



2019 - 2020

Innocademy Zeeland

Family Resource Guide



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

Visit us at www.innocademy.com

Revised August 2019

Table of Contents

Welcome!	4
Student Pledge & Compact	4
Parent/Guardian Pledge & Compact	4
Staff Pledge & Compact	4
Staff Contact Information	5
Who We Are	6
Teacher Led	6
Multi-Age Learning	6
The 7 Habits	7
Just Right Grouping	7
Curriculum	7
Field Experience Scope and Sequence	10
Student Well-Being	11
Notes Regarding The Innocademy Community	13
Arrival & Dismissal	13
Assessment Calendar	13
Attendance	14
After School Enrichment	14
Athletics	14
Behavior Expectations	15
Positive Behavior Intervention & Supports (PBIS)	15
Classroom Expectations	15
Behavior Rubrics & Formal Discipline	15
Birthdays	17
Calendar	17
Cell Phones	18
Daily Planners	18
Daily Schedule	18
Devos	18
Dress Code	18
Enrollment Information	18
Electronic Device Usage Policy and Acceptable Use Policy	19
Emergency Contacts	19
Extra-Curricular	19
Grades	19
Homework	19

Illness	19
Just Right Level Library	20
Lunch & Snacks	21
Lost and Found	21
Medical Concerns	21
Medications	21
Recess	21
Safety/ Tornado, Fire and Shelter in Place Drills	22
School Closings and Delays	22
Scooters/Skateboards/Ripsticks	22
Sending Money To School	22
Signing In	22
Snack/Drinks	23
Special Education	23
Staff Connections	23
Student Led Conferences	24
Student Records	24
Student Fees and Charges	24
Substance, Weapon, Search and Seizure	24
Technology	24
Transportation	25
Valuables	25
Visitors	25
Volunteering & Family Engagement	25
Volunteering Time and/or Talents	25
Rewards/Points	25
Amazon	26
BoxTops For Education	26
Weekly Blog Update/Email List	26

Welcome!

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

Student Pledge & Compact

I pledge 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 **RESILIENT** by not giving up and finding support when times get tough. I will be **RESPECTFUL** by listening and caring about others. I will be **RESPONSIBLE** for what I do and say. I will make decisions that keep myself and others **SAFE**. I promise to do my best everyday.

As a student, I will:

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

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 their 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

Staff	Spends time with...	Location	Grade Level Objectives	Email
Precademy				
Ms. Aimee	Precademy	4-Day Precademy	Preschool	aimee.streur@innocademy.com
Ms. Meghan	Precademy	2-Day Precademy	Preschool Support	meghan.lopez@innocademy.com
Ms. Eileen	Precademy & Youngest Friends	2-Day Precademy	Preschool	eileen.brandwein@innocademy.com
	Precademy	2-Day Precademy	Preschool Support	
Classic Elementary				
Ms. Gina	Youngest Friends	Classic Youngest	Y5	gina.dobbin@innocademy.com
Ms. Monica	Youngest Friends	Classic Youngest	Kindergarten	monica.kraai@innocademy.com
Ms. Eileen	Youngest Friends	Both Youngest Classrooms	Y5/K Student Support	eileen.brandwein@innocademy.com
Ms. Karly	Younger Friends	Green Room	1st	karly.vankoeveering@innocademy.com
Ms. Cyndi	Younger Friends	Green Room	2nd	cyndia.nykamp@innocademy.com
Ms. Melissa	Younger Friends	Green Room	1st & 2nd Support	melissa.meyer@innocademy.com
Ms. Kerri	Middle Friends Classic	Blue Room	3rd	kerri.bosch@innocademy.com
Ms. Renee	Middle Friends Classic	Blue Room	4th	renee.frye@innocademy.com
	Middle Friends Classic	Blue Room	3rd & 4th Support	
Mr. Ben	Y5-4th FLES	Classic Spanish Room	Elementary Spanish	ben.cole@innocademy.com
Ms. Robyn	Special Ed Y5-5th	Orange Hub	Student Support	robyn.krismier@innocademy.com
Classic Middle School				
Ms. Christine	Youngest and Middle Friends	Orange Hub	Intervention Specialist	christine.rademacher@innocademy.com
Mr. Alvin	Older & Oldest Friends	Middle School	5-8th Science	alvin.essenburg@innocademy.com
Mr. Cory	Older & Oldest Friends	Middle School	5-8th Math	cory.dams@innocademy.com
Ms. Debbie	Older & Oldest Friends	Middle School	5-8th Ela	debbie.rossi@innocademy.com
Mr. Kelly	Older & Oldest Friends	Middle School	5-8th Social Studies	kelly.lepley@innocademy.com
Ms. Rachel R.	Older & Oldest Friends	Middle School	5-8th Spanish	rachel.rich@innocademy.com
Ms. Kate	Older & Oldest Friends	Middle School	Student Support	kate.webb@innocademy.com
Ms. Jody	Older & Oldest Friends	Middle School	Student Support	jody.voss@innocademy.com
Las Huellas				
Ms. Ashley	Youngest LH Amigos	Las Huellas Youngest Room	Y5	ashley.dentler@innocademy.com
Ms. Natalia	Youngest LH Amigos	Las Huellas Youngest Room	Kindergarten	natalia.bravo@innocademy.com
Ms. Anita	Younger Amigos	Las Huellas Green Room	1st	anita.saenger@innocademy.com
Ms. Rachel W.	Younger Amigos	Las Huellas Green Room	2nd	rachel.walendzik@innocademy.com
Ms. Andrea	Middle LH Amigos	Las Huellas Blue Room	3rd	andrea.merkison@innocademy.com
Ms. Morgan	Middle LH Amigos	Las Huellas Blue Room	4th	morgan.cummings@innocademy.com
Ms. Meghan	Older LH Amigos	Las Huellas Yellow Room	5th-6th	meghan.loree@innocademy.com
Ms. Jessenia	Older LH Amigos	Las Huellas Yellow Room	5th-7th	meghan.loree@innocademy.com
Ms. Kelli	Older LH Amigoa	Las Huellas Yellow Room	7th	kelli.gunn@innocademy.com
Ms. Liliana	Las Huellas Amigos	Las Huellas	Intervention Specialist & 7th SS	liliana.jogerst@innocademy.com
Ms. Gezelle	Youngest LH Amigos	Las Huellas	Student Support	gezelle.allen@innocademy.com
Ms. Esther	Youngest & Middle LH Amigos	Las Huellas	Student Support	esther.pleune@innocademy.com
Ms. Carmen	Youngest & Middle LH Amigos	Las Huellas	Student Support	carmen.thompson@innocademy.com
Specials/Electives & Others				
Mr. Chad	Y5-8 Friends	East side corner, upstairs	Engineering/ STEM	chad.zuber@innocademy.com
Ms. Emily	Y5 & 5/6 LH Amigos	Art Room	Art	emily.vandam@innocademy.com
Ms. Hillary	Y5-8 Friends	East side corner, upstairs	Music	hillary.schmidt@innocademy.com
Ms. Katie	Y5-8 Friends	Outside or upstairs	Learn To Be Fit	katie.wilson@innocademy.com
Ms. Sharon	K-8 Friends	Art Room	Art	sharon.brandner@innocademy.com
Ms. Becca	PreCad-HS	Speech therapy Room 20	Speech-language	rebecca.beebe@innocademy.com
Ms. Kristin	Y5-8 Friends	Upstairs Rm 216	Social Work	kristin.frederick@innocademy.com
Ms. Heidi	Everyone	Front Desk/ Rm 217	Pupil Accounting	heidi.wolters@innocademy.com
Ms. Jane	Everyone (T/Th)	Front Desk	Hospitality	jane.lanser@innocademy.com
Ms. Leisa	Everyone	Precademy/Inno/iCad	Intervention iCad	leisa.lobbezoo@innocademy.com
Ms. Kelli	All Inno Kiddos	Here, there, everywhere	Middle School Electives	kelli.gunn@innocademy.com
Mr. Karl	Everyone	Everywhere	Custodial	karl.malefyt@innocademy.com
Ms. Stacy	All Inno Kiddos	Kitchen/Lunchroom	Food Service	hot.lunch@innocademy.com
Ms. Sara	All Staff	Upstairs Rm 218	HR	sara.vereeke@innocademy.com
Mr. Dave	All Schools	Rm 219	Finance	dave.zimmer@innocademy.com

Who We Are

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

Teacher Led

Teacher Led has always been one of the principles of Innocademy. Traditional school structures often do not put to work the leadership potential of teachers. At Innocademy, teachers are involved in key decisions at all levels to make sure we are doing everything in the best interests of every child and in each classroom. We believe “Teacher Led” has the potential to be one of the powerful things we do differently.

Why Teacher-Led?:

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

Multi-Age Learning

Innocademy’s multi-age learning approach consists of two interlaced facets - academic and social. Our multi-age learning environment provides experiences and interaction for students at a variety of age levels throughout the day. Best practices in teaching create a learning environment that consists of hands-on, student-directed, and project-based learning. The most emphasized approach to enhance student achievement is a commitment to a small student to teacher ratio. A smaller student-to-teacher ratio leads to higher student achievement because of increased individualized instruction and attention. The component of multi-age that we have uniquely designed for Innocademy is Mentor Classes. This is at least a bi-weekly partnership combining an older and younger class who work together, mentoring each other during activities and projects. Mentor classes participate in stewardship activities, academic support, and team-building on a regular basis. These groups not only foster ownership and pride in our school, but also function as a place where students are united by interest and passion, but differ in age, gender, and learning ability. This intentional time is meant to simulate a real-world environment. Students, staff, and parents consistently rank this approach as one of the most valued aspects of Innocademy.

The 7 Habits

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

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

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

Just Right Grouping

Our Just Right Grouping approach allows students to be placed in groups that fit their ability level. Using the following measures we determine a "just right" fit for each individual student: NWEA's Measures of Academic Progress (MAP) and Michigan's M-STEP standardized assessments, common assessments like running records, and daily formative assessments. Each child is closely studied in regards to their academic, social, and emotional needs and achievement. "Just Right Learning" groups naturally allow students who are ready for accelerated learning to be met where they are. Students learn at different paces and we know some need extra support with targeted intervention may also be needed. Parents and teachers together will collaborate to make decisions for individual children which may include working with a Just Right Group that is outside of their chronological grade level.

Curriculum

Below is a brief overview of Innocademy's curriculum. These resources support the teachers' work of teaching the common core standards that have been adopted by 41 states. Click here for grade level guides to the standards for English Language Arts and Math. <http://www.corestandards.org/>
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.

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: Teaching Proficiency through Reading & Storytelling for daily Spanish classes K-6: Senderos for Spanish Immersion classes	*TPRS Unit Assessments K-8 *Senderos Unit Assessments K-6	https://www.tprsbooks.com/forms/hmhco.com/virtualsampling/reading-language-arts.php
Science	K-8: Mystery Science K-8: Project Learning Tree & Project Wild	*MSTEP State Testing 4th & 7th *Unit assessments & projects	https://mysteryscience.com/lessons/seasonal/back-to-school https://www.plt.org https://www.fishwildlife.org/projectwild
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.nubiconatlas.org/Atlas/Public/View/Default www.teachtc.com/social-studies/middle-school-social-studies/

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.

Innogeneering – Innogeneering 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**”. These courses are graded and push students to higher levels of exploration and application than specials classes. Choices vary each semester but have included the following:

Art:

We will be doing a variety of two dimensional projects using pencil, charcoal, pastels , markers, tempera paint and watercolor. We will also be learning about contemporary and historic artists and appreciate their contributions to society. Our artwork will be both realistic and abstract.

Choir:

Choir is a musical elective that meets twice a week for 55 minutes per rehearsal. 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. I am looking forward to making music with you!

Energy:

Have you ever thought about where electricity comes from? You flip a switch and the light comes on. How does that happen? How do the wires outdoors bring us electricity? How is electricity made? This is just a few questions that will be asked in this class as we track natural gas pipelines and look at where gasoline is stored. We get energy from many different places around us, this class will allow you to be curious about where it all comes from.

First Lego League (5th and 6th Grade only):

Students in 5th and 6th grade will be able to do First LEGO League building off what many of you learned in 4th grade. Students will be in teams of around 6-8 students working on a project, and robot game all about city building. Students will also be encouraged to participate in after school practices on Tuesdays and Thursdays. Students who sign up for this elective **MUST** participate in our robotics competition Second Saturday of November. Parents will be encouraged to help coach at the Afterschool practices and volunteer at the Innocademy event.

Great Debates:

In GD: Who did it better?, Students will actively research specific, discuss and debate the top people of their fields, characters from books, actors in movies, athletes in Sports, etc. Students will be assigned a chosen

category to research, and create an argument based on that viewpoint using evidence to defend their argument. Students will debate their arguments before the class to determine which side has crafted the most reasonable argument using relevant evidence. A major emphasis in debates is the preparation and presentation of your argument, so students must think on their feet and be ready to use a counter argument at a moment's notice.

Sign Language 101:

At Innocademy we believe in learning multiple languages. Join this elective to learn the basics of sign language as we work with the Caribbean Christian Centre for the Deaf and learn how to communicate with others using sign language in our own communities and around the world.

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 Capstone 7th-8th
2019-2020	Local Attractions (City governments, parks, farms, zoos, museums, restaurants, etc.)	3rd: Detroit & Lansing 4th: Mackinaw Island	East Coast (Niagara, Boston, Plimoth Plantation, NYC)	Mexico
2020-2021			Washington D.C.	Costa Rica

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, SCRIP, 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.



Outdoor Discovery Center Partnership

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

In order to fully participate in these experiences, students need to come prepared with proper outdoor clothing, waterproof footwear, skin protection, etc. Keeping an extra change of clothes at school is encouraged. Thrift shopping, networking with other families, and online marketplaces are great ways to get quality gear for reasonable prices.

Student Well-Being

Creating a “culture of caring” is a foundation among staff and students. We believe in nurturing each child’s academic, social, emotional, physical and spiritual growth.

Proactive Approaches/Tools	We strive to be...	Responsive Approaches/Tools
<ul style="list-style-type: none"> Simple and clear school-wide Expectations: 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 	Respect	<ul style="list-style-type: none"> Simple and predictable school wide If/Thens: Reminder Time Away from Friends 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 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://innocademy.com/about/board/>) .

Notes Regarding The Innocademy Community

Arrival & Dismissal

Arrival:

8:20 - Supervised morning recess and Devos begin

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

8:25 - Last opportunity for any students attending Devos to head inside

8:35 - Morning recess students line up outside for the Pledge of Allegiance

8:40 - Student enter the building

8:45 - Class begins (students arriving after 8:45 will be marked tardy. Please sign them in at the front desk.)

For the safety of our students, please remember that morning recess and optional devotions do not begin until 8:20 each morning. Because there is no outside recess coverage by Innocademy staff until that time, it is important that students do not arrive before 8:20 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.

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

Friday Early Dismissal: 12:00: On half days where school ends at 12:00, students will need to be picked up by 12:15. There will not be After School Enrichment provided on those half days.

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. Unless you are entering the building for a meeting, please remain in you car and allow our staff to escort your child to your car. The goal is to minimize the risk of injury due to pedestrians in the parking lot.

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.

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 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 has adopted more specific and stringent guidelines for addressing attendance concerns.

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

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. After School Enrichment will not be available on half days when school is dismissed at 12:00. A separate handbook outlines the purpose and protocols for the program.

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. Athletic teams are based on the number of students that express interest from both schools. Please visit the Corpus Christi Athletic webpage for more information regarding offerings, costs, and forms:

<http://www.corpuschristischool.us/athletics/sports-offered/>

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.

Behavior Expectations

Positive Behavior Intervention & Supports (PBIS)

POSITIVE FOCUS
Staff are celebrating the positive behaviors that students do every day.

MAKING A POINT
Expected behaviors are taught like core content.
We revisit them often!

TALK THE TALK
We use common language that fits students at their level, from Young 5's to 8th.

4:1 RATIO
Our goal is to share 4 positive comments for every 1 reminder.

ACKNOWLEDGEMENTS
Students & staff earn tickets when they are caught being respectful, responsible, resilient, or safe.

WATCH US GROW!
We are striving hard each week to focus on the positives and are tracking our data.
Our average each week is 700 TICKETS!

INNOCADEMY PBIS
POSITIVE BEHAVIOR INTERVENTION & SUPPORTS

I am Respectful
I am Responsible
I am Resilient
I am Safe

Tickets can be entered into drawings for treats & prizes:

Lunch line fast passes, extra recess, desserts, a treasure box, & more!

Drawings are held each Friday!

Classroom Expectations

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

- 1) listen & follow directions
- 2) hands & feet to self
- 3) respect classmates & teachers

If an expectation is not being met, the three if/thens are:

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

Behavior Rubrics & Formal Discipline

A school-wide behavior rubric is utilized to address aggressive behavior to ensure the safety of all students. (see attachments at the end of this doc) There can be cases of serious misbehavior that will require formal discipline

and protocols. Please see Board Policy 5610 for more specific information (Board Policies can be found at <https://innocademy.com/about/board/>).

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

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.

Innocademy requests a food-free birthday treat to ensure the health and safety of all of our students. If you are planning to send a birthday item with your child (bubbles, pencils, erasers, stickers, etc.), 25 is a safe number to plan for. If a food item comes into the classroom for a birthday celebration, it will be sent back home with the student. This is a significant change for the '19-'20 school year and we appreciate your partnership.

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						
2019-2020 School Calendar						
August 2019						
Su	M	Tu	W	Th	F	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 2019						
Su	M	Tu	W	Th	F	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 2019						
Su	M	Tu	W	Th	F	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 2019						
Su	M	Tu	W	Th	F	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 2019						
Su	M	Tu	W	Th	F	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 2020						
Su	M	Tu	W	Th	F	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 2020						
Su	M	Tu	W	Th	F	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
March 2020						
Su	M	Tu	W	Th	F	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 2020						
Su	M	Tu	W	Th	F	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 2020						
Su	M	Tu	W	Th	F	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 2020						
Su	M	Tu	W	Th	F	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 2020						
Su	M	Tu	W	Th	F	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	
<div> <div>No School</div> <div>1/2 Day - 12:00 Dismissal</div> <div>Parent Teacher Conferences</div> </div> <div> <div>PD Professional Development - No School</div> <div>State of Michigan Count Day</div> </div> <div> <div>First Day of School - 1/2 Day - 12:00 Dismissal</div> <div>School Hours 8:45am - 3:30pm</div> </div>						

Cell Phones

Cell phones are permitted to be brought on campus by students. However, Innocademy is not responsible for lost, stolen, or damaged devices. **Cell phones may only be used before 8:40 AM and after dismissal at 3:30 PM.** If parents/guardians need to contact their children or vice versa, they can connect through the front desk and/or the child's classroom teacher.

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. If a cell phone is seen in use during the school day without teacher permission, a parent will need to come in and retrieve the device from the teacher at the end of the day.

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

- 8:20 - Supervised morning recess and Devos (September through May)
- 8:45 AM - School begins
- 12:15-12:35 - Lunch for younger & recess for older friends
- 12:35-12:55 - Recess for younger & lunch for older friends
- 12:55 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 8:20-8:40 am. Students must arrive by 8:25 to attend to avoid disruption to the lesson.

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. School dress code is in effect for field experiences and may have additional guidelines appropriate for the experience. Hats are allowed. If a student wears hooded clothing, we ask that hoods remain down when indoors to encourage social and academic engagement.

Enrollment Information

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

Electronic Device Usage Policy and Acceptable Use Policy

Innocademy is blessed to have access to iPads, laptops and other electronic devices. Board Policy 7540 (Board Policies can be found at <https://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.

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).

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 expectations vary by age level. 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 students and teachers. We ask for your help in keeping your child home any time he or she is ill or becoming ill. It can be a tough call but if we all adhere to the guidelines, we can help make these days happen less for everyone.

Per the Ottawa County Health Department, these include:

- Fever within the previous 24 hours, must be fever free without the use of medications for 24 hours.

- ANY vomiting or diarrhea in the past 36 hours. Must be completely symptom free without the use of medications for 36 hours. If they still are not eating normally, they shouldn't return to school.
- Any symptoms of diseases (scarlet fever, measles, mumps, chicken pox, whooping cough, etc.)
- Runny nose with any colored discharge
- Excessive coughing
- Sore throat
- Any unexplained rash
- Pink eye
- Head lice - Child should be treated and free of all nits/live bugs prior to returning to school. The following link does an exceptional job of explaining what lice looks like, the treatment, and myths.
http://www.michigan.gov/documents/Final_Michigan_Head_Lice_Manual_103750_7.pdf

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

Just Right Level Library

Engagement with our JRL is scaffolded as students grow and learn.

Youngest students visit our JRL (Just Right Library) daily with their individual book bag. These bags have books that are at your child's just right reading level and fits their interests. Depending on the age level, the bag may also include 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.

Older students have the opportunity to visit our JRL throughout the week or as they are ready for a new book to explore. We encourage students to follow their interests while also reaching out of their comfort zone, including into non-fiction texts.

If you are finding that they are becoming frustrated with a book, please connect with us so that we can work with them to select something more appropriate.

If your child's JRL book becomes lost or damaged, please know there is a replacement cost that will be incurred to ensure our library stays well stocked.

“The more that you read, the more things you will know. The more you learn, the more places you'll go.”
— Dr. Seuss, “I Can Read With My Eyes Shut!”

Lunch & Snacks

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 of misplaced items can be found both downstairs (in the classic elementary space) and upstairs (in the middle school space). Any unclaimed items will be donated to 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 (Board Policies can be found at <https://innocademy.com/about/board/>) for further information on medications.

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

Recess

Just a reminder that we go outside EVERY day at school for recess unless it is 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. 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 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. 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 drop boxes 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 to check in at the front desk. Thank you for your help ... it takes a village!

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

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

Snack/Drinks

Research tells us that when we are dehydrated, even a little, it can affect our focus, productivity and overall health. PLEASE send a water bottle (labeled with your student's name) to school with them during warmer weather and encourage them to drink often. We do ask, however, that you do not send juices, milk, or energy drinks in the water bottles. While they are fun treats once in 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 snack brought from home to help get us all through the day.

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. Information on policies, procedures, and other topics can be found within the [Michigan Department of Education family matters resources](#).

Staff Connections

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

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

The three most frequently utilized ways to contact your teacher are through email, phone call/text, and Bloomz (Young 5's - 4th Grade only). As a general rule of thumb, email works well for lengthy messages that are not urgent. Phone calls / texts work well for urgent matters. Bloomz works well for informal everyday communication. Please check with your classroom teacher for his/her preferred method of classroom communication.

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

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

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

Student Led Conferences

Student-led conferences provide an opportunity for your child to share their goals and evidence of growth toward those goals with you as their 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 anytime throughout the year.

Student Records

Parents must notify the staff at the front desk 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 (Board Policies can be found at <https://innocademy.com/about/board/>) for specific details. Parents may request a copy of their student'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 Inno 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://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 iPad sets. Tech involvement scaffolds up to our oldest friends who have the opportunity to participate in a 1 to 1 Chromebook program. We're always working to expand our tech offerings and teach students how to use devices responsibly. Please see our Technology Plan and Acceptable Use Policy for more information.

Transportation

Innocademy does not provide transportation to and from school. As such, there are certain field trips throughout the school year where we rely on parent volunteers to provide students with transportation. All parent drivers are required to provide proof of insurance and have a background check on file *two weeks prior to the field trip*. All

students under the age of 8 or under 4ft 9inches are required to provide their own booster seat for transportation during these experiences.

Valuables

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

Visitors

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 responsibility, respect, resilience, and safety. 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

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

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

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!

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://innocademy.com/news/>. Please sign up for email updates by contacting Leisa Lobbezoo at leisa.lobbezoo@innocademy.com. Specific classroom communication varies by grade level.