

Mission Statement

At The Innovation School, we believe that each child is an individual and all children are creative beings. The Innovation School respects the individual needs of children; fosters a caring and creative environment; and emphasizes the social, emotional, physical, and intellectual development of each child. Paramount to our work is cultivating an environment in which each child can discover his or her strengths and passions to explore their unique contributions and place in the world.

Welcome to The Innovation School,

If you're on the same page as we are, you are here because you are seeking a change. You want learning to be better. More important. More creative. More clever. You are here to do something big, something that couldn't happen in any other educational setting. You are here to change the course of your child's life. You are here to be fully alive. At The Innovation School, we don't limit students; we seek to challenge them to reach their fullest potential. The Innovation School works in completely new ways to re-imagine teaching and learning. This is about the choices we will make together. It is about building community and culture.

This handbook is our community guide. It is a living document, growing as our community grows. If there are items that are unclear, missing, or need clarification, please share your thoughts with us. We are striving for a community that is willing to do life together and help us shape a school that does what is best for kids every day.

For more nuts-and-bolts information, there are some essentials of our community listed by heading in our Table of Contents. Please read through these essentials thoroughly!

Thanks for being here! Let's work together to guide and serve our students to the best of our abilities.

Maggie Barth,

Founder and Executive Director

**If we don't do what we are convicted to do, we will do what everyone else does.
Value something different.**

Background

In October 2016, we set out to create a place of learning that would honor children as creative, unique individuals in a more intentional, purposeful, and innovative way. We knew we would have to first create a culture that was designed to foster creativity and greatness. A place where incredibly talented educators are empowered to put their best ideas into practice every day, to do the very best for kids. This handbook is an encapsulation of our guiding principles. As The Innovation School continues to grow, these principles will be used to serve our community.

Although the vision in this book is important, it's our ideas, talents and energy that will keep The Innovation School shining in the years ahead.

What we do:

- Apprentice children in the art of learning through inquiry, creativity, critical thinking, discernment and wisdom.
- Provide an educational model that honors and supports children as unique and creative individuals

Who we are:

We are a culture that:

- emphasizes learning as immersive: authentic, realistic and connected
- encourages learning with intent
- values unique individuals and fosters a love of learning, curiosity, critical thinking and discovery.
- connects with other learners from around the world, developing global citizens

We are a community of learners that:

- includes students of all ages, parents, and teachers
- strives to show others love, acceptance, and respect through attitude and service
- is passionately curious, willing to learn, unlearn and relearn
- utilizes the technology that is available to enhance learning
- believes that learning happens within a student, not to a student
- focuses on each student's individual needs by creating customized learning strands for each individual
- a community that sees how intricately all of learning is woven into life

What we value:

- Freedom in learning
- Getting our hands dirty, learning experientially
- Being active and Play
- Indulging in our curiosities
- Making mistakes and failing forward
- Being open to other perspectives, views and ideas
- Independent thinkers
- Collaboration- connection is a multiplier
- Learning without ceasing
- Connecting the dots and making connections
- Actively thinking about concepts- not just fact finding
- Agility and spontaneity
- Empathy and social compassion
- Teachers as learners and learners as teachers
- Humor and lightheartedness
- Tools that support learning
- Being action researchers
- Spaces and environments as they plays an important role in the learning continuum
- Forward-thinking pedagogy
- Approaching learning as a scientist, mathematician, historian, artist, storyteller, and investigator
- Connecting students with thought-leaders and masters in a variety of walks of life
- Treating our school as a living laboratory

How we work:

We honor everyone as unique, created individuals. Our interactions with each other are respectful and help increase trust and relationship. We work toward a community and culture of respect, fun and encouragement. We grow and evolve to meet the needs of our community. We are fully alive learners that are creative and curious.

What we deliver:

- Students that are fully alive, who know their unique place in this world and how their gifts and talents can be used.
- Passionate learners who have the ability and drive to spend a lifetime learning, unlearning and relearning.

What we believe about achievement:

- It is complex and multifaceted
- No one assessment can accurately measure it
- It is individual
- It is fluid
- It is boundless

What we believe about learners:

- Every child can learn
- Every child has unique gifts and talents
- Every child has a natural curiosity and an inclination to understand their world
- Every child learns in their own way
- Every child learns at their own developmental pace
- Every child has an inclination to discover how the world works

What we believe about personalization:

Foundational knowledge and skills give us a strong base for new learning. As learners in order to discover new things we need to have a solid understanding of basic concepts. Therefore, it is critical for us as teachers to be aware of student readiness so that we can present students with a task that is challenging for their current level of knowledge, understanding, or skill while providing a support system to bridge the gap.

We must know the individual student.

- Being aware of Interests, preferred learning styles, strengths, and needs
- Encouraging the student to discover new interests
- Emphasizing individual growth and competition with self instead of competition with others
- Discovering new learning.
- Utilizing ongoing formative assessment and student self-reflection to drive new learning.
- Transferring ownership of learning from the adults to the students, a true apprenticeship.
- Varying the product or outcome that we expect of students to demonstrate understanding.
- Allowing for flexible groupings so that students have a wide variety of opportunities to interact with a wide range of peers.
- Partnering together, taking advantage of others' strengths (staff and students) to support all learning.

Our culture:

- A place where all learners are safe to take risks. It is okay not to know everything.
- A place where students are encouraged to find answers through exploration and experimentation.
- A place where meaningful feedback is provided.
- A place where every student, staff and family member is part of the learning community.
- A place where the community models persistence and talks about themselves as learners.
- A place where we set our eyes on what is possible and we encourage others to do the same.
- A place that is flexible. There is always more than one way to do something.
- A place where students develop empathy and fight their own battles.
- A place where the learning process can be “messy.”
- A place that takes into account student choice and preference.
- A place that helps students learn how to think, not what to think.

Our curriculum and learning structure:

Learning doesn't occur in isolation, but rather in the connections and overlaps that occur within different disciplines (subjects). Transdisciplinary learning is total immersion education. It reveals the interconnectedness of all learning and life. It is a reflection of the “bigger picture” in education. Inquiry is the vehicle used for this transdisciplinary learning and integrates all subject areas.

- **Literacy development** begins at birth and stretches throughout life. Truly literate people are those who are successful at expressing ideas, extracting meaning, enhancing critical thinking, regularly reflecting, and connecting with others.
- **Math** is made up of three components: practice/formulas, number sense, and application. The goal within mathematics is to help learners gain mathematical skills while also helping them to think mathematically.
- **Social studies** is a place for learners to explore connections between self, family, community and world. Here students are able to identify world challenges and acquire the skills, knowledge and habits of mind to solve them. This is a true exploration of the world, people and the environment over time.
- **Science** engages learners natural curiosity while challenging them to explore the world around them and seek answers. Flowing out of the scientific method, it begins with a question or area of curiosity, follows the path of inquiry, exploration, documentation, and reflection. The goal isn't simply an answer, but the journey and additional lines of questioning that are encouraged.
- **The arts** allow learners to engage the world in new ways. Not only do they provide outlets for creative expression, the arts also give learners a new lens to view the world through.
- **Healthy living** includes intentional decisions. Movement is an important component of healthy living and all learning. Movement can also act as a form of expression for ideas, interests and passions.

Table of Contents

This document is intended as a guide for living in community. The information contained within provides The Innovation School's plan for outreach and community interaction. Our aim, as an administrative staff, is to use these guidelines to properly manage the freedom we have been given to direct the community under our care. When in the best interest of the community, The Innovation School may adjust, change or re-direct these guidelines at any time, with or without prior notice. This is a living document.

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1 Mission Statement

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2 Contact Info, School hours

Address: 613 N. 3rd Street, Bismarck

Phone Number: 701.354.1100

General Info: info@theinnovationschool.us

Facebook: @innovateschool

Twitter: @Schoolinnovate

Director - Maggie Barth: maggie@theinnovationschool.us

School Hours:

- Monday, Tuesday, Thursday, Friday 8:15 am - 3:15 pm*
- Wednesday 9:30 am - 3:15 pm*

*Extended learning until 4 pm Tuesday - Thursday

3 Philosophy of Learning

Community

Our community is central to the function of The Innovation School. We will work hard to build and support our school community by modeling self control, kindness, respect, and problem solving. Our focus is on positive community interactions and cohesiveness.

Curriculum Approach

Every learner is uniquely capable, curious, creative and constantly processing how to piece together the world and how it works. All of these factors must be taken into consideration when designing a curriculum and program of learning. We use a completely customized, integrative curricular approach to learning that allows for meaningful connections across learning, exploration, discovery and active learning.

- Learners are free to explore their individual interests and passions with the support of teachers and classmates.
- We customize the learning and curriculum to meet the individual needs, interests, learning styles and multiple intelligence strengths of every learner while working within an established framework (The Innovation School Standards) which leads children along a consistent learning path (Inquiry Blocks See Appendix A).
- By personalizing learning we are able to truly educate the whole child by utilizing their strengths to build up areas of weakness.
- Teachers, parents and students work together to carefully consider individual needs, learning style preferences, multiple intelligence strengths, brain dominance, prior knowledge, abilities, passions, interests and vulnerabilities of each learner.
- Teachers, parents and students partner to create customized learning plans that seek out entry points into content, engaging learners by using the modes and styles of learning that best meet their needs.
- Learners are challenged to grow and stretch in new directions while remaining connected to who they are.

Note: We do not utilize boxed curriculums as our focus is to meet the unique cognitive, social-emotional, physical and creative developmental needs of a child. A boxed curriculum's scope and sequence is often too narrow to address the needs of creative beings.

4 Guiding Principles

We believe

- A child's growth and development is primarily the responsibility of the parents and family. The Innovation School seeks to support and nurture this development as a community.
- Every child is uniquely created. These gifts are encouraged and developed through the influence of the surrounding community.
- Gifts, talents, and character must be developed in a child. It cannot be assumed that they will naturally arrive at these independently.
- The importance of developing our innate desire to learn.
- Children develop at different rates and in ways that are unique to them. The Innovation School advances students in their learning as they become developmentally ready.
- In hard work and working hard. Self-discipline is a learned behavior.
- Play is a catalyst for creative thought and expression. It is an important component to constructing understanding and meaning. Because play encourages learners to question, engage, think critically and imagine new possibilities, it will be capitalized on in learning.
- In providing an environment that inspires imagination, creative development and engages the senses.
- In fostering healthy habits and inspiring an enthusiasm for wellness that lasts a lifetime.
- Nature is essential to who we are as creative, intellectual, and emotional beings. We will spend time enjoying the outdoors.
- In a transdisciplinary learning environment that takes advantage of eight content areas. All eight of these areas are explored in order to help learners achieve standards and developmental benchmarks. The eight content areas are: language arts, social studies, science, mathematics, physical awareness/health/play, social/emotional learning, arts

and global citizenship.

- Technology should permeate learning in a blended-learning model where students progress in the following areas: functional skills, effective communication, collaboration, the ability to find and select information, critical thinking/evaluation, eSafety and creativity.
- In developing students in distinct habits and disciplines, including: appreciation, confidence, pride in work, willingness to make mistakes, courage, respect, perseverance, loyalty, integrity, independence, commitment, empathy, creativity, curiosity and cooperation.
- There is no substitute for a teacher's true passion. We will maintain a professional staff that will both inspire, and be inspired by children.

5 Academics

- The Innovation School is an inquiry-based school model. A breakdown of each Inquiry Block for the year can be viewed in Appendix A.
- Individual Learning Plan- Each student has an individualized learning plan that takes into account their: learning style preferences, multiple intelligence strengths, brain dominance and interests and passions. The learning plan seeks to move students through the “foundational skills” found within The Innovation School Standards while honoring who the student is as a learner. You can learn more about our standards during Roundtables (see school calendar for the offerings throughout the year).
- The Innovation School Standards have a variety of “Strands”. A student moves through these strands at a pace that is developmentally appropriate for the child. Strands are separate from subjects, a student could be advancing quickly through a specific math strand in Operations and Algebraic Thinking while struggling through Measurement and Data strands.

6 Guidance-based Discipline

We are social and emotional beings. Most of life includes social interaction. For this reason, The Innovation School believes the skills needed in life are as important as the academic pursuits. We will take the time to help students understand the consequences, both positive and negative, of their words, thoughts and actions. An understanding of proper social interaction comes to students through modeled behavior and empathic understanding. If we teach and practice respectful behavior, students will follow our lead. We believe respect is a learned behavior and will work to develop character in our students.

We don't include lists of rules and consequences for not following those specific rules. It is our intent to create a community that is aware of how our actions affect others, and to act out of respect and kindness in accordance with that awareness. For example, you won't see “detention” as a consequence of being late to school. Instead, we ask our community to think about how these actions impact others in the community.

Utilizing a guidance-based approach to learning social, emotional behaviors and conflict resolution, we will intentionally discuss behavior options and expectations throughout the day. This approach helps guide children to

make choices about their actions prior to reacting to a situation. Because we are dedicated to developing the whole child, there are times when discipline is appropriate and necessary. We believe that mistakes resulting in discipline are additional opportunities for guidance-based learning and growth.

Logical and Established Consequences for Inappropriate Behavior

Consequences of purposeful behavior can be positive or negative. Decisions, actions, thoughts and words come with results - some public and some only known to us. Children need to be taught the truth about consequences through time to practice appropriate behaviors and a clear understanding of logical and established consequences when undesired behaviors are demonstrated.

When it comes to infractions the staff will walk through each situation with students to help them see the possible natural, logical and established consequences. The following examples provide a brief example of the guidance-based approach.

Inadvertent Disobedience - At times, students make decisions without knowing that their choice was inappropriate. When this happens, we will take the time to discuss the behavior, clearly convey the expectations, address consequences and possible alternative actions in the future.

Witness of disobedience - When possible, inappropriate student behavior will be addressed by the adult or other student observing the behavior with discussion of concerns, expectations, consequences, and alternative actions. If necessary, a follow-up meeting including the Executive Director and student will occur.

Consistency - As a community, we believe consistency in discipline is important whenever possible. The school will make every effort to communicate with the family to discuss appropriate consequences for undesired behavior. However, the Executive Director reserves the right to carry out disciplinary actions on behalf of the school for a student's behavior at school.

Suspension and Expulsion- We believe most disciplinary acts should be carried out without suspension and certainly without expulsion. Parents, teachers and administrators will work together to find a solution for the majority of behavior issues.

Suspension- The Executive Director or Lead Teacher can issue suspension for actions, words or attitudes severe enough to warrant correction at this level. The Innovation School reserves the right to determine due process and the need for this consequence.

Expulsion- Only the Executive Director, as a result of due process through the Board of Directors, can issue an expulsion. The Executive Director will present the infraction and surrounding details to the Board and the Board of Directors will reach a verdict. The Innovation School reserves the right to determine the need for this consequence and the extent of due process.

7 The Innovation School Code of Communication and Interaction

Our community values and promotes character, virtue and respect. These traits will be taught, fostered and expected. Students and Staff at The Innovation School will follow two sets of guidelines:

- “The Code” - see below
- “Personal Code of Ethics.”- Both students and staff will individually write a personal code during the first block of each year. Families are encouraged to create a “Family Code of Ethics” as well. These are intended to guide our interactions with each other.

“The Code”

1. We will look at the person who is talking to us.
2. We will address people by using their first name, unless they prefer something different. Teachers will be address as “Ms/Mr First Name”.
3. We will make requests in the form of a question, including a please, thank you or both.
4. We will not interrupt conversations that are already in progress.
5. We will respect ourselves and others.

Personal Code of Ethics: A personal code of ethics will help students establish who they want to be and will serve as a guide as they make decisions. As part of their learning development, students at The Innovation School will engage ethics as they pertain to social and community interaction.

List of Valued Character Traits

Alertness	Gentleness	Orderliness
Citizenship	Gratitude	Perseverance
Compassion	Honesty	Patience
Curiosity	Humility	Respect
Determination	Initiative	Responsibility
Discernment	Joyfulness	Reverence
Endurance	Kindness	Self-Discipline
Enthusiasm	Leadership	Sincerity
Friendliness	Loyalty	Thriftiness
Generosity	Obedience	

- Prudence – the ability to judge between actions and show care and thought for the future
- Justice - proper moderation between self-interest and the rights and needs of others
- Restraint or Temperance - practicing self-control, abstention, and moderation
- Courage or Fortitude - forbearance, endurance, and ability to confront fear and uncertainty, or intimidation



8 Adult Contributions to Community

At The Innovation School, we recognize that raising a child is a community effort. It is our desire to build a culture that encourages the adults in the community to be contributors. It is important that students see their education as vital - to make it a priority and to pour themselves into it. We ask each family to fill out a "family resource sheet" and share what gifts, talents, passions and inspiration they have to offer. Thank you in advance for helping to strengthen our community with your contributions.

Continued Parent Input and Accountability

Each of us comes with a unique viewpoint, insight and recommendations. To build a healthy culture and community we must have accountability. If you have any questions, comments, concerns or insights to share, please do! We want to hear what you have to say. Please feel free to email your input to an administrator or the appropriate staff.

9 Agreement for Adults in The Innovation School Community

- We agree to model the expectations that we have for students.
- We commit to work together for the benefit of students and their development.
- We agree to learn together at the Parent Academies offered throughout the year.
- We agree to use our gifts and passions for the benefit of the community.
- We agree to use discernment in our interactions with others.

10 Parent University

- The Innovation School occasionally holds a Parent University night. Because we believe that learning never stops, we think it is critical for children to see the adults in their lives as learners. Please make time in your schedule to join us for these evenings. In addition to learning, there are great opportunities to connect with the parent community.
- Parent University topics include: educational practice, technology use, and community.

11 Adults in the Classroom

Parents are always welcome at The Innovation School!

- We have an open door policy.
- If you would like to stop by to observe, please let your child's teacher know that you will be coming. We want to reduce the amount of distraction and help promote a good working environment for students first and foremost.



- Parents are welcome to drop by after it's been cleared by the teacher.
- Please try to reduce the amount of distraction and help promote a working environment. Our students work hard at school and play hard at home!
- Visitors will periodically be touring The Innovation School; each will have scheduled a visit and will be wearing a visitor badge.
- All community adults are encouraged to be proactive with visitors who do not have a badge. Greet them and ask if they need help.

12 Home to School Communication

Open communication increases accountability and helps align goals for consistency of student expectations. Our community values appropriate, open and frequent communication. At The Innovation School, we primarily communicate in two ways: Novare (our digital platform) and emails.

- Novare - Each teacher is expected to update and maintain the work going on within their classroom in Novare to ensure a strong school to home connection. Educators will also work to keep our Novare calendar updated with field trips and other events.
- Email Contact - Parents are encouraged to contact teachers and administration through email. We have a main phone number, but teachers do not have their own voicemail. The best way to contact any of the staff at school is by email. Our teachers' first priorities are their students. They have been encouraged to return emails or phone calls within 24 hours.
- Email Protocol - Please keep in mind the nature of email. It is often difficult to determine meaning, use of words and emotion. With this in mind, please remember that an extra measure of grace and patience is helpful. Please ask clarifying questions and assume the best whenever possible.

13 Adult Communication

The Innovation School seeks to maintain an atmosphere of open communication. Please recognize that during the day our staff is actively working with children.

Therefore:

- Unless an urgent situation arises, please allow our teachers 24 hours to respond to phone calls and emails during the workweek.
- Whenever possible, please use electronic communication (emails). Note that whenever electronic communication is used, there is a possibility of misinterpretation of a message. As a community, we commit to asking for clarification before acting out of emotion or uncertainty.
- Personal teacher cell phone numbers will not be given out to The Innovation School families. Please respect the personal lives and privacy of our teacher and staff. The Innovation School staff will respect the personal lives and privacy of families as well. Please kindly inform teachers and staff of any particular communication guidelines you wish them to be aware of when contacting you.



14 Resolving Differences of Opinion, Miscommunication and Other Conflicts

Social interaction can be messy business. Often what we hear is not what was said, or was not the intended message, especially if we don't know a person well. Knowing people too well can also be difficult if we assume that we understand because of the level of familiarity. Seeking to understand by asking clarifying questions helps to keep communication lines open.

Channel of Communication for School Related Issues:

Individual(s) in conflict → Teacher → Executive Director → Board

15 Tardy Policy

Doors will be locked at 8:16am. If your child is late, please pull into a parking spot to park, then sign them in the front door. Students must be signed in by a parent/guardian at the front office!

16 Absences

- Amazing learning happens every day at The Innovation School, if a day must be missed due to illness, meet with the classroom teacher to find out what make-up work may be done.
- All absences should be reported to the front desk AND reported to the teacher by 9am each day.
- The Innovation School must report students who are "habitually truant" to DPI. A student is considered habitually truant if he or she has four or more unexcused absences in one month or 10 or more absences in a school year. We are also required to report students who have missed 70 hours or more of school. Tardies and early departures count toward this total.

17 Signing in/out of school

- If you need to sign your child in or out of school, they MUST be accompanied by a parent/guardian who can sign them in/out at the front office.
- Please notify the office and teacher if you will be signing your child in/out during the day so that the teacher can be prepared.

18 Outdoor Activities

General - Students will go outside for brief periods during every day unless the temperature and other weather conditions render outside activities unhealthy. Please make sure that children are dressed appropriately for the weather every day!

Scheduled time for outside movement

Morning Walk

- Each morning The Innovation School students and staff will enjoy a morning walk around the school. The morning walk is designed to get the students' blood flowing, oxygen to the brain and offer them an opportunity for socializing with friends.
- The morning walk is a crucial part of the day. Our morning walk is not optional but part of the school day. Students benefit from physical movement prior to learning. It is important that kids are at school for the walk every day!

Recess

- A morning recess and lunch recess are scheduled into each of our days at The Innovation School. These times are excellent opportunities for our students to build community and enjoy free play.

Recess will be outside unless it is raining or if wind chill conditions exists and does not permit safe outdoor play. Students will need to be dressed appropriately for spending recess time outdoors each day. Winter gear needed will include snow boots, hat, snow pants, coat, and mittens/gloves. Extra shoes will be needed to help keep our school clean during winter months.

Outerwear Requirements:

40 degrees and above - Light coat or sweatshirt

40 degrees and below winter coat, hat, and gloves

-15 degrees and below stay inside

Snow present = wear boots and snow pants.

19 Lunch at School

- Lunch Recess 12:00-12:20pm (Wednesday 11:45-12:05pm)
- Lunch 12:20-1:00pm (Wednesday 12:05-12:45pm)
- Families are invited to join their children for lunch.
- If you plan to take your child out of the building for lunch, please notify your child's teacher and the front desk.
- Please note that we have students with a variety of dietary needs, for this reason we ask students NOT to share food.



20 Field Trips

- We believe that learning happens everywhere and that there is something we can learn from everyone we encounter. For this reason, we work to take students on Learning Excursions throughout the block.
- Learning Excursions are tied directly to student learning in the inquiry block or are opportunities to build community.
- The Novare calendar is updated weekly about upcoming Learning Excursions, so please check it often.
- We invite parents to join us on any learning excursion! Please inquire about specific Learning Excursions with your child's teacher.
- Transportation: The Innovation School owns one 15 passenger van that is used to transport students. We may occasionally call on parents to help as drivers for our trips.

21 Service

- At our core, we believe in serving others and teaching students to do the same. We actively look for opportunities for our students to serve others. Some service projects are completed at The Innovation School, while others require us to go somewhere to serve others.
- We invite parents to join us for any service project! Please sign up for these with your child's teacher.

22 End of Day

- The Innovation School Carpool begins at 3:15 pm every day.
- The Innovation School teachers are willing to be available Tuesday, Wednesday and Thursday until 4:00 pm as needed. This provides students time to work with teachers one-on-one, additional time to complete learning goals, or work on projects they are passionate about. Arrangements must be made with the specific classroom teacher. Please don't count on a teacher to sit with your children if you are running late for carpool. Teachers may be working with another student or have prior obligations.

23 Carpool

Morning Carpool

- Drop off begins at 8:05 a.m. M, T, Th, F. A staff member will be at the curb to greet students and ensure their safety getting into the building. Drop off begins at 9:20 a.m. on Wednesday late start days.
- Students will put down their belongings in the mudroom.
- At 8:15am (and 9:30am on Wednesdays) our morning meeting will start.

Afternoon Carpool

- Afternoon Carpool begins at 3:15 p.m.
- Students who are not picked up during carpool will call parent or authorized adult who can pick up. Students will wait in the lobby for parent/authorized adult. Please sign out with staff member.



Carpool Instructions

Morning Carpool

- * Carpool time for drop off is 8:05 - 8:15 a.m.
- * Please enter parking lot through the South entrance off of 3rd Street, drive around the building and exit the North entrance.
- * A teacher/staff member will supervise drop-off in the morning.
- * Students will walk to the entrance, drop their backpacks, and wait for the morning meeting to begin.

Afternoon Carpool

- * Carpool times for pick-up is 3:15 - 3:25 p.m.
- * Please enter parking lot through the South entrance off of 3rd Street, drive around the building and exit the North entrance.
- * Please be aware of students walking to vehicles, especially around the corners of our building.

24 Authorized Pickup

Please fill out the Authorized Pick Up form (Appendix B) and return to school. Anyone who picks up a child from school must be designated on this form. If you need to add someone to this form, please inform the front desk of the addition/change as soon as possible.

25 Security

- All outside doors into the school remain locked following carpool.
- The Innovation School requires that all parents, staff and visitors wear an identifying badge when in the building.

26 Lost Items

Various activities happen in our classrooms throughout the week. If something is misplaced, it could be lost forever. Anything found by the school staff can be found in the Lost in Found during school hours.



27 Weather-related School Closures/Emergency Notification

The Innovation School plans to use email and a text messaging system to alert families to any school closures. At the beginning of each year, please enroll in all lists as appropriate for your family. We will follow other local schools for school closures, but please check your email and texts for any weather related information!

28 Technology

- Our technology use is governed by The Innovation School's Responsible Use Policy. This policy outlines responsible use of technology in an education setting and must be agreed to and signed by both parents and students (Appendix C).
- Restrictions- parents are asked to set and maintain safety restrictions on the iPad through the settings app. Instructions for setup can be found in Appendix C.

Electronic Devices

- Students are free to bring electronic devices with them to school.
- Electronic devices must be used appropriately.
- Inappropriate use will result in consequence according to our Responsible Use Internet policy.
- The school cannot be responsible for loss, damage or misuse of any devices brought to school.

iPads

- Students are responsible for their own iPads.
- Because each family owns these, they are responsible for backup, restrictions, loss or damage.
- Students MUST charge their iPads at home in preparation for the next school day.
- Parents, please know all iPad passwords and monitor students' iTunes accounts for app purchases and downloads that occur outside of school.
- The Innovation School will periodically purchase curriculum related apps for students.

29 School Supplies and Backpacks

School Supplies

- We expect students to respect all school provided materials and furniture.
- Students are asked to avoid wasting supplies and materials as often as possible.

Backpacks

- Backpacks should be stored in the classroom and out of the way of foot traffic.

30 Student Progress

- At The Innovation School, we use a grading system that is similar to a standards-based model. Reports are designed to explain what students know and are able to do rather than determining grades based on point averages. This type of grading allows teachers to more effectively tailor instruction to students based on what they actually know and can do within grade-level content.
- Reports are sent to parents four times per year according to the school calendar (see Growth Reflection).
- Specific questions about reporting can be directed to your child's teacher.

31 Marks

Marks indicate levels of proficiency on individual standards and are recorded in our growth reflection platform. Assessments are mostly formative assessments. At this time, we have two marks - Mastered and Progressing.

- The Innovation School offers a Roundtable family conference several times during the year. These can be found on the calendar. Sign up for these conferences is available the week before. To accommodate these conferences, sometimes the Roundtables week includes a half-day of school on Friday.
- Please take a look at your child's digital portfolio daily! This is the best way to keep up with the work your child is completing at school.
- Rubrics- The Innovation School teachers use rubrics to determine where a student falls within a standard. These may be shared at a Roundtables.

32 Illness

Please keep children at home who are too sick to participate in learning activities or who have symptoms listed below:

- Have a fever of 100 degrees or higher (child must be fever free for 24 hours before returning to school).
- Have diarrhea or vomiting (child must be symptom free for 24 hours before returning to school.)
- Have red or pink eyes
- Have unexplained rash or infection
- Have been prescribed antibiotic (may return 24 hours after first dose)
- Have chickenpox

**Any communicable disease (chicken pox, fifth's disease, measles, hepatitis, meningitis, etc.) must be reported to school.

33 Medical Information

- The Innovation School does not have a registered nurse onsite.
- All staff members are trained in CPR and universal precautions should your child need emergency services.
- Students who need medication administered at school must have a Care Plan that includes: doctor signed Care Plan



sent to the school with exact dosage, instructions and time medication should be administered. Medication must be provided in the container it was issued in.

- Parents must drop off all medication with a staff member at the front desk with a Care Plan, students may not drop off their own medication.
- PLEASE SEE APPENDIX D FOR OUR CONCUSSION POLICY!

34 Emergency Medical Procedures

- Should any medical emergency or illness occur, parents will be notified via the phone numbers on file with The Innovation School.
- In case of medical emergency, staff will call 911 and notify parents immediately.

35 Counseling Services

- The Innovation School staff can refer a student or family to private or public counseling resources as requested.

36 Directory

- The Innovation School has a family directory of all parent and student names, addresses, phone numbers and email addresses available.
- Please use this directory for personal connection only.

37 Photographs/Videos

- Photos and videos are taken regularly at The Innovation School. These may be used for:
 - Classroom projects
 - Portfolio entries
 - Class and School blog posts
 - Yearbook
 - Marketing publications
 - Parents sign an agreement for these uses as part of the enrollment agreement.
 - Professional pictures are taken in the fall and will be used as yearbook portraits.

38 Birthdays

- Birthdays are special for children. We celebrate birthdays at The Innovation School by honoring students for their gifts.
- In class, students create a special card for birthday students with gifts they see in the student.
- Please do not send birthday treats to school with children. Because of dietary restrictions, we ask that students do not bring treats to share at school.
- Birthday Bash: one day a year The Innovation School holds a “Birthday Bash” fun day to celebrate together.

39 School Governance Structure

Governance - The Innovation School is governed by a Board of Directors. The Board oversees all aspects of school business. The Board is aligned with the vision and mission of the school and exists to maintain the school’s identity in light of its founding principles, ideas and ideals.

Operations - Founder and Executive Director Maggie Barth is responsible for everyday operations of the school including education, personnel, school culture and all other details.

Board Members include Ryan Barth, Janet Bassingthwaite, Beth Demke, Shannon Schroeder, and Ali LaRock.

40 Financials, Fee, and Payments

Enrollment Fee - The \$250 enrollment fee is nonrefundable and due with the enrollment forms. This fee is used for materials and processing, and guarantees your child’s placement in classes at The Innovation School. Enrollment fees are credited toward the last-month tuition payment of the school year for families who begin and end the year with us.

Payment Schedule - Four payment schedules are available:

- 1) Yearly, tuition paid in a lump sum prior to start of school
 - Pay by check or credit card via PayPal (invoice to be sent via email for this option)
 - Due August 1
- 2) Bi-yearly
 - First half-tuition due August 1
 - Second half tuition due January 1
 - Pay with two checks
- 3) Monthly
 - Tuition due the 1st of every month - 10 months
 - If unpaid by the 5th of the month a \$50 late fee will be applied
 - First tuition payment due August 1

4) Alternative (agreed upon by family and school)

- Upfront payment, followed by monthly payments
- Example: \$4000 down payment, followed by monthly payments of \$555

Note:

- Any returned checks will be charged a \$35 bank fee.
- Tuition cannot be refunded for illness or vacations.
- We cannot offer partial month tuition.
- Please provide two weeks written notice for disenrollment.

41 Re-enrollment

- Re-enrollment information is sent home in January.
- Enrollment for returning families begins in January.
- Open enrollment for new families begins in February.

42 Tuition Assistance

Due to a generous grant awarded to The Innovation School, we are able to offer new, incoming students some financial aid. Please inquire for more information.

43 Giving to The Innovation School

The Innovation School parents, trustees, grandparents, alumni families and friends support us and advance our mission in remarkable ways every day by providing volunteer, financial, and (perhaps most importantly) moral support. At The Innovation School we believe strongly in doing the best for our community every day. From the very beginning we have been dedicated to running a completely balanced budget, operating on tuition alone. Like all independent schools, we raise funds to ensure that we can always hire and retain the very best faculty, take care of our students and families who struggle to afford a private education, and support special programs and activities. You can support The Innovation School in a number of ways:

- Volunteer- we could not do what we do without the incredibly selfless manner that our community serves us every day! Our hope is that all parents will join in and find the volunteer opportunities that make them feel the most alive! (Every family is required to volunteer a minimum of 25 hours/school year).
- Special Events- consider supporting us through attending special events throughout the year
- Major gifts and planned giving- all gifts are tax deductible through our 501c3 status.
- Contact The Innovation School for our current wish list items.

To learn more about various giving options, contact Maggie Barth.

44 Tobacco Use Policy

1. Students: Possession and/or use of tobacco products by students on TIS property, in TIS vehicles, and at school-sponsored events (whether on or off TIS property) is prohibited at all times.
2. Staff/Visitors: The use of tobacco products by all TIS employees and visitors on district property, in district vehicles, and at school-sponsored events (whether on or off district property) is prohibited. This policy includes all events sponsored by the school and all events on school property that are not sponsored by, or associated with, the school.
3. Additional: TIS will not allow advertising of tobacco products in school buildings, on school property, at school functions, or in any school publications. This includes clothing that advertises tobacco products. TIS will not accept any gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry.

Appendix A

Carpool Authorization to Ride/Walk Home

Please review the following form and sign below to state your acknowledgement:

My signature below acknowledges that I, _____ (Parent Name) have requested approval for my child(ren) to be released at the end of the school day to ride their bicycle or walk home other than be pick-up in carpool. The student(s) below must sign out at the front desk on the days they are riding their bicycle or walking home. My child(ren) will ride their bike or walk home.

(Child's Name) (Teacher)

(Child's Name) (Teacher)

Home Address

Phone number where parents can be reached during the day

I understand and accept that once my child(ren) leaves the school, The Innovation School is no longer responsible for their well being and safety. I understand and accept that my child(ren) will no longer be under the supervision of a teacher or staff member, and, therefore, I release The Innovation School from any liability. I will also include a google map showing the route taken from 613 N. 3rd Street Bismarck, ND 58501 to our home. It will be kept on file at school.

Parent Signature Date

Start Date End Date

Carpool Change/Add Information Form

Parent(s) Name _____

Student(s) Name _____ Grade(s) _____

Add/Remove Authorized to Pick Up _____

Name(s) _____ Phone #(s) _____ Relationship _____

Name(s) _____ Phone #(s) _____ Relationship _____

Name(s) _____ Phone #(s) _____ Relationship _____

Name(s) _____ Phone #(s) _____ Relationship _____

Add/Remove Emergency Contacts _____

Name(s) _____ Phone #(s) _____ Relationship _____

Name(s) _____ Phone #(s) _____ Relationship _____

Change the following information:

Address _____ Email address _____

Phone Number _____ Cell Number _____

Parent(s)/Guardian Signature Date

Appendix B Rules and Responsible Use Policy Agreement

At The Innovation School, we believe that all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of learning opportunities. Our goal for providing these services is to enhance the educational development of our students. We have taken every effort to protect students from inappropriate material, but because the Internet is a global network, it is impossible to control all materials. Students may inadvertently gain access to material that is not consistent with our school goals. Students will be expected to responsibly use the Internet within an educational activity, such as performing research, developing projects, and disseminating information. Our desire is to help shape the whole child. We believe that technology use and character development go hand in hand. As students interact with technology, it is expected that they do so in a responsible manner. If a student comes in contact with inappropriate material, they should immediately let an adult know so that filters can be adjusted accordingly. The Innovation School is a Bring-Your-Own-Device (BYOD) school. While on school grounds, devices are monitored by our system and subject to our Internet filters. Our system provides students with a modified school profile that adheres to our school guidelines. When taken off campus, the devices return to their primary “default” profile. We recommend that parental restrictions be set up on all student devices. Please restrict access to Safari and install a filtered browser for home use. The following are our agreements about the use of technology at The Innovation School.

Using technology to learn is a privilege and responsibility, I promise to follow these rules:

1. I will use all technology that I bring to school in a responsible and safe manner. I will not damage or attempt to change any of the school network settings.
2. I will not use any form of electronic communication to harass, frighten, gossip, insult, tease or bully anyone. I will not cyberbully.
3. I will use the technology at school for the job that has been assigned to me. I will use apps, programs and websites that my teacher has approved. I will not use my technology for non-educational purposes unless I am given permission by my teacher.
4. I will not share my passwords with anyone other than my parents and school staff.
5. I will not view, send, or display inappropriate messages or pictures of myself or others.
6. I promise to tell an adult right away if I read or see anything on my iPad or other technology that is inappropriate or makes me feel scared, uncomfortable or confused.
7. I will obey copyright laws.

Responsible Use Policy

1. I will NEVER give out my address, phone number, last name, password, family names, or a picture of myself online without first checking with an adult. I promise NEVER to meet someone in person that I met online.
2. I will only use appropriate language.
3. I will help others be responsible citizens. If I see anything or anyone that does not follow these rules, I will immediately tell a teacher or staff member.
4. I will come to school with my technology in working order, charged, and updated.
5. I will check with my teacher or another staff member if I have any questions about the rules. I understand if I break any of my promises, I may not be able to use my technology at school.

6. iPad Content Management

_____ I will create and maintain an iCloud and iTunes account for my child (tutorial at <http://apple.com>). I will help my child ensure that their data is backed up to a home computer or to iCloud. I will share iTunes account information and any restriction codes set with The Innovation School for school maintenance of the device.

_____ I understand and acknowledge that The Innovation School has taken every reasonable precaution, within current technologies and understandings, to secure the student technology that is used on campus. The Innovation School recommends that Safari be disabled, and that apps/video/music be restricted to an appropriate age level for the student. I understand that at school, my child will have a restricted profile to access their device. No safeguards are completely foolproof. I will not hold The Innovation School responsible if any safeguards fail or are breached. I will immediately report any knowledge of a security breakdown to The Innovation School administration. As part of a 21st century learning environment, teachers and students will be utilizing a variety of web tools such as blogs, Twitter, wikis, podcasts, vodcasts (video podcast) and video streaming. These technologies improve student communication and collaboration skills, provide an authentic audience, and extend learning beyond the classroom walls while building digital citizenship skills. We hope that you will communicate about these tools regularly with your child(ren). I give The Innovation School permission to create and maintain accounts for my child on my behalf. I understand that The Innovation School has access to all usernames and passwords and can disable or shut down an account at any time for inappropriate use.

Student Signature

Date

Parent/Guardian Signature

Date

iPad Setup

Please see the Apple website for information on setting up your child's iPad. The links are below.

[Family Sharing and Creating an Apple ID for your child](#)

[Using Parental Controls on the iPad](#)

[Use Guided Access with the iPad](#)



Appendix C Concussion Policy

Due to the increased awareness of the long-lasting effects of concussions and the increased number of concussions experienced by children in sports around the country, the following “Concussion Prevention and Attention” policy has been adopted by The Innovation School.

Concussion Prevention/Attention at School

If at any time during participation, a student is removed from participation due to head trauma, the student must obtain a written release from a licensed practitioner before participating again. In addition to immediate removal from play, when a concussion is observed or suspected, the student will be removed from any and all types of physical activity during the recovery, including but not limited to removal from PE classes, recess and school organized sports. If The Innovation School receives information from an outside source (reported to the school from the student, a parent, Primary Care Provider, an Emergency Department) that a student has sustained a concussion (e.g. motor vehicle or biking accident, fall, ski/ snowboarding), the same principles of removal from all physical activity at the school will apply. This includes not only removal from PE classes and recess but also removal from all school-organized sports, even though the injury did not happen at school.

RETURN TO PLAY

If a student is removed from play due to signs and symptoms that cannot be readily explained by a condition other than concussion, the school’s designated personnel shall notify the student’s parent or legal guardian and shall not permit the student to return to play or participate in any supervised activities involving physical exertion, including games, competitions, or practices, until he or she is evaluated by a healthcare provider and receives written clearance to return to play from the health care provider. "Health Care Provider" means:

- A Doctor of Medicine
- Doctor of Osteopathic Medicine
- Licensed Nurse Practitioner
- Licensed Physician Assistant
- Licensed Doctor of Psychology with training in neuropsychology or concussion evaluation and management.

After a concussed student has been evaluated and received clearance to return to play from a health care provider, the school staff, with written instructions from the health care provider, will manage the student’s graduated return to play. Take Home Point: The reporting and monitoring of symptoms after a concussion and throughout the recovery is absolutely essential. Symptoms, in essence, become our “lab tests” for how the concussion is resolving. Please immediately report any and all suspicions of head injury to the school. Thank you!