Innovations Academy

Powerfully creating ourselves through self-expression
compassionate connection and
purposeful learning

Family Handbook

17-18~~16-17~~ School Year

10380 Spring Canyon Rd.
San Diego, CA 92131
858-271-1414
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InnovationsAcademy.org

Dear Families,

At Innovations Academy we powerfully create our lives through self-expression, compassionate connection, and purposeful learning.

We welcome you to the Innovations Academy 2017-18~~16-17~~ school year. We are very excited to work together to create the optimal learning environment for all students.

As such a community, we invite you to share with us what is working for you during the year and where you would like to see improvements. Through practicing our mission we can cultivate a community filled with participation, communication, and contribution.

We look forward to building this community together.

Please take the time to read through this handbook with your child.

Joyfully yours,

IA Staff

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- **Mission Statement and Guiding Principles**

At Innovations Academy we powerfully create ourselves through self-expression, compassionate connection, and purposeful learning.

Our charter school, serving K - 8 students, is made up of difference makers who are inspired to contribute to our world. We involve students to create their own opportunities through enriching experiences and through making active choices throughout their day.

The accomplishments of Innovations Academy include providing an environment that respects the intellectual, emotional, and social intelligence of all children while supporting their innate human desire to learn through a multidimensional curriculum.

For a deeper understanding of our school's philosophy we recommend reading our school's charter online as well as reading information about constructivist teaching philosophy, positive discipline and project based learning.

- **School Calendar and Class Schedule**

Event	Date
Open House	August ~~25, 2016~~24
School Starts	August 28~~9~~
Student Led Conferences MIN. DAYS FOR STUDENTS	October ~~10-14~~9-13
Veteran's Day Holiday	November 11
Thanksgiving Holiday	November ~~21-25~~20-24
Exhibition Night	December ~~15~~14

Event	Date
Winter Break	Dec. 189-Dec. 3029
Staff Collaboration Day NO SCHOOL FOR STUDENTS	January 2
Martin Luther King Jr. Birthday Holiday	January 156
Report Cards	January 267
Lincoln & President's Day (NO SCHOOL)	February 167 & 1920
Portfolio Review Days	February 5-9
Exhibition Night	March 223
Spring Break	March 267-301
Staff Collaboration Day NO SCHOOL FOR STUDENTS	April 23
CA State Testing Window	April 34 - May 3127
Memorial Day	May 289
Presentations of Learning Check with teacher for schedule	May and June Check with teacher for schedule
Last Day of School MINIMUM DAY	June 89

Class Schedule

Each class designs its own schedule as individual classes have different activities occurring throughout the school day. This flexibility allows us to

design the program to meet the needs of our students. Please check with each teacher for the class schedule. If major changes occur in the schedule you will be notified.

Explorations Classes (Art, Performing Arts, Nature Studies/Garden, Clay, Spanish, Robotics…) take place for some students in the morning and others in the afternoons. These classes change as needed. Please check with the classroom teacher for detailed information about the daily schedule.

- **School Hours**

Starting & Dismissal	Grades 1-8	Grade K
Start Time	8:45 AM	8:45 AM
Dismissal Monday Minimum Days	12:30 PM	12:30 PM
Dismissal Tuesday-Friday	3:15PM	2:15 PM

Office Hours:

8:00 am - 4:00 pm Monday through Friday
You may contact the office by calling 858-271-1414

- **Drop Off & Pick Up**

Drop off begins ~~at~~ a maximum of 15 minutes before start time (8:30 a.m.). Children must enter the school campus through the ~~north~~ main gate. Once on campus all students are to remain on site.

Pick up begins at dismissal for a 15 minute duration(until 3:30 T-Fri). We encourage parents to come into the classroom at least one time per week to pick up their child(ren). This fosters communication between parents/care-givers and teachers and allows parents to see student work.

Any child going home with another family for a play date must have a signed note to be given to their teacher that day or earlier. Ride coordination can take up quite a bit of time, please be respectful that teachers have tasks ahead of them after school gets out.

Any child remaining after pick up time has ended will be ~~placed in Outpost After School Camp and will be charged a fee~~sent to the office.

This is disruptive of staff time, so please plan accordingly. Supervision can not be guaranteed after 3:45 p.m.

Attendance

Consistent attendance is very important for a child to develop the relationship and flow for a successful education. We take attendance very seriously.

- If your child is enrolled in the 5 day program then they are committed to attending 5 days per week.
- If your child is enrolled in the 3 day program (K-2) then your child is committed to attending all three days each week.
- And finally, if your child is enrolled in the Home Learning Community (HLC), you have made a commitment to become a part of that community and abide by the agreed upon attendance requirements.

After a student has 3 absences or tardies, the parent will receive a warning letter. After 5 absences and/or tardies, the director will contact the family to create a plan together for how to improve attendance. Should a student reach 10 absences a meeting is scheduled to address this very serious issue. If your child has more than 15 absences in a school year, a meeting is scheduled to discuss school participation, involvement, and placement.

If your child is absent, it is necessary for you to contact the office via email at info@innovationsacademy.org or telephone at 858-271-1414 to report the absence.

In your message, please leave the following information:

Student's name and grade
Day(s) and date(s) of absence
Reason for absence
Expected date of return

Delinquent families may be reported to the School Attendance Review Board (SARB) for assistance.

A budgetary note about frequent absences

While a solid education and quality learning experience are the most important factors of regular attendance, the simplest form of fundraising

that you can do for our community is to ensure that your child is here each day possible as funding is based on attendance, not enrollment. When children are absent from school, we miss out on their contribution to our community.

Each day that a student is absent negatively impacts our budget by about $50. In order to run a school with a high quality staff, materials and program it needs funds and a predictable budget. You can support the school by having your child in school consistently. If a child needs to be absent for any reason, please see the independent study section below.

Sick Days

Although we feel it is important that children have good attendance, we also understand that children who are ill will not be able to learn and may impact others. Please take a few minutes at home to carefully check your child's health before s/he leaves for school. The following are suggested times when a child should stay home. If they come to school with any of the following conditions you may be called to pick them up:

A report of illness during the night
Fever is present (100 degrees or more)
Complaints of nausea, upset stomach, vomiting, headache, diarrhea
Development of a rash on face and/or body
Severe cold, cough and/or sore throat
Inflamed eye(s) with discharge

Please remember: An ill child cannot function properly in school. The spread of illness and disease through school can be more easily monitored if sick children remain at home during the acute stage of an illness.

Short Term Independent Study Contracts

If you know in advance, including the morning of, that your child will be absent from one to twenty-one days for any reason, your child's absence may be excused if a Contract of Independent Study is completed and signed before the student leaves. In addition to the signed contract, the student must complete and return to the front office the assigned classwork.

It is of utmost importance that families with children absent for any reason for longer than one school day, obtain an Independent Study Contract. This can be done by contacting the office and downloading the contract/student work from our website, having us email work or coming into the school office to pick up the necessary documents.

When possible, please contact the office three days prior to the absence in order for teachers to adequately prepare lessons for your child. Students

are expected to complete all work assigned and turn it in to the office upon returning to school.

Tardies

William Shakespeare says, "Better three hours too soon than a minute too late." Plan ahead and drop your child off with 5 minutes to spare and they will never be late to class. If students are chronically late to school (more than 5 tardies a month) ~~to school~~ the family will be called into a meeting to discuss the effect of said tardies on the student, teacher, and class.

If tardies persist parents meet with an administrator to talk about school participation, involvement, and placement. Teaching children the importance of scheduling and punctuality will have a positive impact on their life. Additionally, when students arrive on time they are more connected to their community throughout the day which makes for a better educational environment for all.

Leaving School Early

Once at school, a student may not leave the gated premises during school hours without permission from the office. If a student needs to leave school during the school day, s/he must be signed out in the office by a parent or guardian.

We ask that you communicate directly with the office when your child needs to leave campus for any reason. Do not text or call your child and do not allow them to text or call you without permission ~~-~~during the school day for any reason. We are happy to take a message and carry it to your child so that it doesn't disrupt the flow of learning. When you contact the office, we will send for your child.

- **Health and Medication**

Students may not have any medications in class. All medications must be turned into the school office. Medication given at school must be accompanied by:

1. Physician's Authorization for Medication form detailing the method, amount and time schedules by which the medication is to be taken; OR
2. A written statement from parent/guardian indicating that they desire the school to assist the student with medication.

• **Informed Consent and Acknowledgment for Athletic Activities**

Students at Innovations Academy have the option to participate in a wide range of athletic activities.

By their very nature, athletic activities can put students in situations in which serious, catastrophic, and perhaps fatal injures may occur. The injuries could include, but are not limited to the following:

Sprains/strains	Disfigurement
Fractures	Head injuries
Cuts/abrasions	Loss of eyesight
Unconsciousness	Death
Paralysis	

Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will eliminate all risk of injury. Although the school may suggest or recommend the use of certain equipment to be purchased by the students, the school does not guarantee that such equipment will be free from defects or protect the student from injury. By granting permission for your son/daughter to participate in athletic activities, you, the parent/guardian, acknowledge that such risk exists and assume these risks.

Participation by your child is voluntary and is not required by the school.

Parents have read and agree to hold Innovations Academy, its employees, agents, volunteers and/or sponsors and any other person, firm or corporation charged or chargeable with responsibility or liability, free and harmless from any and all claims, demands, damages, costs, expenses, loss of services, action and causes of action resulting from the use of facilities, equipment and participation by my son/daughter in all athletic activities, to the fullest extent of the law.

• **Visitation Policy**

The safety of all children is of utmost importance. Our gates are locked at 8:45 each morning. At that time the only way on campus is through the front office. Immediately upon entering campus, all visitors, including volunteers, are required to sign in with the school office. Visitors being accompanied by school staff while on campus may be denied permission to

enter classrooms if it is determined that there is a substantial likelihood of interference.

- **Parent Volunteers**

We love volunteers at Innovations Academy because they contribute so much time and energy to the students and staff! If you would like to volunteer, please see the below requirements for each level of involvement. For levels 2, 3 or 4, volunteers must complete and turn in the listed documents to the front office. Volunteers will receive an I.A. Volunteer Card indicating the volunteer categories that are allowed. If the requirements have not been met then a parent will not be allowed to volunteer for that category. There are four categories of volunteers, each with different requirements:

1) Visitors or guests who enter the school for a one day visit. This **excludes** whole school events such as Exhibition Nights, the school dance, etc.

   Requirements:
   Sign in at the front office.

2) Volunteers with regular group exposure who have little or no direct unsupervised exposure or contact with children, and volunteers with classroom exposure who work with children and are supervised by school staff.

   Requirements:
   Sign in at the front office.
   Present a tuberculosis clearance card (good for 4 years)
   Be checked by office staff against the California Department of Justice, Sexual Offender (Megan's Law) website (www.meganslaw.ca.gov).

3) Field Trip Drivers: Volunteers who drive on field trips but do not spend the night.

   Requirements:

   Sign in at the front office.
   File a copy of your automobile insurance in the front office.
   File a copy of your driver's license in the front office.
   Be checked by office staff against the California Department of Justice, Sexual Offender (Megan's Law) website (www.meganslaw.ca.gov).

4) Volunteers who work with students unsupervised or who assist on overnight field trips.

   Requirements:
   Sign in at the front office.
   Present a tuberculosis clearance card (good for 4 years).
   Present a fingerprint clearance from the SD County Office of Education.

- **Fieldtrips (AKA Field Study)**

Innovations' students participate in many field study experiences. They are a great way to reach out to the community and experience learning in a unique way. Field study can be as simple as walking around the block or more intensive such as going to the zoo, a museum or overnight camping. A blanket field trip permission slip was included in the online registration packet for this purpose. Fieldtrips may come up at the last minute such as a visit to the park down the street or a visit to a neighboring business. Please make sure to contact our office and/or your teacher if you are picking up early to ensure that the student is on campus at your arrival. If you choose to volunteer on a field trip, please note the requirements in the volunteer section of this handbook.

Payments for Field Studies

At IA, our students participate in one field study a month and many of these excursions have costs to attend. We keep our costs as low as possible by fundraising for our more expensive trips. Please let us know if the cost of a field trip is a financial hardship for your family. No student will be excluded from participating in a field study due to lack of payment. That is our responsibility as a public school. Thank you for your support.

Public Transit

Students learn a lot about public transit by using our local resources. Buses, trains, trolleys, and subways are great learning experiences. If you would prefer your child to not ride public transit you may chaperone and bring them to the event.

- **School Lunch & Snacks**

Innovations Academy is committed to sustainable practices that will contribute to long term maintenance of our school site, city and planet. The reuse of materials is a sustainable practice. Beginning this school year we are requiring each child and staff member to have a plate, cup, fork and spoon in their classroom to be used for class parties and hot lunch on campus. Additionally, we are asking parents to send lunch items in reusable containers. Students who bring plastic bags, juice bags, etc. will be asked to take their trash home for discarding.

~~Our school hot lunch program is available for purchase Tuesday through Friday. Please see our website, www.innovationsacademy.org, under the Parents tab, for more information~~We do not have a hot lunch program. Our 8th graders have PIZZA FRIDAYS as a fundraiser for their 10 day end of the year field trip. If you would like to order pizza, please see the information under the LUNCH tab on our website.~~.~~

Format

We do not have a free lunch program. However, if you need help finding ways to make affordable lunches at home please feel free to ask. We're happy to help with suggestions.

~~Other~~ Lunch Options:

- Bring a cold lunch
- Bring a leftovers lunch (we have microwaves for student use)

Snacks:

Please send your child to school with nutritionally sound snacks (and lots of them, your children will be hungry throughout the school day). No energy drinks, soda, or junk food. If a child is seen with such items, it will be removed by the supervising adult. We suggest fruits, vegetables, nuts, whole grain breads, cheeses, etc. Once again, keep in mind that our goal is to have zero trash generated on campus from snacks and lunch so please pack accordingly.

• **Fundraising**

At Innovations, each year we create a fundraising plan to give clarity and direction to the necessary fundraising that we must do. The funds bring resources to our program. This is important in these times of budget cuts and funding deferments. If you have strong opinions, skills and/or ideas in this area, please volunteer for our Fundraising Committee.

We do a variety of fundraising activities:

Student: Fundraising is a great way for students to learn about budgeting, resources, and planning. Furthermore, it makes our students accountable for the activities that they want to do. An example would be a student organized bake sale or car wash.

Passive/Ongoing Fundraisers: These fundraisers require little effort once established. Money comes to Innovations Academy throughout the school year. Examples would Gift card purchases, Jamba Juice sales, Amazon Smile Program, ~~Food Truck Thursdays,~~ debit or credit card registration at several locations. Please see our website for links to all of our ongoing fundraisers.

Active Fundraising: IA limits our active fundraising events so as not to be bothering our families for money all of the time and to support ongoing student fundraising. Several active fundraisers that may occur during the school year are Scholastic Book Fair, a School Dance, and the Fall Pledge Drive.

There are many other ways to contribute to generating funds that support our students. Helping create a strong ~~committee~~ network is important. All IA community members can contribute by helping to organize, bringing supplies or goods for a fundraiser, donating monetarily, and/or helping us find grants or philanthropic organizations to partner with. One resource that many people do not know about is their own place of employment. Many companies do matching grants/contributions for fundraising/donations. Find out about yours!

Education Innovators Program: We have the goal of creating an Education Innovators Sponsorship Program. This program would enroll 100 sponsors each of whom will donate $1000 each year for three consecutive years. With $100,000 collected each year, we will deposit half of the funds into a reserve account and the other half will be used to support the continuing development of a strong educational program and innovative use of technology. If you are interested in organizing this program, please see the director.

- **Emergency Drill Procedures**

There is a complete Emergency Action Plan (EAP) on file in the office. It can be viewed in the main office. Innovations Academy holds one emergency drill per month.

Some emergency numbers to be aware of:

- Front Office Number: 858-271-1414
- Christine Kuglen, Director, 619-379-9275

- **Bringing Personal Items to School**

Innovations Academy believes in giving students choices. This includes making the choice to bring personal items to school to be used during breaks and at lunch. Students assume full responsibility for personal items such as cell phones, skateboards (not to be used on campus), gaming devices, wallets, tablets, laptops, toys, etc. Any personal item that interferes with the learning process must be put away and/or turned off during instruction. Any device with inappropriate material (particularly those depicting violent, sexual, and/or derogatory content) is confiscated and returned to parents with the possibility of permanent removal from school. Innovations Academy has the right to confiscate and search any devices suspected of containing inappropriate content. Teachers retain the right to limit this privilege as needed.

Additionally, if a personal item goes missing, Innovations Academy reserves the right to search all backpacks, purses, and other personal items.

- **Dress Code**

Innovations Academy believes that socially responsible behavior is crucial to improving and maintaining a climate of respect. Dress and grooming should not interfere with the educational process. School clothing should be neat, clean, maintain adequate coverage, appropriate for school activities, and follow standards of common decency (no profanity, nondiscriminatory, sexually explicit clothing, etc.).

Footwear: Please wear or bring to school closed-toe athletic shoes for outdoor activities during P.E. The scheduling of P.E. can be unpredictable and classes often play active outdoor games. Please plan accordingly.

• **Academics**

Fun, excitement, curiosity, and engagement: these things make joyful learners.

At Innovations we create this through the following components: Activity Based Skill Instruction, Project Based Learning, Character & Community Development, and our Explorations Classes and Clubs.

Our Project Based Learning curriculum integrates student interest into meaningful standards -aware projects incorporating Math, Art, Music, Language Arts, Science, and Social Studies. We believe that fulfilling projects engage both the hands and the mind.

Character & Community Development underlines the importance of effective and productive social interaction and communication for success in life. Morning meetings, self-evaluations, class council and presentations of learning are some ways that we teach communication skills & conflict resolution. We have a structure to develop relationships conducive to social and intellectual well-being. Over the year, teachers and staff model effective communication skills and techniques.

• **Network Use Guidelines**

Please read the following carefully. This will give you information about the privileges and responsibilities of using the Internet and Innovations Academy networks as part of your student's educational experience.

Innovations Academy's network provides access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world.

Students will have access to:

- Electronic mail (e-mail) communication with people all over the world.
- Information and news from a variety of sources and research institutions.
- Public domain and shareware software of all types.
- Discussion groups on a wide variety of topics.
- Many university libraries, the Library of Congress, and more!

Responsibilities

Innovations Academy has taken reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. However, on a public network it is impossible to control all materials. "Harmful matter" means matter that, taken as a whole by the average person applying contemporary statewide standards, describes in a patently offensive way material which lacks serious literary, artistic, political, or scientific value for minors (Penal Code, Section 313).

The teacher/staff will choose resources on the Internet that are appropriate for classroom instruction and/or research for the needs, maturity, and ability of their students. Innovations Academy takes no responsibility for the accuracy or quality of information from Internet sources. Use of any information obtained through the Internet is at the user's risk.

Acceptable Use

The purpose of schools having access to Innovations Academy networks and the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of Innovations Academy networks must be in support of education and research and consistent with the educational objectives of Innovations Academy. Use of another organization's networks or computing resources must comply with rules appropriate for that network.

Prohibited Use

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to, the distribution of:

- Any information which violates or infringes upon the rights of any other person.
- Any defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Advertisements, solicitations, commercial ventures, or political lobbying.
- Any information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime.
- Any material that violates copyright laws.

Any vandalism, unauthorized access, "hacking," or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited (Penal Code, Section 502).

Warning: Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or Innovations Academy security administrator may close an account at any time deemed necessary.

Depending on the seriousness of the offense, any combination of the following policies/procedures will be enforced: Education Code, Innovations Academy procedures, and school site discipline/network use policy.

Privileges

The use of Innovations Academy networks and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, teachers, and/or staff may request the site system administrator or Innovations Academy security administrator to deny, revoke, or suspend specific user access.

Netiquette (Network Etiquette)

The use of Innovations Academy networks requires adherence to rules of network etiquette.

These include, but are not limited to, the following:

- Be polite. Do not send abusive messages to anyone.
- Use appropriate language. In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. (Note: E-mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to, or in support of, illegal activities must be reported to appropriate authorities.)
- Maintain privacy. Do not reveal the personal address or phone numbers of yourself or other persons. Before publishing a student's picture, name, or work on the Internet, the school must have on file a parent release form authorizing publication.
- Respect copyrights. All communications and information accessible via the network should be assumed to be the property of the author and should not be reused without his/her permission.
- Do not disrupt the network. Do not use the network in a way that would disrupt the use of the network by others.

Security

Security on any computer system is a high priority, especially when the system involves many users.

If you feel you can identify a security problem on Innovations Academy networks, you must notify school administration either in person, in writing, phone, or via the network. Do not demonstrate the problem to other users.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Innovations Academy networks and the Internet.

Vandalism

Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses and damaging any hardware owned by Innovations Academy.

• **Positive Discipline Policy and Procedures**

Positive Discipline is a program based on the work of Adler and Dreikurs. The program, by Jane Nelsen, is designed to teach young people to become responsible, respectful and resourceful members of their community. It teaches important life skills in a manner that is deeply respectful and encouraging for both children and adults. Positive Discipline is the basis for Innovations Academy's discipline plan.

We know that students do better socially and academically when they believe that they are an integral part of their community, when they feel that others care for them and when they feel their contributions are valued. Innovations Academy staff invests a lot of time and planning to create such an atmosphere. We expect students to work with us to create the optimal learning environment.

Opportunities to learn come from making mistakes. By addressing mistakes we can move towards the path of resolution. We use positive discipline to help children become competent conflict resolvers.

As relationships with students are important to us, we work hard to make consequences for misbehavior respectful and constructive rather than punitive. This supports us in being decisive and action oriented in discipline measures.

For more information about why Innovations Academy discipline policy works, consider reading one of the following resources:

- Positive Discipline by Jane Nelsen
- Solving Thorny Behavior Problems by Caltha Crowe

Student Expectations

In order for the classroom and campus to be a safe and engaging learning environment, students are expected to:

○ be willing to actively engage in academic learning activities. This includes trying things when they are difficult and following directions at all times.

○ actively participate in conflict resolution, seeking to understand another's point of view and ultimately resolve the issue, which may include an action apology/make up action, creating an acceptable plan and consistently take action that will achieve the goal of resolution.

○ create an acceptable plan to resolve problems at school. All students involved in conflict must create an acceptable plan to resolve the issue and demonstrate consistent action, which will achieve resolution.

If a student is not willing to engage in any of the above, they will be sent home and a parent meeting will be scheduled to discuss.

Incidences Compromising Safety and a Productive Learning Environment

When student behavior compromises learning or negatively impacts the community in any way, the following actions may be utilized:

Taking a break in the classroom, taking a break outside of the classroom, generating a written plan for behavior change, visiting the Solution Center, completing work outside of the classroom, working independently in an alternative classroom, making a contribution in a lower grade classroom, parent notification, creating a home-to-school checklist for desired behavior changes, and/or day of reflection and/or suspension.

When it is ascertained by staff that the student's behavior is of a significant nature or is an ongoing disruption, the student and/or parents may be asked

to participate in individual or family counseling with the IASC (Innovations Academy Solution Center) counselor to address the behavioral challenges.

Parents are contacted when a child is acting in any of the following ways below (in suspension/expulsion policy section), or for repeated minor infractions.Any incidence compromising safety or a productive learning environment is evaluated for a 'reflection day' or suspension with a possible recommendation for expulsion. The governing board handles the expulsion process. For more on this process, see the Suspension/Expulsion Policy.

- **Reflection Day**

There may be incidents when your child is asked to take a Day of Reflection. Students may be sent home without the parent/guardian being able to speak with the teacher right away about the incident as s/he is teaching. Follow up on the situation will be addressed by the evening. We've found that a "Day of Reflection" can bring to light situations and feelings that have yet to be addressed at school. With your support we can meet the child's needs and maintain a healthy classroom community.

Suspension/Expulsion Procedures

At Innovations Academy we pride ourselves in our Character Development program that includes children in the conflict resolution process. Most incidents at school will be handled inside the classroom through peer to peer conflict resolution, teacher to student discussion and problem solving or through the class council conflict resolution procedure. However, when a situation reaches the level of needing intervention from the Director, an evaluation is made as to if a suspension or expulsion is recommended. This section is designed to inform all parents of suspension/expulsion procedures and due process.

Innovations Academy staff shall enforce disciplinary rules and procedures fairly and consistently among all students. Discipline includes but is not limited to advising and counseling students, conferring with parents/guardians, detention during and after school hours, use of alternative educational environments, suspension and expulsion.

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the policy, corporal punishment does not include an employee's use of force that

is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom Innovations Academy has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities in Education Act ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures.

Innovations Academy will follow Section 504, the IDEA, and all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom Innovations Academy has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students. Within ten school days, the school will assemble an IEP team to make a manifestation determination as to whether the disciplinary behavior was the result of the student’s disability. Should the student remain on suspension for an extended period, the school will work with the district to provide an interim alternative educational setting. Innovations Academy shall notify the District of the suspension of any student identified under the IDEIA (or for whom there may be a basis of knowledge of the same) or as a student with a disability under Section 504 and would grant the District approval rights prior to the expulsion of any such student as well.

1. Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at Innovations Academy or at any other school or an Innovations Academy sponsored event at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

2. Enumerated Offenses

Students may be suspended or expelled for any of the following acts when it is determined the pupil:

a. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force of violence upon the person of another, except self-defense.

b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director or designee's concurrence.

c. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.

d. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.

e. Committed or attempted to commit robbery or extortion.

f. Caused or attempted to cause damage to school property or private property.

g. Stole or attempted to steal school property or private property.

h. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.

i. Committed an obscene act or engaged in habitual profanity or vulgarity.

j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.

k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.

l. Knowingly received stolen school property or private property.

m. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

n. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.

o. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

q. Engaged in or attempted to engage in hazing of another.

r. Aiding or abetting as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.

s. Made terrorist threats against school officials and/or school property.

t. Committed sexual harassment.

u. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

v. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. Threatened or attempted to cause harm to a teacher or other staff member.

Alternatives to suspension or expulsion will first be attempted with students who are truant, tardy, or otherwise absent from assigned school activities.

Whether a student is given suspension or expulsion will be determined by prior record, intent and severity and determined by the Director. A recommendation for expulsion will be taken to the Board for approval prior to the expulsion being levied.

3. Suspension shall be initiated according to the following procedures:

a. Who May Suspend

Only the Director (Principal) or the Director's designee may suspend a student.

b. Conference

Suspension shall be preceded, if possible, by a conference conducted by the Director or the Director's designee with the student and his or her parent and, whenever practical, the teacher, supervisor or school employee who referred the student to the Director. The conference may be omitted if the Director or designee determines that an emergency situation exists.

An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense.

This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization.

No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with school officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

c. Notice to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

d. Suspension Time Limits/Recommendation for Placement/Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension.

Upon a recommendation of placement/expulsion by the Director or Director's designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the Director or designee upon either of the following determinations: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

4. Authority to Expel

A student may be expelled either by the Innovations Academy Board following a hearing before it or by the Board upon the recommendation of an Administrative Panel to be assigned by the Board as needed. The Administrative Panel should consist of at least three members who are certificated and neither a teacher of the pupil or a Board member of the School's governing board. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

5. Expulsion Procedures

Only the Director or the Director's designee may recommend expulsion of a student or refer a student for an expulsion hearing. Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty school days after the Director or designee determines that the Pupil has committed an expellable offense.

In the event an administrative panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session unless the pupil makes a written request for a public hearing three days prior to the hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

a. The date and place of the expulsion hearing;

b. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;

c. A copy of the School's disciplinary rules which relate to the alleged violation;

d. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;

e. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;

f. The right to inspect and obtain copies of all documents to be used at the hearing;

g. The opportunity to confront and question all witnesses who testify at the hearing;

h. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

6. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

Innovations Academy may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by the school or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

a. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.

b. Innovations Academy must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.

c. At the discretion of the person or panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.

d. The person conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.

e. The person conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.

f. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.

g. If one or both of the support persons is also a witness, Innovations Academy must present evidence that the witness' presence is both desired by the witness and will be helpful to the School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.

h. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.

i. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative

procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.

j. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

7. Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

8. Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay and sworn declarations may be admitted as testimony from witnesses of whom the Board, Panel or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be made based on findings of facts in the form of written findings of fact and a written recommendation to the Board who will make a final determination regarding the expulsion. The final decision by the Board shall be based on the written findings of facts and shall be made within ten (10) school days following the conclusion of the hearing. The Decision of the Board is final.

If the expulsion hearing panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

Independent study is an alternative to classroom instruction. Students who are excluded from classroom instruction in a school district—who have been suspended or expelled—are thereby excluded from independent study as well. No ADA credit may be claimed for either classroom attendance or independent study by suspended/expelled students during the duration of their suspensions/expulsions. Students whose expulsions are being held in abeyance pursuant to Education Code Section 48917 and who have been referred to specified settings in lieu of expulsion, pursuant to that section may generate ADA credit through independent study only if they are also given at least one classroom instruction option.

9. Written Notice to Expel

The Director or designee following a decision of the Innovations Academy Charter School Board to expel shall send written notice of the decision to expel, including the Board's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

a. Notice of the specific offense committed by the student

b. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the school.

The Director or designee shall send a copy of the written notice of the decision to expel to the District. This notice shall include the following:

a) The student's name

b) The specific expellable offense committed by the student

Additionally, in accordance with Education Code Section 47605(d)(3), upon expulsion of any student, Innovations Academy shall notify the superintendent of the school district of the pupil’s last known address within 30 days, and shall, upon request, provide that school district with a copy of

the cumulative record of the pupil, including a transcript of grades or report card and health information.

10. Disciplinary Records

Innovations Academy shall maintain records of all student suspensions and expulsions at the school. Such records shall be made available to the District upon request.

11. No Right to Appeal

The pupil shall have no right of appeal from expulsion from Innovations Academy as the Charter School Board's decision to expel shall be final.

12. Expelled Pupils/Alternative Education

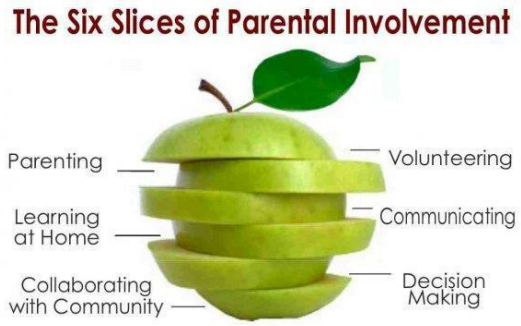
Pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence.

13. Rehabilitation Plans

Students who are expelled from Innovations Academy shall be given a rehabilitation plan upon expulsion as developed by the Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to the school for readmission.

14. Readmission

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the Innovations Academy Board following a meeting with the Director and the pupil and guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Director shall make a recommendation to the Innovations Academy Board following the meeting regarding his or her determination. The pupil's readmission is also contingent upon the Innovations Academy's capacity at the time the student seeks readmission.



- **Parent Responsibility**

"Responsibility for our children's education must begin at home" - President Obama

As a parent of a student attending Innovations Academy, it has been your choice to place your child in a school with a specific design and mission. It is your job to understand the school's mission statement. By choosing I.A. as the school of choice for your child(ren), you also choose to be an active participant of Innovations' academic community. This means developing an understanding of the school's learning philosophies, policies and goals. It also means actively pursuing an understanding of the school's curriculum, and supporting your child(ren)'s learning at home.

It is important to understand that Innovations Academy follows a progressive teaching model that is very different than traditional public schools. This aspect of I.A. brings with it the inherent challenges of learning a new paradigm. These challenges may occur as:

- Feeling confused about the learning process
- Misunderstanding an aspect of the philosophy
- Worrying about the progress of learning

When any of the above feelings happen, it is the parent's responsibility to talk with a teacher or administrator who will support the parent in getting their needs met for information and understanding.

The following are aspects of the program that may be new and/or different and which parents may need to communicate about.
Innovations Academy:

- Does not have a traditional report card
- Holds student led conferences in which a student is present with the parent

- Students call staff by their first names
- Students contribute to~~make~~ decisions about their learning
- Does not give meaningless homework
- Implements POLs (presentations of learning) to assess a student's progress.
- Uses project based and inquiry based learning experiences as a central part of the academic program
- Does not focus on test taking, benchmark testing or test scores
- Has a relationship based discipline plan which is not a one size fits all approach.

All parents are members of the Innovations academic community and play a vital role by showing support and participating in school activities as much as possible.

Some great ways to participate are:

- Chaperone a field trip
- Read to your children or do an outside activity
- Foster friendships between IA students by creating play opportunities outside of school
- Contribute to a fundraising event (bake sales, IA Education Conservators, etc.)
- Attend Exhibition Nights
- Provide large quantities of unstructured time for your child(ren)
- Be a Reading Buddy in a classroom
- Participate in the Parent Connection (our parent association)

If you'd like to help with any classroom or school wide event please speak with your teacher or the Parent Association president who will gladly get you started.

- **Getting Needed Information**

We often hear from parents about the need to be connected and how challenging that can be. The first step is to learn what is going on in the classroom and at school. Another component is communication between home and school. This letter will explain some ways to get the information and communication you want with I.A.

- Innovations Academy has its own **website**:

www.innovationsacademy.org On this website you will find updates, information about our philosophy, links to our classroom digital portfolios, calendar, handbooks, charter etc.

- **Class Info Web pages** (formerly blogs/digital portfolios): All Innovations Academy teachers have space on our website which is updated weekly. Each class page is a little different but all contain essential information about upcoming fieldtrips, areas of study, projects and other useful information and are updated weekly. Teachers send out their weekly emails and then post the information to the class webpage

- **Sunday Blast:** On Sunday evenings a phone call and email go out to all of our parents with activity updates and information for the upcoming week.

- **Exhibition Nights:** During the 2017~~6~~-18~~7~~ school year we will have Exhibition Nights on the following dates: December 14~~5~~th and March 22~~3~~nd~~r~~d. We expect 100% attendance by parents as all students will be presenting work they have completed. If you can't make it, please communicate with us ahead of time. We consider Exhibitions to be as important as report cards.

- **Student Led Conferences (SLC):** During SLCs, students take the lead to facilitate a conference with their teacher(s) and parent(s). The outcome of the conference is that students share their learning in various subject areas and set academic, personal and social goals.

- **Presentations of Learning (POL):** A presentation of learning is an opportunity for a student to speak about specific areas of their own learning in an authentic, reflective way. The act of speaking about who you are, your strengths and challenges is an important part of our program. Please make every attempt to attend your child's presentation of learning.

- **Come In!** We are here every school day (and hopefully we'll see you at pick up or at a Coffee Connection). Please come in and say hi and let us know if you have any questions. If we can't address them on the spot then we can schedule time with you.

- **Coffee Connection:** Current and new IA parents have the opportunity to meet with the Director and get questions answered. It's also a great place to connect with other IA families and have fun while developing a deeper understanding of I.A. philosophy. Check the website calendar for scheduled Coffee Connections.

Please let us know if you have any ideas that can improve our methods of communication. Thank you.

Email Communication Policy

Innovations Academy recognizes that electronic mail (email) can be a valuable communication tool, when it is used judiciously and in accordance with privacy laws and the school internet ethics code. To help us implement school email policy, I.A. faculty and staff members are provided with school e-mail accounts to improve the efficiency and effectiveness of communication both within the school and with the parent/guardian community. Faculty and staff are required to use their school email for all communications with parents.

In the interest of ensuring that email is a positive influence on our learning community of committed parents/guardians, teachers, students, and friends, we are instituting these e-mail guidelines for parent-teacher communication.

- Keep the email short, no more than 1-2 brief paragraphs is a good rule, and request to schedule a time to meet or to speak via telephone
- Respect teacher planning time by sending email only when necessary.
- Keep the content appropriate and specific
- Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate.

Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. An email message on these matters is not appropriate.

Remember that your child's teacher oversees 25 students. Before sending an email to your teacher, please ask yourself:

- Can I get the answer on the class or school website?
- Was the information sent in the teacher's weekly email?
- Can I ask my child to find out tomorrow?
- Can it wait?

Please remember that:

1. I.A. faculty and staff may not reply to emails that reveal student records, discuss other non-related students by name, discuss other I.A. staff or faculty, or contain contentious, emotional, or highly

confidential information. These issues must be dealt with fact-to-face or over the phone.

2. I.A. faculty and staff may discuss and welcome your communications on field trips, volunteering, help with supplies, and other topics that help them help your children have the best year possible.

- **Adult Effective Communication/Complaint Policy**

What to do when something is working or not working for you at IA. This is our name for our Uniform Complaint Policy.

Modeling is essential in the learning process. If we want our children to learn how to communicate effectively it is of utmost importance that we model what this looks like. Here is a chart of specific actions that will support our children to learn effective communication.

Instead of:	Do:
Complaining about something that happened	Speak with the teacher or staff about your concern
Shutting down because you feel left out of some communication	Speak to the teacher about how to get all class info
Believing something someone tells you (aka participate in rumors)	Go to the source and get the information yourself
Sharing a frustration about the school, the teacher or the parent association with another parent	Speak directly with the director, the teacher or the Parent Association president
Harboring frustration, anger or hurt about something your child told you happened at school	Approach the teacher or director to inquire about the situation

Feedback is an essential part of communication that is very valuable to us as a community. If there is something you like, let us know (we can publish it in our gratitude book)! If there is something you do not understand, are confused by, or do not like, also let us know. Going directly to the source generally gives clarity and understanding.

The only way to get your needs met is to let us know what your needs are. If you have a complaint, frustration, question, concern, excitement or

appreciation, please communicate with us. There are many ways to communicate: talk in person, write an email, send a note, or make a phone call. We want our families to get their questions answered. We want to be in communication with you. We need you to tell us when you need that to happen. All of your positive and negative feedback helps us improve our program and understand the needs of so many families.

Though giving feedback sounds good on paper it can truly be the most difficult thing you will do. Actually approaching a person when you have negative feelings is a huge challenge. Expect to feel uneasy and let the person with which you need to speak know you need their time. You can start with, "I'm confused; I'm hurt; I'm happy; or I'm excited; when I see (hear, notice…)_____.

Understand that we would rather have the information so that we can improve than to have rumors and negative information, like poison, spread through the internet, school or community grapevine.

If you have a concern, here are the appropriate steps to take:

1. Start at the source:
   a. If you have a concern with something in the classroom, speak to the teacher.
   b. If you have a concern with something in the front office, speak with the co-director.
   c. If you have a concern with an IEP, speak with the Education Specialist/Case Manager.
   d. If you have a concern about the educational program, speak with the director.
   e. If you have a concern about an issue with another student, speak with the teacher, the assistant director or the director.

2. If you have completed step one and feel the concern is persisting, email the teacher (or other staff member) and copy the director. A meeting will be set up with all parties involved.

3. If you have completed step one and two and the concern is persisting, set up a private meeting with the director.

4. If you have completed steps one, two and three and do not feel that your concern has been fully addressed, email the director and copy the Innovations Academy Board of Directors (board@innovationsacademy.org).

5. If you have communicated thoroughly using steps one through four and do not feel that the concern has been fully addressed, please get in touch with the IA Board of Directors in one of the following ways:

a. Write a letter to the I.A. Board and send it to our school address, or
b. Email our board at Board@InnovationsAcademy.org, or
c. Attend a board meeting and present during community comments.

We have provided the form on the next page for providing feedback to the school.

Format

Feedback Form

(in place of a typical Uniform Complaint Policy Form)
To be turned into the front office

Name/Anonymous: _____

Date:_____

If you would like to provide feedback, we'd love to hear it. Please take your time and turn it in to the main office. We understand that giving negative feedback is challenging and we commit to address your issue when it is brought to our attention. We invite your information and need it in order to improve. Both children and adults are encouraged to use this form.

Summary of my issue/observation: _____
_____
_____
_____
_____
_____
_____
_____
_____

I would like to (check all that apply):
__To talk to a particular staff member (name:_____)
__To meet with the Director
__To call a conference for my family with another family at IA.
__Receipt of this form to be acknowledged
__To thank the parties involved who are
.
__To express my appreciation for
_____.

__Other:_____

Any further comments:

Resources for Parents

Classes/Workshops/Presentations: The following are resources for parenting/discipline classes as well as Special Education workshops that we've found to be beneficial for all of our students:

Learning Development Services – Established in 1970 as an educational, psychological, and neuropsychological center for children, adolescents, families and adults. They offer a full range of diagnostic, educational, and clinical services. They offer many free lectures on Special Needs children, ADD, and other topics. http://learningdevelopmentservices.com/

Positive Discipline Family Education Centers - Positive Discipline is for parents and teachers who are looking for skills that do not include punishment or rewards to encourage their children to think for themselves, feel capable, become more responsible, and have a greater respect for themselves and others. Classes are held at Innovations Academy.
http://www.familyeducationcenters.com/index.html

Team of Advocates for Special Kids (TASK) - TASK is a nonprofit charitable organization whose mission is to enable individuals with disabilities (and their families) to reach their maximum potential by providing training, support, resources & referrals, and more. For the current free workshop schedule go to: http://www.taskca.org/workshops-schedules.html

Assessments: Below is a list of information regarding outside assessments that we feel comfortable recommending to all students. The below assessments are free of charge.

Center for Behavioral Teratology - This SDSU Research Group gives a free cognitive screening to children ages 5 – 17 years of age. They can be reached at 6363 Alvarado Court, Suite 100/200, San Diego, CA 92120, or by phone at (619) 594-1228, or by email at cbt@projects.sdsu.edu.

The Learning Convergence - The Learning Convergence provides a free reading screening for children of all ages. They can be reached at 3511 Camino del Rio South, Ste. 301, San Diego, CA 92108. Or at their website http://thelearningconvergence.com/ or by phone at 619-640-6835.

Staff	Role	Phone	Email
Christine Kuglen	Director	858-271-1414 619-379-9275*	Christine@InnovationsAcademy.org
Tony Spitzberg	Assistant Director	858-271-1414	Tony@innovationsacademy.org
Donna Napier	Office Manager	858-271-1414	Donna@InnovationsAcademy.org
Tina McGinnis	Records and Nursing	858-271-1414	McGinnis@InnovationsAcademy.org
Tami Hermann	Attendance	858-271-1414	Info@InnovationsAcacemy.org Tami@InnovationsAcademy.org
~~Kiersten Clegg~~	~~Administrative Assistant~~	~~858-271-1414~~	~~Kiersten@innovationsacademy.org~~
Jennifer Kuebler	Solution Center Counselor	858-271-1414	Jenniferiasc@Innovationsacademy.org
Stephanie Bondaryk	Special Education Grades 5~~6~~-8, HLC	858-271-1414	Stephanie@InnovationsAcademy.org
~~Kerry Kosmicki~~Jeff Grimes	Special Education Grades 6-8~~, HLC~~	858-271-1414	Jeffrey~~Kerry~~@innovationsacademy.org
Lisa Smith	Special Education Grades K-4~~5~~	858-271-1414	LSmith@InnovationsAcademy.org
Clara Urbalejo	Kindergarten Teacher	Leave a message at the front office	Clara@InnovationsAcademy.org
~~Jennifer Takahashi~~Lauren Leger	Kindergarten Teacher	Leave a message at the front office	~~JenniferKT~~Lauren@InnovationsAcademy.org
Gabriela Badillo	1st Grade Teacher	Leave a message at the front office	Gabriela@InnovationsAcademy.org
~~Harminder Gill~~Ashleigh Turner	1st Grade Teacher	Leave a message at the front office	~~Harminder@InnovationsAcademy.org~~ Ashleigh@InnovationsAcademy.org
~~Christine Cockrell~~Keely Moore	2nd Grade Teacher	Leave a message at the front office	~~CMC@InnovationsAcademy.org~~Keely@InnovationsAcademy.org

Ali Kolb	2nd Grade Teacher	Leave a message at the front office	Ali@InnovationsAcademy.org
~~Lindsey Ekdahl~~Dre	3rd Grade Teacher	Leave a message at the front office	~~Lindsey@InnovationsAcademy.org~~Dre@InnovationsAcademy.org
Jill Anderson	3rd Grade Teacher	Leave a message at the front office	JillA@innovationsacademy.org
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