



# Family Resource Guide

## 2018-2019

### **Vision**

Create leaders and innovators through world-class education to the families of Michigan-and eventually to developing countries around the world.

iCademy Global is changing the way the world learns by empowering parents and students to create a learning environment that best fits their learning style and needs. By harnessing the momentum of empowering families, we aim to work alongside them to address the needs of the whole child-emotional, social, physical and academic.

We think by learning in an innovative, personalized and flexible environment, iCademy Global students will become leaders and thinkers who make a global impact.

### **Staff Pledge**

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

### **Student Pledge**

I pledge to be the leader of myself, utilizing the 7 Habits/Growth Mindset to grow independently and as a member of our community. I will be responsible for what I do and say, with honesty in all of my actions. I will respect, listen, and care about the feelings of others. I promise to do my best everyday.

### **Parent Pledge**

I pledge to help my child develop the skills to be an independent learner. I will help my child design a learning location at home that is quite and safe, where he/she can learn best without distractions. I will help my child progress in all 6 courses each week; including attending all required Live Lessons/Conference Calls/Scheduled Sessions with teachers and mentors. Finally, I will attend parent meetings and volunteer as I am able.

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## Acceptable Use Policy for Devices

Part of the orientation process is parent/student receipt and acknowledgement of receipt of the acceptable use policy for student devices. Board Policy 7540 outlines our acceptable use policy in detail. Damaged technology will be assessed for fees on a case-by-case basis for misuse versus accident.

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## Arrival and Dismissal Procedures - K-5

K-5 onsite time begins at 9am on Thursday. Morning drop off occurs on the East side of the building. Students are welcome to arrive on the playground as early as 8:35am.

When onsite at Homestead Campus iCademy students are dismissed at 3:00 pm. Please be prompt at dismissal as Innocademy dismisses at 3:30pm and our parking lot gets quite busy.

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## Attendance

In a traditional brick and mortar school when students show up for the day or for a class, the teacher takes attendance and that is submitted to the State of Michigan. At a virtual school like iCademy Global, attendance is recorded and submitted to the state based on a student completing his/her assignments in each class for the day and week. For example, if your student completes all of his/her required assignments for the week, he/she is considered "present" at school each day. If, however, a student misses 3 assignments in a week, that amounts to (210 minutes, or 3.5 hours) "absent" for that week.

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## Count Days for 2018-2019

Wednesday, October 3rd and Wednesday, February 13th. It is very important that your child joins for Live Lessons and makes progress in their school work on those days. Checking in on this day is a state requirement and how we receive the state funding for your child. **All students must log into EVERY class on that day for a minimum of 3 minutes each.**

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## **Curriculum**

The K – 12<sup>th</sup> Grade curriculum used is Connexus by Pearson. After much research and vetting, we feel this curriculum is the best fit with theiCademy Global vision of high academic achievement and rigor while providing the digital components needed to deliver instruction and enhance learning. They are also aligned with Common Core State Standards and promote 21st Century skills by nurturing curiosity, wonder and creativity, encouraging self-directed learning, making real-world connections, developing higher-order thinking and using communication skills.

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## **Dress Code**

We ask that your child comes to school, or participates in Live Lessons, dressed appropriately for the day as if it is their place of employment. This means that no apparel should be worn that has offensive language or graphics. All tops must have straps that have the thickness of at least two fingers wide and cover the midriff. Shorts and skirts must reach to the fingertips of the extended arm. In addition, all holes in pants or jeans must be below the fingertips of the extended arm.

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## **Enrollment Information**

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

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## **Family Contact Information**

If there are any changes throughout the school year, please contact Heidi at the front desk 616-748-5637 as soon as possible so that we may keep your student's information up to date.

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## Field Experiences

Field Experiences are an avenue by which we achieve the value of globally minded students. The interdisciplinary trips scale up in time and distance as our students progress through school. With the intent of building lasting partnerships, the focus always starts with community first, then the scope develops to state, nation, and global experiences. Fundraising opportunities are offered throughout the year to help students and teachers pay for these experiences. We never want money to be a reason that a student does not travel. Please talk to us if this is an issue for your family so that we can work together to develop a payment plan and or award partial scholarships.

Please know that all monies accumulated by students through school fundraisers are deposited directly into their student field trip accounts. Should a student have monies remaining in the account at the end of their enrollment with iCademy Global, they may choose to transfer the funds to a sibling, another student/family or contribute toward the general scholarship fund. Sadly, we are unable to transfer monies to another school district or distribute a refund to the student/family.

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## Formal Discipline

Most instances of misbehavior are minor and handled by the staff member present. There can be cases of serious misbehavior, virtually or onsite, that will require formal discipline. Please see Board Policy 5610 for specific information.

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## iCademy Staff Contact Information

We want to hear from you. If you and your student are having issues with content, it is best to contact your teacher directly. If the problem is technology related, contacting Vector is the best avenue for support. If you have general questions, again, your teacher/mentor is a great place to start. While we will often times be quicker, when contacting staff members, please allow them 24 business hours to reply.

## iCademy Staff Members

<b>Deedee Defrell</b>	<a href="mailto:deedee.defrell@icademyglobal.org">deedee.defrell@icademyglobal.org</a>	K/1st Teacher
<b>Katelyn VanDyke</b>	<a href="mailto:katelyn.vandyke@icademyglobal.org">katelyn.vandyke@icademyglobal.org</a>	2nd/3rd Teacher
<b>Brett Heppler</b>	<a href="mailto:brett.heppler@icademyglobal.org">brett.heppler@icademyglobal.org</a>	4th/5th Teacher
<b>Mellissa Zoerhof</b>	<a href="mailto:mellissa.zoerhof@icademyglobal.org">mellissa.zoerhof@icademyglobal.org</a>	Middle School ELA/6th Grade Mentor
<b>Andy Meredith</b>	<a href="mailto:andy.meredith@icademyglobal.org">andy.meredith@icademyglobal.org</a>	Middle School Science/7th Grade Mentor
<b>Ryan Martinez</b>	<a href="mailto:ryan.martinez@icademyglobal.org">ryan.martinez@icademyglobal.org</a>	Middle School Math/Social Studies/8th Grade Mentor
<b>Gabrielle Kusters</b>	<a href="mailto:gabrielle.kusters@icademyglobal.org">gabrielle.kusters@icademyglobal.org</a>	K-8th Special Education
<b>Janece Ellers</b>	<a href="mailto:janece.ellers@icademyglobal.org">janece.ellers@icademyglobal.org</a>	High School Math/9th Grade Mentor
<b>Reid Nicholson</b>	<a href="mailto:reid.nicholson@icademyglobal.org">reid.nicholson@icademyglobal.org</a>	High School Science/10th Grade Mentor
<b>Amy Baragar</b>	<a href="mailto:amy.baragar@icademyglobal.org">amy.baragar@icademyglobal.org</a>	High School ELA/11th & 12th Grade Mentor
<b>Tyler Huizenga</b>	<a href="mailto:tyler.huizenga@icademyglobal.org">tyler.huizenga@icademyglobal.org</a>	High School Social Studies/iCademy Leadership
<b>Lindsey Freiburger</b>	<a href="mailto:lindsey.freiburger@icademyglobal.org">lindsey.freiburger@icademyglobal.org</a>	High School Special Education
<b>Kristina Boersma</b>	<a href="mailto:kristina.boersma@icademyglobal.org">kristina.boersma@icademyglobal.org</a>	K-12th Social Worker
<b>Kris Kennedy</b>	<a href="mailto:kris.kennedy@icademyglobal.org">kris.kennedy@icademyglobal.org</a>	iCademy Counselor/Interventionist
<b>Leisa Lobbezoo</b>	<a href="mailto:leisa.lobbezoo@icademyglobal.org">leisa.lobbezoo@icademyglobal.org</a>	Interventionist/Enrollment
<b>Heidi Wolters</b>	<a href="mailto:heidi.wolters@icademyglobal.org">heidi.wolters@icademyglobal.org</a>	iCademy State Reporting

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## Individualized Learning Plan

An Individualized Learning Plan (ILP) helps determine student's strengths, challenges, and interests. The results are then matched to resources and tools that can maximize their learning potential at iCademy Global. They are set up by the student, family, and learning coach to set goals (academic and personal) for the student. This Plan also includes data that leads to the accomplishment of their goals. The purpose is to help students value and actively engage in their learning process. Every student will develop an ILP. Mentors/Teachers will be working with the kids and families to establish an Individualized Learning Plan during fall conferences.

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## Learning Environment

You should plan to set up a space at home that is most conducive to your child's needs. Consider the following suggestions (do as much of this with your child as possible, as it will allow him/her to take ownership of the process and experience):

- Quiet space that is free from distractions.
- Working in the "hub" of your home (the kitchen table) may be fine for some work, but consider a special place for quiet reading and a place for seat work where you and your child can work on projects, writing, and other table top activities.
- Have your materials nearby.
- Plan a daily routine for your course work Monday – Friday.
- How to create that routine? Start by viewing the Live Lesson Schedule and Virtual Office Schedule, these are the best times to work on coursework with your classmates/teachers. Things will always come up, and your routine will change as you get moving along in the curriculum, but a general schedule is good to keep everyone on track. Structure helps you and your kids to plan your time better and make sure you are moving through the curriculum at an appropriate pace. Make sure you plan for breaks and time to move around!



**iCademy**  
GLOBAL

Virtual community. Personal connection.

## 2018 - 2019 HIGH SCHOOL SCHEDULE

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 9:45	<b>Live Virtual Classes</b> Algebra 2 World History English 9	<b>Re:Fuel Time</b>  Work on all 6 classes in whatever order you choose!	<b>Live Virtual Classes</b> Algebra 2 World History English 9	<b>Re:Fuel Time</b>  Work on all 6 classes in whatever order you choose!	<b>Independent Virtual Work</b>  Work on all 6 classes in whatever order you choose!
10:00 - 10:45	<b>Live Virtual Classes</b> Chemistry Econ (Sem. 2) Algebra 1		<b>Live Virtual Classes</b> Chemistry Econ (Sem. 2) Algebra 1		
11:00 - 11:45	<b>Live Virtual Classes</b> US History English 11 Geometry		<b>Live Virtual Classes</b> US History English 11 Geometry		
12:00	<b>Lunch and Break</b>				
1:00 - 1:45	<b>Live Virtual Classes</b> Biology English 10	<b>Re:Fuel Time</b>  Work on all 6 classes in whatever order you choose!	<b>Live Virtual Classes</b> Biology English 10	<b>Re:Fuel Time</b>  Work on all 6 classes in whatever order you choose!	<b>Independent Virtual Work</b>  Work on all 6 classes in whatever order you choose!
2:00	<b>Independent Virtual Work</b>		<b>Independent Virtual Work</b>		

**Virtual Office Hours: 9:00 - 12:00 & 1:00 - 3:00**



Virtual community. Personal connection.

## 2018 - 2019 MIDDLE SCHOOL SCHEDULE

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00	Morning Meeting		Morning Meeting		
9:15	<b>Live Virtual Classes</b> Science 6 Math 7 ELA 8	<b>Re:Fuel Time</b> Work on all 6 classes in whatever order you choose!	<b>Live Virtual Classes</b> Science 6 Math 7 ELA 8	<b>Re:Fuel Time</b> Work on all 6 classes in whatever order you choose!	<b>Independent Virtual Work</b> Work on all 6 classes in whatever order you choose!
10:00	<b>Brain Break</b>		<b>Brain Break</b>		
10:05	<b>Live Virtual Classes</b> ELA 6 Science 7 Math 8		<b>Live Virtual Classes</b> ELA 6 Science 7 Math 8		
10:50	<b>Brain Break</b>		<b>Brain Break</b>		
10:55	<b>Live Virtual Classes</b> Math 6 ELA 7 Science 8		<b>Live Virtual Classes</b> Math 6 ELA 7 Science 8		
11:40	<b>Middle School Homeroom</b>		<b>Middle School Homeroom</b>		
12:15	<b>Lunch and Break</b>				
1:00	<b>Social Studies 8</b>	<b>Re:Fuel Time</b> Work on all 6 classes in whatever order you choose!	<b>Social Studies 8</b>	<b>Re:Fuel Time</b> Work on all 6 classes in whatever order you choose!	<b>Independent Virtual Work</b> Work on all 6 classes in whatever order you choose!
1:45	<b>Independent Virtual Work</b> S.S. and Electives classes can be worked on today in whatever order you choose!		<b>Independent Virtual Work</b> S.S. and Electives classes can be worked on today in whatever order you choose!		

**Virtual Office Hours: 9:00 - 12:00 & 1:00 - 3:00**

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## Live Lesson Etiquette

Find your Body Space: You don't want to be so close that your face dominates the whole screen or so far away that we can't see you. Your head, shoulders and torso should fit into the screen.

1. Quiet Space: Make sure you are in a room that is free from distraction and noise. This will make it easy for you to listen, and also causes less of a distraction for others.
2. Take Turns: When having a discussion we do not want to talk over each other. Listen and raise your hand if you have something to say.
3. Check your Connection: Video conferencing is bandwidth intensive. Make sure you have a strong connection. This will help with the feedback and function of Zoom.
4. Video and Audio: Students are required to use their microphones and video camera - they will automatically engage when a student connects to live lessons. It is helpful if students can check them before starting the lesson and have the equipment (headphones/microphones) needed.
5. Participation: This is key to earning points and being successful in your learning. You are expected to positively participate in all ways required by your teacher.

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## Lunch

When on campus students may bring a sack lunch from home or participate in our Hot Lunch program. We contract with Holland Christian Food Service. Lunches cost \$2.60. Menus come out monthly. If you would like to see if you qualify for free and reduced lunch, please go to [www.lunchapp.com](http://www.lunchapp.com) and fill out the form. Please indicate Holland Christian Schools on the form. Teachers will take a lunch count at the beginning of the school day. All lunch orders need to be placed by 9:30 am., so plan accordingly if your child will not be to school until a later time. You may choose to bring money to school in an envelope with

your child's name on it, or you may set up an online account.

Please contact your child's teacher/mentor if you plan to set up an online account as you will need your child's student ID number.

For students in Middle School, they may visit any of the local restaurants (McDonald's, Blimpee or Thai Avenue) at lunchtime IF THEY HAVE A HANDWRITTEN NOTE FROM PARENTS. If they do not have a handwritten note, they will remain on campus for lunch. For students in High School, they may leave campus to visit these eateries, also, but do not need a note from parents.

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## **Medications**

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

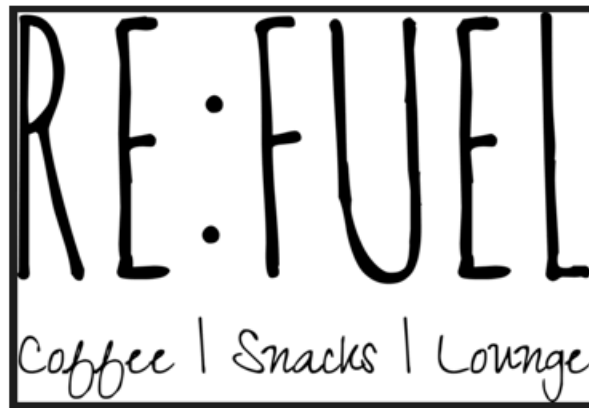
Please see Ms. Heidi at the reception area for the parent authorization form for these types of medications.

Furthermore, every effort should be taken to avoid taking prescribed medications during the school day. If it is unavoidable, please Ms. Heidi at the reception area for the appropriate forms. Written permission by doctor and parent is required. Please remember that medication MAY NOT be sent to school in a student's lunch box, pocket, or on their person. If a student has medication in their possession, that student may be in violation of school drug policy. Please see Board policy 5330 for further information on medications.

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## **MTSS – Multi-Tiered System of Support**

A Multi-Tiered System of Supports (MTSS) is a systemic, continuous improvement framework in which data-based problem-solving and decision making is practiced across all levels of the educational system for supporting students. The framework of MTSS is a “way of doing business” which utilizes high quality evidence-based instruction, intervention, and assessment practices to ensure that every student receives the appropriate level of support to be successful. A Multi-Tiered System of Supports helps schools and districts to organize resources through alignment of academic standards and behavioral expectations, implemented with fidelity and sustained over time, in order to accelerate the performance of every student to achieve and/or exceed proficiency. Various



**Treat your time at RE:FUEL like you would walking into a Starbucks coffee shop. This means we EXPECT students to...**

- Work independently. Make your time productive =)
- Make quiet and calm transitions between spaces and seats
- Have quiet conversations with those seated near you  
(if the table behind you can hear your conversation, you are too loud. You should be able to hear the music in the cafe.)
- Walk from place to place
- Walk only on the floors (not climbing or walking on furniture)
- Clean up after yourself (there are wipes in the cafe area for your table areas)
- Please leave blankets and toys at home
- Be kind and respectful with your words and actions
- Enjoy your time, here! We love to see you on campus!

**Working on campus is a privilege to be enjoyed by everyone who visits. If you are having trouble following expectations it becomes less enjoyable for others. In this case, we will ask you to head home for the day and take some time before joining us, again.**

# School Calendar for 2018-2019



## iCademy Global 2018/19 School Calendar

August 2018						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

State of Michigan Count Day	Half Day - Dismissal at 12:30pm
No School	Teacher Professional Development All Day - No School
First Day of School	Half Day AM & Professional Development PM - Dismissed at 12:30

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## School Closings and Delays Notification

Please be aware that if Homestead Campus is delayed and or closed due to weather conditions, iCademy will place notifications on Channel 8, Channel 13, Facebook as well as send out an email to your family. You can also sign up for text notices through your phone by using the directions, below:

- 1) Open the text feature on your phone
- 2) Type "84483" in the "to" area of the message
- 3) in the message area type "iCademy"
- 4) press "send"

You will receive a message that you are now part of the group.

You can also sign up for automatic weather cancellation emails at [woodtv.com](http://woodtv.com). If we post that there is a "Two Hour Delay", it means that Homestead Campus will open at 11am instead of 9am.

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## Snow Days

The beauty of iCademy Global and online learning is that you can learn anytime and anyplace! Our school travels wherever you have access to wifi. Therefore, on a Snow Day, Homestead Campus will be closed, but it is still required that students complete the assigned work for that day and teachers will be available for questions and live lessons, as normal. If the closing is a Monday/Wednesday "Live Lesson" day there will be live lessons as normal and school work will continue as normal. VOs will be open from 9am-3pm as normal. If the closing is a Tuesday/Thursday, school work will continue as normal. VOs will be open from 9am-3pm as normal. If there is a delay on Tuesday/Thursday, RE:FUEL will open at 11am.

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## Special Education & 504 Plans

Students that have been diagnosed with a disability receive support services from the Special Education Teacher or Ancillary service providers (School Social Worker, Occupational Therapist, Speech and Language Pathologist, etc.) as

stated directly in their Individualized Education Plan (IEP). Services occur typically once or twice a week, and take place at the Homestead Campus or virtually. A child's IEP is updated annually to ensure that all accommodations, goals, and services remain appropriate to the child's needs. If you have any questions or concerns regarding your child's progress, and wish to seek an evaluation for Special Education services, please contact Lindsey Freiburger @ [lindsey.freiburger@icademyglobal.org](mailto:lindsey.freiburger@icademyglobal.org)  
Gabrielle Kusters @ [gabrielle.kusters@icademyglobal.org](mailto:gabrielle.kusters@icademyglobal.org)

The "504" in "504 plan" refers to Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, which specifies that no one with a disability can be excluded from participating in federally funded programs or activities, including elementary, secondary or postsecondary schooling. "Disability" in this context refers to a "physical or mental impairment which substantially limits one or more major life activities." This can include physical impairments; illnesses or injuries; communicable diseases; chronic conditions like asthma, allergies and diabetes; and learning problems. A 504 plan spells out the modifications and accommodations that will be needed for these students to have an opportunity perform at the same level as their peers, and might include such things as wheelchair ramps, blood sugar monitoring, and a peanut free environment.

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## Standardized Testing

As you know, iCademy Global is a public school and must adhere to the standardized testing requirements outlined by the State of Michigan. This means that each child will complete the MAPs (Measures of Academic Progress) Testing for K-12<sup>th</sup> grades and the MSTEP for grades 3<sup>rd</sup>-8<sup>th</sup> and 11<sup>th</sup>, as indicated in your enrollment paperwork. Students in grades 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> will also complete SAT/ACT Testing as required. Unlike MSTEP and SAT/ACT, MAP Testing occurs 3 times a year (Fall, Winter, and Spring). This is an important part of helping us make iCademy Global the best education experience for your child as it helps us identify the just-right learning place for every student as well as monitor their overall academic growth.

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## **Student ID**

Students will receive a Student ID when they come on campus. While on campus students must wear their ID Badge at all times and are required to sign in and out throughout the day using the badge.

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## **Student Led Conferences**

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

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## **Student Records**

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

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## **Substance, Weapon, Search and Seizure**

We have a Zero Tolerance policy for any alcohol, drugs, tobacco and weapons on school grounds. Anything that intends or is presumed to commit harm is considered a weapon. ICademy Global reserves the right to decide what is and is not considered a weapon. Any student caught with a weapon on campus will be immediately suspended and/or expelled. Please see the following link for more information. [http:// www.michigan.gov/documents/5N-SuspendExpulsion\\_41714\\_7.pdf](http://www.michigan.gov/documents/5N-SuspendExpulsion_41714_7.pdf)

If there is reasonable suspicion that a student in is violation of law or school rules they are subject to a search and/or seizure of their possessions. A search may be

conducted with or without a student's consent at any time. Refer to Board Policy #7217, 7434 for further information.

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## **Technology Support**

As with any effective device, you may experience technical issues from time to time. If a problem occurs and you need help, please contact iCademy Global Tech Team through the **iCademy Global Support Portal** located on your child's laptop desktop.

We work with Vector Tech Group for many of our IT needs and support. You will find that their technicians are responsive and helpful. Please don't hesitate to reach out if you encounter issues.

To ensure that you receive the appropriate level of support, it is imperative that you communicate clearly the issue you are experiencing with the device. Make sure you tell them you are an iCademy Global student or parent. Again, this will ensure prompt attention and that the Tech Team has the necessary information to solve your tablet issue.

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## **The 7 Habits**

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

[www.leaderinme.org](http://www.leaderinme.org).

### **1. Be Proactive**

I am a responsible person. I take initiative. I choose my actions, attitudes and moods. I do not blame others for my wrong doing actions. I do the right thing without being asked, even when no one is looking.

2. **Begin with the End in Mind**

I plan ahead to set goals. I do things that have meaning and make a difference. I am an important part of my community and contribute to my communities' mission and vision. I look for ways to be a good citizen and friend.

3. **First Things First**

I spend time on things that are the most important. This means I say no to things I know I should not do. I set priorities, make a schedule and follow my plan. I am disciplined and organized.

4. **Think Win-Win**

I balance courage for getting what I want and consideration for what others want. When conflicts arise, I look for a winning solution.

5. **Seek First to Understand, Then to be Understood**

I listen to other people's ideas and feelings. I try to see things from their viewpoint (paradigm). I listen to others without interrupting. I listen with my ears, my ears and my heart.

6. **Synthesize**

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek other people's ideas because I know that by teaming with others, we can create better solutions than any one of us can alone. I look for third alternatives.

7. **Sharpen the Saw**

I take care of my body by eating right, exercising, and getting sleep (body). I learn in lots of places, not just at school (brain). I spend time

with my family and friends (heart). I take time to find meaningful ways to help people (soul). I balance all four parts of my body.

*The 7 Habits of Highly Effective Teens* by Sean Covey is the ultimate teenage success guide. Now updated for the digital age, this classic book applies the timeless principles of the 7 Habits to the tough issues and life-changing decisions teens face. In an entertaining style, Covey provides a simple approach to help teens improve self-image, build friendships, resist peer pressure, achieve their goals, and get along with their parents, as well as tackle the new challenges of our time, like cyberbullying and social media. In addition, this book is stuffed with cartoons, clever ideas, great quotes, and incredible stories about real teens from all over the world.

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## **Tornado, Fire and Shelter In Place Drills**

In compliance with safety requirements designated by the State of Michigan, we will hold 8 fire drills, 2 tornado drills, and 2 shelter in place drills throughout the year. Every effort will be made to help students understand their importance in a calm and non-threatening way. We want to make the drills routine for the students and staff so that should an actual emergency arise, our actions are automatic in terms of where to go and what to do. When practicing our shelter in place drills we usually have the help of our police liaison, Officer Huizenga. During the drill he, along with one or two other staff members walk through the school checking in on all of our student groups. After the drill, Officer Huizenga meets with our emergency team to talk through the drill and make any suggestions regarding necessary changes. As always, if you have any questions or concerns, please contact your child's teacher/mentor, directly.

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## **Truancy**

In order to meet the state expectation of 1098 hours engaged in couework each year, it is required that iCademy Global students spend an average of 420 minutes per day doing school work – Monday through Friday. In many cases, absences from school are unavoidable due to health problems or other

circumstances. However, chronic absenteeism can have a drastic impact on your child's education. Children chronically absent in kindergarten and first grade are much less likely to learn to read by the end of third grade. By sixth grade, chronic absence is a proven early warning sign of drop-out. By ninth grade, good attendance can predict graduation even better than eighth-grade test scores.

When we see that a student is not logging the expected minutes within the curriculum/attending and participating in required Live Lessons or attending scheduled Conference calls, parent/guardian will be contacted via an attendance letter indicating multiple absences and requesting a virtual meeting to create a positive learning plan. If a student does not adhere to the personalized Learning Plan, the Learning Team will file Truancy with the Ottawa Area Intermediate School District.

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## **Valuables**

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

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## **Virtual Learners**

Throughout the school year, the online learners will have numerous opportunities to form community! The Virtual Office is a great place for students to build community with each other and their school community. Students also have the opportunity to join Clubs, Synergy Sessions and Student Leadership events.

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## **Virtual Office**

The virtual platform where students can build the personal connection with their teachers and classmates. The Virtual Office which is located on the desktop of each student's device, can be accessed every day from 9:00am – 3:00pm.

Once there, students can work with teachers and students face to face and get the help needed right away.

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## **Virtual Parent Meetings**

Each year we will have a number of virtual parent meetings for families of our iCademy Global Students. Please plan to “attend” these in the comfort of your own home or wherever you have wifi. You will simply login to the meeting at the scheduled time and get a chance to see and hear from the staff about upcoming events or other important information.

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## **Visiting iCademy Global**

We LOVE visitors and volunteers! You are MORE than welcome to come have lunch or visit your child at school, we just ask that before doing so you sign in and get a visitor badge. For everyone's safety, our doors are locked each day.

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## **Volunteering**

We LOVE and appreciate volunteers at iCademy Global. Some of the things we need throughout the year will be:

- Field Trip Drivers
- Stewardship connections and ideas
- Outdoor learning environment
- Connecting students to community events, sports, resources
- Staff Assistance when requested
- Reading to our Younger Friends

- Assistance in the K-5 Workshop during onsite time
- Recess and Lunch Help
- Joining Parent Committees
- Fundraising
- Coaching for sports teams and clubs

If you are interested in volunteering, please simply connect with your child's teacher/mentor. Please note all volunteers who will be spending time in the building or driving students must have a background check on file prior to involvement. If you are driving students to a field experience, you must present your driver's license and proof of insurance 2 weeks prior to the trip (or bring those items to your local Secretary of State) so that an iChat driving record check can be performed.

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### **Weekly Newsletter**

Notice that the weekly newsletter has been updated is sent out via email on Monday each week. It can be found at our website at [www.iCademyGlobal.org](http://www.iCademyGlobal.org), Please sign up for email updates by contacting Leisa Lobbzoo at [leisa.lobbezoo@icademyglobal.org](mailto:leisa.lobbezoo@icademyglobal.org)