



# Innocademy

Allegan Campus     

“Innocademy Allegan Campus students are empowered leaders who possess a solid foundation with 21st century skills leading to career readiness and global citizenship.”

rev. July, 2017

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# Welcome!

Welcome to the family.....we hope Innocademy Allegan Campus (IAC) feels like a home away from home and a place where parents, students and teachers strive to work together to learn and achieve amazing things.

## 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.

## Staff Compact

STAFF will:

- \_\_\_\_\_ Believe all children can learn.
- \_\_\_\_\_ Maintain positive, on-going communication between school and home.
- \_\_\_\_\_ Provide a safe, caring environment for student learning.
- \_\_\_\_\_ Respect and value the uniqueness of each family.
- \_\_\_\_\_ Provide enriched and challenging instruction aligned with the state core curriculum.
- \_\_\_\_\_ Seek ways to involve parents in student learning.

## Student Pledge

I pledge to come to school ready to learn every day. I will learn to be the leader of myself, utilizing the 7 Habits 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.

## Student Compact

STUDENTS will:

- \_\_\_\_\_ Be in school and be on time every day.
- \_\_\_\_\_ Be responsible for turning in well done, completed

- \_\_\_\_\_ daily work and homework.
- \_\_\_\_\_ Be ready for each class, each day.
- \_\_\_\_\_ Be respectful of others, myself, and property.
- \_\_\_\_\_ Follow the rules to be safe at school and at home.
- \_\_\_\_\_ Prepared for school by dressing appropriately and getting enough sleep each night.

**Parent/Caregiver Pledge**

I pledge to bring my child to school every day ready to learn and participate in all school activities. I pledge to support the best practices that Innocademy Allegan Campus strives to achieve noted in this resource guide. I will be invested in this school...volunteering in the many ways that work for me. I will attend parent meetings, help my child succeed by ensuring their attendance and engage in his/her growth as a learner at home and school.

**Parent/Caregiver Compact**

PARENTS will:

- \_\_\_\_\_ Believe my child can learn.
- \_\_\_\_\_ Prepare my child for school by providing a balanced nutritious diet, dressing appropriately, and ensuring quality sleep habits.
- \_\_\_\_\_ Spend 20-45 minutes a night reading, writing, or doing math with my child.
- \_\_\_\_\_ Encourage educational technology to my child at home.
- \_\_\_\_\_ Maintain positive, on-going relationships with staff.
- \_\_\_\_\_ Assure my child has good attendance and is on time.
- \_\_\_\_\_ Ensure my child has a place at home to complete homework.
- \_\_\_\_\_ Other \_\_\_\_\_

# Who We Are

## Teacher Led

Teacher Led is one of the foundation principles of Innocademy Allegan Campus. It means that teachers and other staff who are closest to the work of education are the ones providing input and direction to that work, harnessing their leadership potential, and keeping decision making local.

The IAC teachers are talented individual contributors in his or her classroom. They see the school as THEIR school, with all of its tactics, strategies, cultures, and people, and the ownership that comes with Teacher Led processes. "Ownership trumps most other leadership principles." Teachers share administrative responsibilities and participate in the decision making that keeps the school functioning. Of equal importance is the leadership they demonstrate that provides a model for students as they learn decision making, problem solving, and personal initiative.

What does this mean to students and families? Issues that arise with students will be addressed by the teacher. Questions, concerns, and discussions of any challenges that occur in the school should first be shared with your child's teacher. In nearly all cases, solutions will result at that level. If needed, the teacher will invite other staff into the discussion to assure that the best plan results.

## **Multi-Age Learning**

Multi-age learning means that students work in groups that are designed based on their educational needs first, and those groups are evaluated and adjusted numerous times during the year as students grow and exhibit new learning. Innocademy: Allegan Campus' multi-age learning approach consists of two interlaced facets: academic and social.

Our approach to enhance student achievement is a commitment to a small student-to-teacher ratio and curriculum that is provided at an appropriate and challenging level. A smaller student-to-teacher ratio leads to higher student achievement because of increased individualized instruction and attention. As a small school, we can focus our multi-age groupings on three major distinctions: Youngest Friends (often called Kindergarten), Middle Friends (traditional grades first through fourth), and Oldest Friends Learners (traditional grades fifth through eighth).

## **The 7 Habits**

Innocademy: Allegan Campus is deliberate in teaching, modeling, and monitoring strategies for helping our students learn leadership and the other skills needed to be successful team workers and group members. Stephen Covey's popular *7 Habits for Highly Effective People* has 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. We feel so strongly about helping students develop these qualities. For information regarding the 7 Habits themselves, please check out this website:



www.leaderinme.org

We strive to use the Habits in all we do. They are:

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 aligns closely with multi-age learning and 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 M-STEP standardized assessments, common assessments like running records, Delta Math, and daily formative assessments. Each child's skills and progress are closely monitored 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. 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 or traditional grade level. Our goal is to have each child achieve over 100% growth each school year.

## **Curriculum/Co-Curriculum**

Below is a brief overview of Innocademy’s core curriculum. These resources support the teachers’ work of teaching the

Common Core Standards that have been adopted by many states. Click here for grade level guides to the standards for English Language Arts and Math.  
<http://www.corestandards.org/>

### IAC Quick Core Curriculum Reference

Subject	Curriculum	Assessments
ELA	Lucy Calkins: Teachers College Reading and Writing Project	<ul style="list-style-type: none"> <li>• Fountas &amp; Pinnell running records</li> <li>• MAPS: K-8</li> <li>• M-STEP: 3-8</li> </ul>
Math	<ul style="list-style-type: none"> <li>• Math Expressions</li> <li>• Big Ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Delta Math</li> <li>• MAPS: K-8</li> <li>• M-STEP: 3-8</li> <li>• Local Unit Assessments</li> </ul>
Social Studies	<ul style="list-style-type: none"> <li>• TCI: Social Studies Alive!</li> <li>• Michigan Citizenship Collaborative Curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• M-STEP: 5 and 8</li> <li>• Local Unit Assessments</li> </ul>
Science	Battle Creek Science Units	<ul style="list-style-type: none"> <li>• M-STEP: 5 and 8</li> <li>• MAPS: 3-8</li> <li>• Local Unit Assessments</li> </ul>

## **Field Experiences**

We believe that field experiences enhance student achievement and cultural awareness ...traveling near and far at an earlier age than most traditional schools. The trips we plan for our students progress in range and depth as they grow from a younger friend to an oldest friend. Fees are charged for most field trip experiences with scholarships available for families if needed. Students, however, are required to attend school even if they are unable to participate in a field experience.

## **Student Well-Being**

Innocademy Allegan Campus will not discriminate on the basis of religion, race, national origin, color, disability, gender, sexual orientation, 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 Allegan Campus 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 2260. Please see staff or more information.

# Notes Regarding The Innocademy Community

## Arrival & Dismissal

The building is available for students beginning at 8:30. Students arriving prior to that time will need to stay outside in the playground area. Because there is no outside recess coverage by Innocademy staff until that time, it is important that students do not arrive before 8:30. Thanks so much for your cooperation.

Breakfast is provided for all students in their assigned classroom area.

Instructional time starts promptly at 9:00 am. If your child arrives after 9:00, you will need to ring the doorbell and sign him/her in at the reception area. Students will be counted as tardy if they arrive after 9:10 and absent for the morning if they arrive past 10:00.

## Early Dismissal

School dismisses at 3:30 pm. If your child needs to leave early for an appointment, please sign him/her out before leaving school on the clipboard in the reception area.

## Parking Lot System

Please enter the pickup line using the east entrance. For the safety of our students, please stay in line. Staff will dismiss students to their cars as the line moves in front of school. Our goal is to prevent kids from running into the parking lot without staff supervision and to move the line as quickly as possible. This will help keep as many cars from having to wait on the road as possible. We ask that if you need to chat with a teacher, please

pull into the parking spots to keep the flow of traffic moving. Thank you so much for your support.

## **After School Pick Up**

As a reminder, our school day ends at 3:30 pm. Innocademy staff will be waiting with students at the Main entrance. If your child has not been picked up by 3:45 pm for three days, a reminder will be sent that subsequent occasions will incur a cost for the extended supervision. If there has been no parent contact after 4:00, law enforcement will be contacted. Just a reminder that there is no supervision on the playground after school.

## **Assessments**

Along with daily informal assessments, students will “show what they know” in a variety of formalized assessments over the years: NWEA MAPS, M-STEP, P-SAT, Kindergarten Readiness Assessment, and Delta Math.

## **Attendance**

Breakfast is served from 8:50-9:00, with class beginning promptly at 9:00 am. If your child arrives at school after 9:00 or needs to leave early for an appointment, PLEASE make certain you use 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 contact your child's classroom teacher directly. Students will be counted as tardy if they arrive after 9:10 and absent for the morning if they arrive past 10:00.

## **Truancy Process**

After 3 UNEXCUSED absences or 5 EXCUSED ABSENCES, IAC staff will contact parents by telephone or letter. If telephone contact results in an answering machine message or if a letter is used for the contact, there will be a follow-up confirmation. Contact will be noted in the PLP log in Infinite Campus.

After 6 UNEXCUSED absences or 8 EXCUSED absences, IAC will schedule, conduct, and document (using the Truancy Meeting Form) a face-to-face meeting between school personnel, parent/guardian, and the juvenile to discuss child's attendance, and to formulate a plan using appropriate resources to resolve truancy issues. This plan may include changing schedules (if reasonable), assisting the juvenile in getting into the school (parent/guardian/adult escort), tutoring, or testing. If appropriate, referral will be made to alternative agencies.

After 10 UNEXCUSED absences accumulate, and the plan for support and assistance has been exhausted, IAC will:

- Refer the juvenile to the AAESA Truancy Officer including a copy of the Truancy Meeting Form. A new school year will necessitate that any new truancy will result in a new Truancy Meeting. Truancy meeting and reports must be filed individually for each child, regardless of whether the juveniles are in the same family.
- Records will be kept of all attempted and/or actual contacts and interventions.
- AAESA's Truancy Officer will be notified of any and all further absences occurring during the remainder of the semester.
- Repeated absences will result in additional contact from the AAESA Truancy Officer, including information on consequences of continued absences.
- When resources have been offered, and the attendance has not improved, charges could be sought against the parent/guardian and/or juvenile.

Many families travel outside of Michigan or the U.S. 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 teacher for schoolwork a week in advance.

- **Excused absence** means the following:
  - Student illness/injury/residential treatment (with doctor's note or verified by parent)
  - Medical appointments (with doctor's note)
  - Religious holidays
  - Lice (3 days)
  - Funeral/death in family
  - Mandated court appearances (documented-only if children are required per subpoena).
  - Placement by Juvenile Court in detention.
  - Educational opportunities approved by school officials
  - Travel (Please contact each child's teacher for schoolwork a week in advance.)
- **Unexcused absence** is any absence not accounted for above, examples of unexcused absences include, but not limited to:
  - Staying home to baby-sit
  - Overslept
  - Needed at home
  - Weather
  - Missed bus
  - Child is not immunized
  - Sickness (not documented or verified by parent)
  - Chronic lice (over 5 days, CPS referral may be suggested/should be considered).
  - Willful truancy (skipping/student refuses to attend school per parent/guardian, or reported as a runaway).
  - Failure to notify school

## **Birthdays**

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

We welcome birthday treats. If you are planning to send a treat with your child, please contact your child's teacher in advance and for an accurate classroom number.

## **Calendar**

Calendar is always available on the website under the Parent Resources page behind the Current Parents tab.



# Innocademy Allegan 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 and Personal Devices**

Cell phones and personal devices are not permitted at school for elementary students (grades k-5) but are allowed for middle school students (grades 6-8). Cell phones and devices need to be checked in and checked out with the middle school classroom teachers. Innocademy Allegan Campus is not responsible for lost, stolen, or damaged devices. Phones may be used to communicate with family members ONLY during non-instructional time, as determined by the classroom teacher. There will be opportunities to use school devices in a deliberate learning environment.

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

## **Dress Code**

Please help your child make sure that he/she is choosing appropriate clothing for school. Dresses and shirts should have a strap of at least two fingers (one inch) wide (no strapless, spaghetti straps or halters) and should completely cover the mid-section. Shorts, dresses, and other pants must be at fingertip length or longer with student's arms resting at his/her sides. Students not meeting the dress code will need to change their clothing...either from home or school-provided. Hats are okay.

Because of our partnership with Outdoor Discovery Center, students will have opportunities to participate in several outdoor activities. Please help your child make sure he/she is choosing appropriate clothing for the weather and outdoor

exploration, such as footwear and outdoor/rain gear.

## **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**

Innocademy Allegan Campus 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**

At some point during the year you may find yourself away from your children for a day, long weekend, or extended period. We want you to ENJOY your time! Unfortunately, sickness and accidents don't always cooperate with your plans. PLEASE, for the safety of your child, drop us a quick email/voicemail letting us know of the change, as well as the emergency contact information - even if it's for one day - and if there is any change in pick up/drop off. Thanks so much for your help and cooperation.

In addition, if there are any contact or pick up/drop off changes throughout the school year, it is critical to inform staff as soon as possible.

Furthermore, it is most helpful to have a "back-up" emergency contact person in case of illness or other issues, and we are unable to reach the primary contact. Please provide us with the name and contact information, and let that person(s) know that you've listed him/her as a contact.

### **Extra-Curricular**

Athletics and other extra-curricular activities are one way in which kids "sharpen their saw." Girls on the Run, Total Trek Quest (TTQ), robotics, drama/art club would be highly encouraged at the school if we find volunteer coaches.

### **Discipline**

We believe that all students have the ability and responsibility to act in an appropriate manner while at school, and we want to be sure that our expectations regarding behavior are understood by all. Behavior expectations are reviewed with all students, and is used to guide our responses to misbehaviors.

Most instances of misbehavior are minor and handled by the teacher or other staff member present. If needed, additional input and assistance may be requested by the teacher or other staff members. We ask that you review behavior expectations with your child.

## **Family Directory**

The family directory will be emailed/sent home after the beginning of the school year after families give permission to release contact information.

## **Grades**

Students are regularly assessed for progress. Teachers are always happy 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 and June. All students will receive a report card indicating their mastery of the Common Core Standards adopted by Michigan. Information will include whether they are exceeding, meeting, progressing, or there is concern for the Common Core Standards. In addition, students in traditional 6<sup>th</sup> through 8<sup>th</sup> grade classrooms will receive letter grades.

## **Homework**

Homework can be expected several nights a week. While homework loads will not be excessive, some students may have more homework than others based on the time used in class.

We expect that students will read, write, and/or work on math each night for 20 minutes – 45 or more minutes.

When homework does come home (most likely this will be some math), it is our expectation that it will be turned in during the next school day. If your child does not bring his/her homework back to school, many times we will ask him/her to make a phone call home just to let you know and as a

reminder to finish it and bring it the next day. Often, recess time will be used to complete work. A meeting to collaborate with teacher/parent/student will be called in cases of repeated missing work.

## **Illness**

Please help us create a safe, healthy environment for all 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 frequently 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 must be free of all nits)

**If your child is being treated with an antibiotic, he/she 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 above guidelines. Any minor injuries must be reported to a teacher, and the student will be treated and returned to class. If medication is required, the medication policy 5330 will be followed.

## **Lunch**

Families can always choose to bring a lunch from home. (Please remember to pack any necessary utensils.) Milk will be available for purchase. The second option is to order a school lunch each day.

## **Lost and found**

A collection will be kept in one of the classrooms. Any unclaimed items will be donated to Love Inc. Pullman periodically.

## **Medical Concerns**

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

## **Medications**

No staff member will be permitted to dispense non-prescribed medication (OTC medication) to any student. A doctor's note

is required per Michigan law. Please see the office 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 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 his/her person. If a student is in possession of medication, the 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 subzero temperatures persist. The only time students can stay inside is if they have been invited by a teacher. When appropriate, students should bring labeled gloves, hats, boots, and snow pants, so they are able to enjoy the outdoors.

## **Safety/ Tornado, Fire and Lockdown Drills**

We will comply with safety requirements and hold six fire drills, three tornado drills, and three lockdown drills. Every effort will be made to help students understand the importance of the drills in a calm and non-threatening way.

## **School Closings and Delays**

Please be aware that if school is delayed/cancelled due to weather conditions, Innocademy: Allegan Campus 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](http://woodtv.com). If



we post that there is a “One Hour Delay”, it means that Innocademy: Allegan Campus will begin school at 10:00 a.m. instead of 9:00. In this case, school will operate like normal, including regular lunch and dismissal times.

## **Sending Money To School**

Checks and cash are always option. 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 child’s name
- record the amount enclosed
- note the purpose of the payment

## **Signing In**

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

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.

## **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 (no glass - labeled with your child’s name) to school with him/her during warmer weather and encourage him/her to drink often. We do ask, however, that you do not send juices or energy drinks. While they are fun treats once in a while, they are not a good substitute for plain water and do not give our bodies what they need like water is proven to do.

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

## **Special Education**

The Americans with Disabilities ACT (A.D.A.) and Section 504 of the Rehabilitation Act state that no individual will be discriminated against based on 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 Information**

PLEASE, please, please....in the interest of safety for your child, please text or call to leave a message with child's teacher regarding 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 teacher. 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. However, in the best interest of everyone's time, we ask that you schedule an appointment with your teacher. Because teachers are working, please do not interrupt class time and limit your interactions before and after school. As always, thanks for your support.

Staff emails can be located on the Innocademy Allegan Campus website.

We will do our best to reply to emails within 24 hours.

### **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. Once in the fall and again in the spring. Please check the school calendar for the dates of conferences. As always, teachers are available to discuss your child at any time throughout the year.

### **Student Records**

Parents must notify the staff 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 fees or fines that are due. School records may not be released if the transfer is not properly completed. Access to student's records is protected by FERPA and Michigan law. Please see the Board policy 2416 for specific details.

### **Student Fees and Charges**

Innocademy: Allegan Campus on occasion charges specific fees for some field trips, non-curricular activities, and programs.

Such fees cover the cost of activities. In addition, students can be fined for excessive wear, damage, or any abuse to property and equipment. Late fines can be avoided by returning borrowed materials promptly.

## **Search and Seizure**

If there is reasonable suspicion that a student is in violation of law or school rules, he/she is subject to a search and/or seizure of 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 Daily Stand-Up Meetings and Classroom Time**

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 is working during the school day and cannot have our classroom time unexpectedly interrupted. Moreover, the teachers gather for a Stand Up meeting each day from 3:45-4:15. Thank you in advance for working around that crucial time.

## **Transportation**

Currently, IAC offers bus transportation to select community stops in Fennville, Pullman, Allegan, and South Haven. There are no individual "home" pick-ups/drop-offs.

We are so fortunate to have support for offering this bus transportation, and riding the bus is a privilege for students and families. The bus route and times are shared at the beginning of the school year. The bus will NOT wait for late families.

At the end of the day, parents must be at the stop when the bus arrives to drop off the students. If a parent is not present, the child will be taken back to the school, and a contact made

with families to pick up the child there. A cost may incur for this service.

We encourage families, who use the same community stop, work together to provide pick-up for each other's children in case of emergency. These written arrangements must be shared with the school in advance so that the bus driver can release the student to another adult.

The behavior rubric applies to bus time, as well as school time. Misbehavior will be reported to IAC staff, with a possibility of disciplinary action up to and including loss of the privilege of bus transportation.

## **Valuables**

Students are strongly encouraged to not bring valuable items to school. Innocademy: Allegan Campus is not responsible for the safekeeping of such valuables. We will 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.

## **Volunteering**

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.

It is highly encouraged that each family commits to 20 hours of

volunteer time each school year.

### **How You Can Get Involved!**

There are many opportunities to get involved. These opportunities are coordinated through the School Enhancement Team (SET), which is Innocademy's version of a parent/teacher organization. Should you have any questions or want to get involved with this team, please contact Marty at [marty.lappe@innocademy.com](mailto:marty.lappe@innocademy.com) or call/text him at 248-505-6829.