (about 4th grade):

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.

Innngineering – Innngineering is a STEAM focused class where basic principles of engineering and design are explored with hands-on activities and projects in a fun and creative environment.

Middle School students (about 5th through 8th grade) have the option to choose their “Specials” classes so they are called “**Electives**”. Choices vary each semester but have included the following:

5th Grade Technology:

Hey 5th graders - Do you love tech? Not so much? Either way, this class is for you. From typing quickly to turning in homework, 5th Grade Tech will help you navigate the techie side of middle school. Learn the ins and outs of your learning device (Chromebook), Google Classroom, and more. By the end of the semester, middle school will be a breeze! (or at least you'll know how to use your Chromebook).

Sports Around the World:

The focus of this elective is to teach students about different geographical regions and the various types of sports that are played in those regions. Throughout the semester we will study various maps and locations, practicing sports drills and skills, and putting those skills to test through competitions against classmates! The end in mind is to teach our students about geography and living a healthy lifestyle through exercise!

Art:

We will be discovering many different ways to use art materials and exploring the elements and principles of art. We will do two and three dimensional projects. Some of our time will be spent learning about historical and contemporary artists and their impact on our world. Be prepared to expand your artistic talent.

Teacher Assisting:

We have a few teachers who are looking to have assistance in their classrooms. You will spend the semester assisting a classroom teacher and their kiddos with whatever is needed. You might be reading with a younger/youngest friend, helping with photo copies, taking pictures, helping with bulletin boards and so much more.

Choir:

Students will learn the fundamentals of singing, improve vocal range and tone quality, read notes in a musical score, and have fun making music in a group setting. Opportunities for small group percussion, dance, and solo singing will present themselves throughout the year as well. The Innocademy choir will perform for the greater school community at various times during the school year. All levels of experience are welcome! We will have a great time making music together!

Stop Motion Animation:

Students will explore and create various types of animation including whiteboard animation/gaming, cut-out animation, and pixilation. In addition, students will design and create their very own character and the armature to support their character. Along the way, we will create our own in-house sound effects, such as a thunderstorm or a galactic battle, and learn how to do film editing for those just right visual effects. No previous animation experience is necessary, returning students will assume leadership/director roles when working as a team.

Think Green:

Use your green thumb (or heart)! Spend time outside in the garden, learn to run a greenhouse, and keep our world green. Along with growing things, will be exploring environmental issues and taking a first hand look at "green" businesses and organizations in our area.

Robotics:

We are planning on First Robotics Tech Challenge. Our team will learn about the game challenge in mid August. From there students will design, test, build, program a robot and compete with schools and teams throughout Michigan. We will be hosting three robotics teams working in collaboration and competition with each other. Students signing up for this class must participate in at least 1 competition on a Saturday in December with teams throughout the state. Teams may be called on to practice outside of class time on occasion as we prepare for our competition. Experience in coding, building, driving rc cars, is encouraged, but we could use people if all skill levels if you have the grit to compete. For more information see: <https://www.firstinspires.org/robotics/ftc>

Learn 2 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.

Coding:

Want to learn a THIRD language? Coding is a beginner class that teaches basic computer programming skills through interactive projects. We will have a blast creating video games, solving problems, and bringing imagination to life.

Field Experience Scope and Sequence

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.

	Youngest/er Friends Kindercademy-2nd	Middle Friends 3rd-4th	Older Friends 5th-6th	Oldest Friends 7th-8th
2018-2019	Local Attractions (past trips have included Outdoor Discovery Center, City Hall, Boulder Ridge Park)	Detroit & Lansing OR Mackinaw Island	Washington DC	Capstone: Costa Rica
2019-2020			East Coast (Niagara, Boston, NYC)	Capstone: Mexico

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 and include: wreath sale, SCIRP, student marketplace, pizza coupon sale, and sub sandwich sale. 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.

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.

Proactive Approaches/Tools	We strive for a Culture of Caring that values....	Responsive Approaches/Tools
<ul style="list-style-type: none"> • Simple and clear school-wide Expectations: <ul style="list-style-type: none"> * Listen & Follow Directions * Hands & Feet to Self * Respect Classmates & Teachers • Explicitly teach and practice daily routines • 7 Habits • Mindfulness/calming strategies • Intentional movement (ex. gonoodle.com) • Capturing Kids Hearts • Mentoring • Be Nice. • Sensory considerations like fidgets • Michigan Model Health lessons • Individualized Behavior Plans • Building Healthy Communities Grant from Wayne State University 	Respect	<ul style="list-style-type: none"> • Simple and predictable school wide If/Thens: <ol style="list-style-type: none"> 1. Reminder 2. Time Away from Friends 3. Communication with Home • Research to look for patterns of behavior (antecedent, time, day, class, teacher, outside of school info), maybe use "Meeting Mechanics" format • Aggressive behavior rubrics • Functional Behavior Assessment • Child Study Team meeting • Building to full day stamina with youngest of friends • Loss of privileges and/or recess • Behavior Plans (may use the "5-Point Scale" format) with follow up to assess any changes in frequency or severity • CPI: Crisis Intervention Prevention....deescalating responses for kiddos experiencing heightened anxiety and/or aggression • Restorative Practices to facilitate meaningful dialogue to repair relationships
	Responsibility	
	Resilience	
	Safety	

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 addressed immediately.

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260 which can be accessed at innocademy.com.

Notes Regarding The Innocademy Community

Arrival & Dismissal

Arrival:

8:35 - Supervised morning recess and Devos begin

(Parent-led Devotions meet during the months of Sept-May)

8:40 - Last opportunity for any students attending Devos to head inside

8:50 - Morning recess students line up outside for the Pledge of Allegiance

8:55 - Student enter the building

9:00 - Class begins (students arriving after 9am will be marked tardy and need to be signed-in at the front desk please)

For the safety of our students, please remember that morning recess and optional devotions do not begin until 8:35 each morning. Because there is no outside recess coverage by Innocademy staff until that time, it is important that students do not arrive before 8:35. Thanks so much for your cooperation and concern for student safety.

Early Dismissal: School dismisses at 3:30pm, if you child needs to leave early for an appointment please sign him/her out before leaving school on the clipboard at the front desk.

Parking Lot System: Use the Homestead entrance/exit if your family name begins with K-Z and use the 84th St. entrance/exit if your family name begins with A-J. For the safety of your students, please stay in your car in the line. Staff will dismiss students to their cars as the line moves. K-Z families: Please enter the west lot for pick-up only from the east...only entering via a right turn to avoid a traffic build up on Homestead Dr.

After School Pick Up: As a reminder, our school day ends at 3:30pm. Innocademy staff will be waiting with students in the two parking lots. If your child has not been picked up by 3:45pm, they will be placed in the After School Enrichment

program. There is a drop in fee for After School Enrichment. Just a reminder that there is no supervision on the playground after school. For the safety of our students, please remind your students that they should be calmly waiting in the area right by the building for pick-up.

Assessment Calendar

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

Assessment Calendar											
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
M-STEP									4/9-5/5: 5,8th 4/30-5/25: 3,4,6,7th		
WIDA	K-8 English Learner screener						K-8 WIDA Access				
AAPPL								3rd & 6th Grade Las Huellas			
NWEA/MAP		K-8				K-8				K-8	
Delta Math	K-8 (all)				K-8 (if did not pass all standards in the fall)				K-8 (if did not pass all standards in the winter)		
Fountas & Pinnell Running Records in English or Spanish	K-8 new students		K-2 & 3-8 below benchmark			K-8		K-2 & 3-8 below benchmark			K-8
Writing genre pieces	K-8 Baseline			K-8			K-8				K-8
Words Their Way In English or Spanish	K-8					K-8					
Mississippi Screener	Y5-1st (all students)										
Fry Sight Words											
End of Year Test for Just Right Groups (Math Expressions)											K-5
KRA (Kindergarten Readiness Assessment)	Y5-K										
P-SAT									8th		
On-Going Throughout the Year: Unit Assessments, MTSS, Special Education											

Attendance

School begins promptly at 9am. If your child arrives at school after 9am or needs to leave early for an appointment, PLEASE make certain you utilize the sign in/sign out sheet located on the clipboard at our Innocademy reception area. It is **critical** that we report our attendance accurately to the State of Michigan. If, for any reason, your student will be absent on a school day, please email attendance@innocademy.com. 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 Ottawa Area Intermediate School District is proposing more defined excused and unexcused attendance tracking and policy for the '18-'19 school year. Stay tuned...in the meantime, our policy can be summarized as follows:

	Excused Absences	Unexcused Absences
Innocademy contacts parents via phone or letter	5-7	3-5
Innocademy calls a meeting with parents	8-9	6-7
OAISD Truancy Officer contacted	10+	8+

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

After School Enrichment

After School Enrichment is a parent-paid offering from 3:30-5:30 daily at our campus. Sign Up Genius invites are posted each 6-week session.

Athletics

We will be partnering with Corpus Christi again this season and be participating in the GRACEAC conference. The teams will be a 5th/6th-grade combination team and a 7th/8th-grade combination team.

A \$60 fee per sport is collected and kept to a minimum to ensure all students have the opportunity to participate should they choose.

Michigan Law requires that all student athletes have physical and consent form on file in order to practice and compete. There is an academic component to participating in athletics. Student-athletes must be showing effort in their class with no behavioral problems.

The partnership we currently have with Corpus Christi is for the following sports. They are all based on the number of students that express interest from both schools.

Fall Sports	Winter Sports	Spring Sports
Boys Soccer	Boys Basketball	Girls Soccer
Girls Volleyball	Girls Basketball	Boys Baseball
Boys Cross Country	Sideline Cheerleading	Girls Track & Field
Girls Cross Country		Boys Track & Field

Birthdays

If you are planning a birthday party for your student and wish to invite particular students from school, we ask that you please take care of reaching out to those students from your home rather than sending party invitations to school. As you can imagine, we have lots of hurt feelings when invitations get passed out to some students, but not others. Thanks so much for your understanding and support.

Some teachers request a food-free birthday treat while others ask for a healthy alternative to the traditional cupcake/cookies/donuts. If you are planning to send a treat with your child, 25 is a safe number to plan for. If you would like a more exact count for that time, please contact your child's ELA teacher. Please make sure any treats are PEANUT/NUT-FREE. Thank you!

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"!

Innocademy 2018/19 School Calendar

August 2018						
Su	Mo	Tu	We	Th	Fr	Sa
			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	

September 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						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 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	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			

November 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				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 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						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					

January 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		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 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					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		

March 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					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						

April 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	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 2019						
Su	Mo	Tu	We	Th	Fr	Sa
			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 2019						
Su	Mo	Tu	We	Th	Fr	Sa
						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						

July 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	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			

State of Michigan Court Day
 No School
 First Day of School

Half Day - Dismissal at 12:30pm
 Teacher Professional Development - No School

Cell Phones

Cell phones are permitted at school but Innocademy is not responsible for lost, stolen, or damaged devices. Phones may be used to communicate with family members before 8:50 AM and after the school day at 3:30 PM. Student phones need to remain in lockers during the school day unless the teacher has permitted them for an academic use in class. There may be opportunities to use handheld devices in a deliberate learning environment. Texting and other non-academic cell phone use in the classroom is disruptive to learning and not allowed.

Daily 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.

Daily Schedule

9:00 AM - School begins

12:25-12:45 - Lunch for younger & recess for older friends

12:45-1:05 - Recess for younger & lunch for older friends

1:05 PM - Classes resume

3:30 PM - School dismissed

Devos

Students have the option to attend a parent-led devotional each morning Sept-May prior to instructional time from 8:35-8:55. Students must arrive by 8:40 to attend.

Dress Code

Please help your student make sure that they are choosing appropriate clothing for school. Dresses and shirts should have a strap of at least two fingers (one inch) wide (no strapless, spaghetti straps, 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. Hats are allowed. If a student wears hooded clothing, we ask that hoods remain down when indoors.

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 State immunizations requirements. This is for the safety of all students and in accordance with state law. It is of the utmost importance that any changes in address, phone numbers, or pertinent medical information be shared so that we can keep a current and accurate database.

Electronic Device Usage Policy and Acceptable Use Policy

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

Emergency Contacts

If there are any changes throughout the school year, it is a parent's responsibility to inform staff as soon as possible.

Extra-Curricular

Athletics are one way kids “sharpen their saw”. See “athletics” to see our middle school offerings. In the past, we have offered Navigators (similar to Boy/Girl Scouts), Total Trek Quest (running club for boys) and Innomazing Girls (running club for girls).

Formal Discipline and Behavior Rubrics

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/thens are:

- 1) reminder from teacher
- 2) learn away from friends
- 3) communication home

School-wide behavior rubrics are utilized to address aggressive behavior to ensure the safety of all students. (see attachments at 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 found on our website: innocademy.com

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 have grades and progress reported on Infinite Campus' Parent Portal regularly. This is accessible 24 hours a day beginning in September.

Homework

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

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.

Illness

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

Per the Ottawa County Health Department, these include:

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

- Excessive coughing
- Sore throat
- Any unexplained rash
- Pink eye
- Head lice - Child should be 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 your child is being treated with an antibiotic, they should not return until 24 hours of treatment has been completed.

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

Just Right Level Library Visits/Bag Books

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

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

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

If your child's JRL book becomes lost or damaged, please send in \$10 to your child's teacher for repair or replacement.

Lunch

Families can always choose to bring a lunch from home (please remember to pack any utensils necessary) or order a lunch from school. Holland Christian Schools Food Service is our lunch provider. Students are given two or three lunch choices daily. Monthly lunch menus are available on our school blog innocademy.com/blog. Milk is also available for purchase.

ALLERGY ALERT: We do have students with severe nut allergies. Please do not include nuts or nut products in snacks or lunches.

Lost and Found

A collection will be kept near the reception area. Any unclaimed items will be donated to Holland Rescue Mission periodically.

Medical Concerns

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

Medications

No staff member will be permitted to dispense non-prescribed medication (OTC medication) to any student. A doctor's note is required per Michigan law. Please see 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 for further information on medications.

Recess

Just a reminder that we go outside EVERY day at school for recess unless rain 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 Lockdown Drills

In compliance with safety requirements designated by the State of Michigan, we will hold 8 fire drills, 2 tornado drills, and 2 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. When practicing our shelter in place drills we usually have the help of our police liaison, Officer Huizenga. During the drill he, along with one or two other staff members walk through the school checking in on all of our student groups. After the drill, Officer Huizenga meets with our emergency team to talk through the drill and make any suggestions regarding necessary changes. As always, if you have any questions or concerns, please contact your child's teacher/mentor, directly.

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 ZPS closings. If we post that there is a "Two Hour Delay", it means that Innocademy will begin school at 11am instead of 9am. 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 wheeled toys at school if they are wearing a HELMET.

Sending Money To School

Checks and cash are always an option....please make them payable to "Innocademy" unless otherwise noted. There is the online option for hot lunch payment through sendmoneytoschool.com. With hundreds of students, 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 - Precademy, Hot Lunch, After School Enrichment are located behind the front desk

Signing In

For everyone's safety, our doors are locked each day. If you are volunteering at Innocademy for any length of time, please make certain you sign the clipboard at the reception area. Thanks for your help...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.

Snack/Drinks

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

We do offer a time for everyone to eat a healthy mid-morning snack brought from home to help get us all through until lunch

time. Click for a healthy eating guide based on Dr. Sears' "traffic light eating" chart. [traffic-light-eating](#) Please take a look at the attachment for more information as well as fun, yummy and healthy recipes for treats [healthy-snack-ideas](#).

We are a NUT-FREE school due to severe allergies. For this reason, we ask students to not share snacks.

Special Education

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

Staff Contact

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

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

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

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

Student Led Conferences

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

Student Records

Parents must notify the staff at the reception area of plans to transfer their child to another school. Transfer will be authorized after the parent/student has completed the paperwork, returned school materials, and paid any fee or fines that are due. School records may not be released if the transfer is not properly completed. Access to students records is protected by FERPA and Michigan law. Please see the Board policy 2416 for specific details.

Student Fees and Charges

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

Substance, Weapon, Search and Seizure

We have a Zero Tolerance policy for any alcohol, drugs, tobacco and weapons on school grounds. Anything that intends or is presumed to commit harm is considered a weapon.

Innocademy reserves the right to decide what is and is not considered a weapon. Any student caught with a weapon on campus will be immediately suspended and/or expelled. Please see the following link for more information. http://www.michigan.gov/documents/5N-SuspendExpulsion_41714_7.pdf

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

Teacher Stand-Up Meetings

If you pop into school hoping to catch a teacher for a quick minute, know that we are always open to chat with you. However, our entire staff gathers every Monday for a 4:00-5:30 meeting and for a quick Stand Up meeting each Wednesday from 3:55-4:15pm. Thank you in advance for working around that crucial time.

Technology

All of our classrooms utilize technology as a tool to encourage innovation in our students' learning. Younger age groups have access to iPad sets. Tech involvement scaffolds up to our oldest friends, who have the opportunity to participate in a 1 to 1 laptop 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 does not provide transportation.

Valuables

Students are encouraged not to bring valuable items to school. Innocademy is not responsible for their safekeeping. We are not

be liable for loss or damage to valuables such as jewelry, clothing, electronic devices, and other valuables not listed.

Visitors

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

Please sign up for email updates by contacting Leisa Lobbezoo at leisa.lobbezoo@innacademy.com. Specific classroom communication varies by teacher.

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 innacademy.com/blog.

Please sign up for email updates by contacting Leisa Lobbezoo at leisa.lobbezoo@innacademy.com. Specific classroom communication varies by teacher.

How You Can Get Involved!

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

InnoRoots is our volunteer organization at Innocademy. Each family completes a survey listing their gifts and talents 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. Please contact Ms. Heidi at

heidi.wolters@innacademy.com or Jenna Fisher with questions jennabekah77@gmail.com or 419-350-5707.

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.

Rewards/Points

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

Amazon

Online shoppers can easily support our schools through Amazon Smiles. Very simply search our organization "INNOCADEMY" to sign up. Go to Amazon Smiles...it looks and functions exactly as the Amazon you are used to! "Supporting" means that .5% of each purchase that you make goes directly back to our schools! Huge win-win!!!

BoxTops For Education

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

Meijer Community Rewards

We also participate in the Meijer Rewards program. If you shop at Meijer and would like to choose Innocademy as your designated organization, our designated code is 525491. Signing up is easy and free! Please share with your family and friends. You may sign up either online at <http://www.meijer.com/rewards> or at any Meijer Store.

Aggressive Behavior Rubric for Youngest Friends

	1st Offense	2nd Offense	3rd Offense	4th Offense
Aggressive Rubric for Youngest Friends (Kindercademy & K) per semester Level 1 BEHAVIORS THAT HURT FEELINGS •Horseplay/Play Fighting •Name Calling/Teasing •Unkind Gesture or Looks (Eye Rolling) •Hoking •Tattling/Gossiping •Threatening/racing (I'm going to tell on You) •Non-verbal Egging On/Laughing at Someone's Expense •Intentional Exclusion Level 2 TEASING or ACTIONS THAT HURT THE FEELINGS/BODY OF OTHERS •Grabbing/Pinching/Scratching •Stealing •Lying/false reporting at another student's expense •Offensive Language/Swearing •Tripping •Spitting •Pushing/Shoving anywhere on others' bodies •Mess with others lunches/lockers/personal belongings or creations (ex. LEGO creation or scribbling others paper) •Taunting/Ridiculing •Play/language simulating violence Level 3 PURPOSEFUL BEHAVIOR CAUSING INJURY OR DAMAGE •Stealing from another student •Kicking/slapping/hitting •Biting •False Reporting of Aggressive Behavior •Property destruction •Racial/Ethnic/Sexual Name-Calling •Severe Harassment or Behavior that May Injure Self or Others •Retaliation for Someone Reporting •Threatening for Bodily Harm (I'm going to Kill You/Beat You Up) •Destruction of another student's property. Level 4 SEVERE PHYSICAL CONTACT •Punching, choking •Destruction of property/vandalism •Racial discrimination •Choking/intimidation/extortion	•15 second intervention •Restate definition of hurtful behavior •Discuss briefly an alternate action to mean behavior •Opportunity for apology	•15 second intervention •Restate definition of hurtful behavior •Restate definition of hurtful behavior •Documentation removal from area for 5 minutes. •Discuss/practice an alternate action to mean behavior •Parent notification with child present •Opportunity for apology	•15 second intervention •Restate definition of hurtful behavior •Documentation ONE supervised lunch and recess •Discuss/practice an alternate action to mean behavior •Parent notification with child present •Opportunity for apology	•15 second intervention •Restate definition of hurtful behavior •Removal from area, loss of privilege for 5 minutes. •Quiet lunch away from peers and service school for a recess or choice time. •Discuss behavior with student, parent and teacher present. •Parent notification with child present •Opportunity for apology
	•15 second intervention •Restate definition of hurtful behavior •Documentation •Immediate removal from area and loss of privilege •Teacher conference with parent and student •Opportunity for apology	•15 second intervention •Restate definition of hurtful behavior •Documentation •Immediate removal from area and loss of privilege •Teacher team conference with parent and student •Opportunity for apology	•15 second intervention •Restate definition of hurtful behavior •Documentation •Immediate removal from area and loss of privilege. •Sent to another classroom (blue) to work for remainder of day •quiet lunch and service school •Discuss/practice an alternate action to mean behavior •Opportunity for apology	•15 second intervention. Works outside of classroom for one day with their parent. •Positive behavior plan with parents. •Meeting with parents before returning.
	•15 second intervention •Restate definition of hurtful behavior •Documentation •Immediate removal from area and loss of privilege •Teacher team conference with parent and student •Opportunity for apology	•15 second intervention •Restate definition of hurtful behavior •Documentation •Immediate removal from area and loss of privilege. •Sent to another classroom (blue) to work for remainder of day •quiet lunch and service school •Discuss/practice an alternate action to mean behavior •Opportunity for apology	•15 second intervention •Restate definition of hurtful behavior •Documentation •Immediate removal from area and loss of privilege. •Sent to another classroom (blue) to work for remainder of day •quiet lunch and service school •Discuss/practice an alternate action to mean behavior •Opportunity for apology	•15 second intervention. Works outside of classroom for two days with their parent. •Positive behavior plan with parents. •Meeting with parents before returning.

Aggressive Behavior Rubric for Younger Friends

	1st Offense	2nd Offense	3rd Offense	4th Offense
Aggressive Rubric for Younger Friends in Green Rooms (1st & 2nd) BEHAVIORS THAT HURT FEELINGS <ul style="list-style-type: none"> Horseplay/Play Fighting Name Calling/Teasing Unkind Gesture or Looks (Eye Rolling) Poking Tattling/Gossiping Threatening/ratting (I'm Going to Tell on You) Non-verbal Egging On/Laughing at Someone's Expense Intentional Exclusion 	<ul style="list-style-type: none"> DISCUSS openly an alternate action to mean behavior Opportunity for apology 	<ul style="list-style-type: none"> Removal from area for 3 minutes- cool down time Practice with adult what could be done differently Opportunity for apology 	<ul style="list-style-type: none"> Documentation Time out for 5-7 minutes Practice with adult what could be done differently Parent notification with child present Opportunity for apology 	<ul style="list-style-type: none"> Documentation One supervised lunch or recess Discuss behavior with school leader-child present Parent notification with child present Opportunity for apology
Level 2 TEASING or ACTIONS THAT HURT THE FEELINGS/BODY OF OTHERS <ul style="list-style-type: none"> Grabbing/Pinching/Scratching Stealing Lying/raise reporting at another students' expense Offensive Language/Swearing Tripping Spitting Pushing/Shoving anywhere on others' bodies Mess with others lunches/lockers/personal belongings or creations (ex. LEGO creation or scribbling others' paper) Taunting/Ridiculing Play/language simulating violence 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Documentation Time out for 3 minutes Discuss/practice an alternate action to mean behavior Opportunity for apology 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Documentation Time out for 5-7 minutes Discuss/practice an alternate action to mean behavior Parent notification with child present Opportunity for apology 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Documentation Time out for 5-7 minutes Discuss/practice an alternate action to mean behavior Parent notification with child present Opportunity for apology 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Documentation Time out for 5-7 minutes Discuss/practice an alternate action to mean behavior Parent notification with child present Opportunity for apology
Level 3 PURPOSEFUL BEHAVIOR CAUSING INJURY OR DAMAGE <ul style="list-style-type: none"> Stealing from another student Kicking/slapping/hitting Biting False Reporting of Aggressive Behavior Property destruction Racial/Ethnic/Sexual Name-Calling Severe Harassment or Behavior that May Injure Self or Others Retaliation for Someone Reporting Threatening For Bodily Harm ("I'm going to Kill You/Beat You Up") Destruction of another student's property. 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Documentation Immediate time out for 5-7 minutes ONE supervised lunch AND recess Discuss/practice an alternate action to mean behavior Discuss with school leader Teacher conference with parent Opportunity for apology 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Documentation Immediate time out for 5-7 minutes ONE supervised lunch AND recess Discuss/practice an alternate action to mean behavior Teacher team conference with parent Opportunity for apology 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Documentation Immediate time out for 5-7 minutes TWO supervised lunch AND recess Discuss/practice an alternate action to mean behavior Student calls parent. Opportunity for apology 1-2 Hour in-school suspension at adult discretion 	<ul style="list-style-type: none"> One day in-school or out-of-school suspension at adult discretion Positive behavior plan with parents. Meeting with parents before returning.
Level 4 SEVERE PHYSICAL CONTACT <ul style="list-style-type: none"> Punching Destruction of property/vandalism Racial discrimination Flashing a weapon Sexual harassment Stalking Intimidation/extortion 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Documentation Immediate time out for 5-7 minutes ONE supervised lunch AND recess Discuss/practice an alternate action to mean behavior Teacher team conference with parent Opportunity for apology 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Documentation Immediate time out for 5-7 minutes TWO supervised lunch AND recess Discuss/practice an alternate action to mean behavior Student calls parent. Opportunity for apology 1-2 Hour in-school suspension at adult discretion 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Documentation Positive behavior plan with parents. Meeting with parents before returning. 	<ul style="list-style-type: none"> 15 second intervention Documentation Teacher team calls parents ONE or more days of out of school suspension Parent meeting before return to school
Level 5	*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 with the rubric with the same levels of aggression.			

Aggressive Behavior Rubric for Middle & Older Friends

	1st Offense	2nd Offense	3rd Offense	4th Offense
Aggressive Rubric for Middle & Older Friends (3rd-8th) Behavior that is HORSEPLAY •Shoving •Grabbing •Tripping •Pushing •Mean comments like "no offense, but..."	• Opportunity for apology • Documentation in Google Doc	• Parent note/email • Opportunity for apology • Time to Think Form • ONE supervised Lunch and Recesses	• Parent phone call • Opportunity for apology • Time to Think Form • TWO supervised Lunch and Recesses	• Parent phone call • Opportunity for apology • Time to Think Form • THREE supervised Lunch and Recesses
Level 2 MILD AGGRESSION/TEASING •Name Calling •Teasing •Put Downs •Intentional excluding or silent treatment •Insulting remarks •Mean/Rude gestures •Rumors •Mean notes/playing a mean trick •Swearing/Inappropriate language •Graffiti	• 15 second intervention • Documentation in Google Doc • Parent note/email • Opportunity for apology • Time to Think Form • ONE supervised Lunch and Recess	• 15 second intervention • Documentation in Google Doc • Parent note/email • Opportunity for apology • Time to Think Form • TWO supervised Lunch and Recesses	• 15 second intervention • Documentation in Google Doc • Parent phone call • Opportunity for apology • Time to Think Form • THREE supervised Lunch and Recesses	• 15 second intervention • Documentation in Google Doc • Parent phone call • Opportunity for apology • Time to Think Form • HALF DAY in school suspension including Lunch & Recesses
Level 3 MODERATE AGGRESSION •Hitting/Kicking •Pinching/Shoving •Spitting/Biting •Throwing Objects •Taunting/Ridiculing/Humiliating •Threatening the above behaviors	• 15 second intervention • Documentation in Google Doc • Parent note/email • Opportunity for apology • Time to Think Form • TWO supervised Lunch and Recesses	• 15 second intervention • Documentation in Google Doc • Parent phone call • Opportunity for apology • Time to Think Form • THREE supervised Lunch and Recesses	• 15 second intervention • Documentation • Intervening staff member calls parents • Time to Think Form • ONE DAY in school suspension • Positive behavior plan with parents	• 15 second intervention • Documentation • Intervening staff calls parents • Time to Think Form • ONE DAY in school suspension • Positive behavior plan with parents
Level 4 SEVERE PHYSICAL CONTACT •Punching/fighting •Stealing •Damaging property/vandalism •Racial/ethnic or sexual name calling •Severe harassment or behavior that may injure self or others •Retaliation for being reported •False reporting	• 15 second intervention • Documentation in Google Doc • Student calls parents • Time to Think Form • THREE supervised Lunch and Recesses	• 15 second intervention • Documentation in Google Doc • Intervening staff member calls parents • Time to Think Form • HALF DAY in school suspension including Lunch & Recesses	• 15 second intervention • Documentation in Google Doc • Intervening staff calls parents • Time to Think Form • ONE DAY in school suspension • Positive behavior plan with parents	• 15 second intervention • Documentation in Google Doc • Intervening staff calls parents • TWO or more days of out of school suspension • Parent meeting before return to school • Develop individual rubric for future incidents
Level 5	*Weapons, explosives, bomb threats, other severe aggressive behaviors outlined in Board Policies will result in more severe consequences.			
Revised 5/7/15	**Cyberbullying on school devices or accounts will be addressed with the rubric with the same levels of aggression.			