

ASB Innovation Academy

2020-21

Parent/Student Handbook



Table of Contents

[Arrival/Dismissal Policy](#)

[Arrival](#)

[Dismissal](#)

[Arrival + Dismissal Map for Academy](#)

[Lost and Found](#)

[Attendance/Tardy Policy](#)

[Attendance](#)

[Tardy](#)

[Schedule](#)

[Daily Academy Schedule](#)

[Dress Code](#)

[Discipline](#)

[Cell Phone Policy](#)

[Grade Scale Policy](#)

[PTO](#)

[Counseling](#)

[COVID-19 Colors/Protocols](#)

[Blue/Green Status](#)

[Yellow Status](#)

[Orange/Red Status](#)

Arrival/Dismissal Policy

Arrival

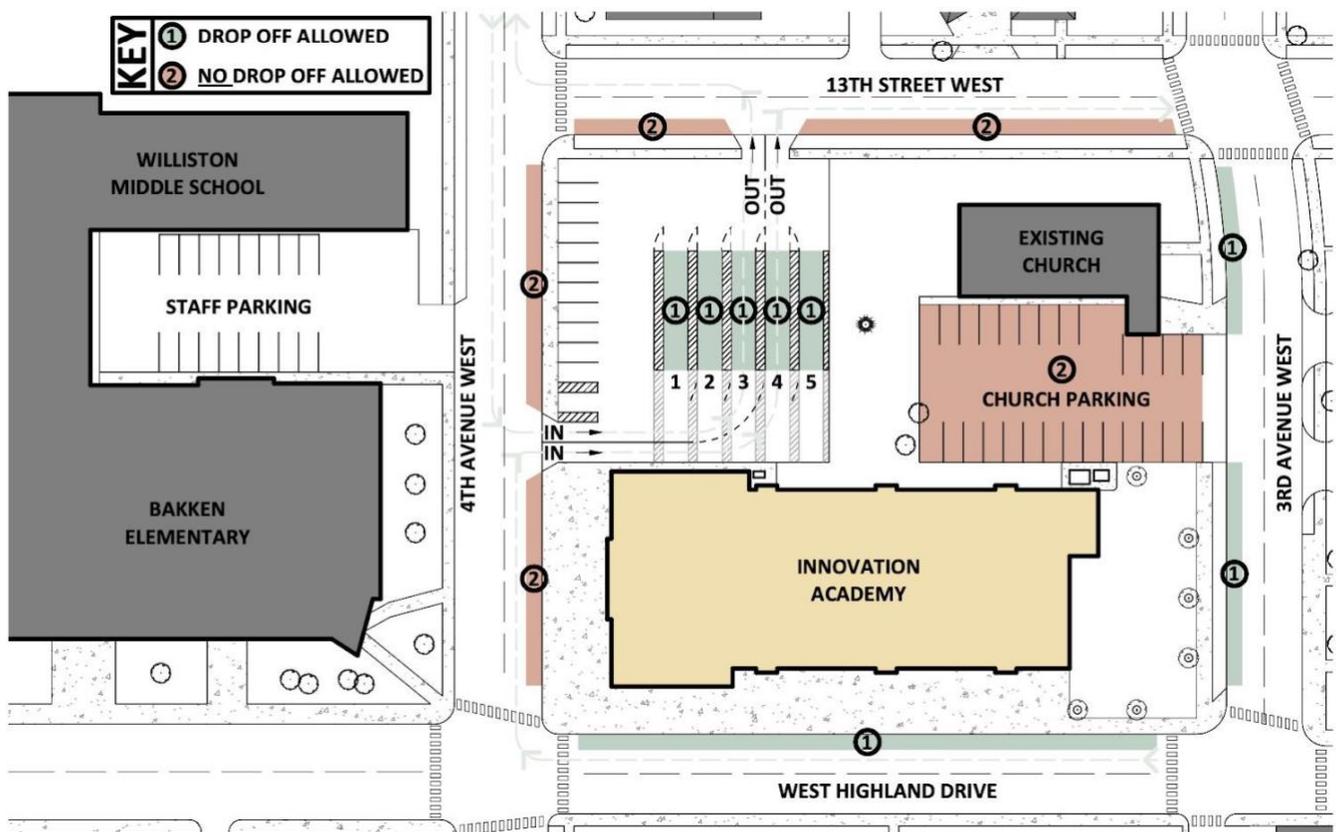
- Students can enter Door #2 North side of building at 7:45 for breakfast. All students will enter Door #2 and Door #4 (if in outside space) to begin the day. Students can either eat breakfast or go out into the secure outside space. A warning bell will ring at 8:15 to enter the Grade Common rooms and a tardy bell will ring at 8:20.
- Parents will enter in from the 4th Avenue West road and pull into one of the five lanes in the parking lot of the Academy. Only let your child exit the vehicle when you are the first car in the lane. Please make sure your child is ready to exit the car immediately. This will prevent a longer wait for others pulling into the lanes. Student's will need to walk towards door #2 and wait for a crossing guard to guide them to the school. Parents can either turn right or left on 13th Avenue West to exit the parking lot. Parents can also drop off students on the east side of 3rd Avenue East. DO NOT DROP OFF ON 4th Ave West, 13th street West, or West Highland Drive.
- Students that are dropped off at the Bakken or Middle school can only use the crosswalk on West Highland drive and 4th Street West. A crossing guard will guide students across the street.
- Students are never to walk/ride a bike across the street unless there is a crosswalk guard.

Dismissal

- Every student will be given a number separate from their student ID number. This number will be used for cell phone check in/out as well as student pick up. Each parent/guardian will be given 2 corresponding number rear view hangers. These will be If lost, there will be a \$5.00 replacement charge. You need to hang them on your mirror so it can be visibly seen by an adult. They will call numbers and your child will walk to your car. Students will be kept inside in the Commons area until their number is called.
- If car pooling, make sure numbers are visible to the adult so students can be called.
- Do not park in the lanes until 3:00 PM.

- Discuss with your child the need to be ready, so other parents are not held up in the line.
- Students can walk to the East side of 3rd Avenue East to be picked up.
- Do not park in the church parking lot.
- Map is included in the parent handbook.

Arrival + Dismissal Map for Academy



Lost and Found

- Items will be kept in the front office.
- Items will be donated at the end of each week (Covid).
- Please contact the front office to claim items.

Attendance/Tardy Policy

Attendance

Regular attendance is necessary to achieve educational progress. Children are required by North Dakota law to be in attendance every day that school is in session. Williams County Social Service Personnel will be contacted after habitual absences have occurred. Illnesses and certain other incapacities are exceptions to the attendance requirements. Children should be encouraged to attend school every day unless they are ill.

Students will need to meet the following criteria to receive a **Perfect Attendance Award** for the school year: **No days absent and no days tardy.**

Students will need to meet the following criteria to receive an **Outstanding Attendance Award** for the school year: **No more than one day absent or one day tardy.**

Students are expected to be on time and prepared for school. If a student arrives at school after 8:20 AM, the student is considered tardy. The student must report to the office to have his/her name removed from the absentee list. Parents are asked to notify the school if their child is going to be tardy or absent.

If a child is absent and the school office has not been notified by the parents of the absence, the principal designee will attempt to call the student's home phone number for verification of the location of the student. If the parent cannot be reached at home, the principal designee will attempt to contact the parent at their work phone number or cell phone number.

Parents are encouraged to make personal or medical appointments for their children before or after school hours.

Parents are encouraged to pick up or check the team's Facebook page for their child's school work on the days the child is absent. If parents know in advance of a child's absence, parents are encouraged to get the child's school work before they leave so the work can be completed prior to the absence.

Upon returning to school after an extended illness (5 consecutive days), students may be required to present a physician's note to the school office, giving the reason for the absence. Such written statements permit survey checks on prevalent community illnesses and also assure school personnel that parents are aware of a child's absence.

Parents will receive letters from the principal when their child has been absent or tardy for eight and sixteen days during the school year. If a child's absences or tardiness become habitual and the principal is not satisfied that the absences are excusable, the principal may file a Report of Suspected Child Abuse or Neglect with Williams County Social Services. Habitual absence is defined as four or more absences per each nine-week period.

Tardy

We need students at school on time. Students also need to show responsibility by getting to class on time and being prepared to be engaged. With the common's classrooms, students will move very quickly class to class. If a student has three or more tardies in a quarter, parents/guardians will be contacted by the principal.

Schedule

Daily Academy Schedule

The Breakfast Program is available from 7:45 AM - 8:10 AM. Staff supervision will begin at 7:45 AM. School is dismissed at 3:20 PM. School personnel will not provide indoor supervision after 3:45 PM.

School Time Schedule:

- 7:45 School Opens
- 7:45-8:10 Breakfast
- 8:10 Enter Grade Commons areas.
- 8:20 School Starts/Tardy
- 11:40-12:10 5th Grade Lunch
- 12:10-12:40 7th Grade Lunch
- 12:40-1:10 6th Grade Lunch
- 3:20 School Ends/No supervision after 3:45

ACADEMY SCHEDULE	
5th Grade	
	Amy Liebel, Kelcie Hanson, Elizabeth Bauer, Holly Leibrand
8AM	SEL 8:20-8:40
9AM	CORE 8:40-10:00
10AM	Recess 10:00 - 10:15
11AM	CORE 10:15-11:40
12PM	Lunch / Recess 11:40-12:10
1PM	Wave Hour 12:10 - 1:10
2PM	2 or 1 Elective 1:10 - 2:15
3PM	Music / PE Bakken 2:20 - 3:05 Power Down 3:05 - 3:20

ACADEMY SCHEDULE			
6th GRADE			
8AM	SEL 8:20-8:40	SEL 8:20-8:40	SEL 8:20-8:40
9AM	CORE 8:40-11:25	CORE 8:40-11:25	CORE 8:40-11:25
10AM	Recess 11:25-11:40	Recess 11:25-11:40	Recess 11:25-11:40
11AM	Wave Hour 11:40 - 12:40	Wave Hour 11:40 - 12:40	Wave Hour 11:40 - 12:40
12PM	Lunch / Recess 12:40 - 1:10	Lunch / Recess 12:40 - 1:10	Lunch / Recess 12:40 - 1:10
1PM	Music, PE, Journalism, Sports History 1:15 - 1:50	Music, PE, Journalism, Sports History 1:15 - 1:50	Music, PE, Journalism, Sports History 1:15 - 1:50
2PM	Music, PE, Marcus, Film Accuracy 1:50 - 2:20	Music, PE, Marcus, Film Accuracy 1:50 - 2:20	Music, PE, Marcus, Film Accuracy 1:50 - 2:20
3PM	Music or PE 2:20 - 2:50	Band 2:20 - 3:05	Drama 2:20 - 3:20
	Music or PE 2:50 - 3:20	Power Down 3:05 - 3:20	

ACADEMY SCHEDULE				
7th GRADE				
8AM	SEL 8:20-8:40	SEL 8:20-8:40	SEL 8:20-8:40	SEL 8:20-8:40
9AM	LA 8:40-9:20	SS 8:40-9:20	Math 8:40-9:20	PE 8:40-9:20
10AM	Math 9:20 - 10:00	LA 9:20 - 10:00	PE 9:20 - 10:00	SS 9:20 - 10:00
11AM	SS 10:10-10:40	PE 10:10-10:40	LA 10:40 - 10:40	Science 10:10-10:40
12PM	Wave Hour 11:20 - 12:10	Wave Hour 11:20 - 12:10	Wave Hour 11:20 - 12:10	Wave Hour 11:20 - 12:10
1PM	Science 12:40-1:30	Band / Choir 12:40-1:30	Global Arts & Culture, American Pop Culture 12:40-1:30	LA 12:40-1:30
2PM	Band / Choir 1:30-2:20	Math / Pre- Algebra 1:30 - 2:20	Science 1:30-2:20	Song Writing, Yearbook 1:30 - 2:20
3PM	Drama 2:20-3:20	ND Outdoors, Foreign Language, Yearbook, Graphic Arts, Roots & Stems 2:20 - 3:20	ND Outdoors, Foreign Language, Yearbook, Graphic Arts, Roots & Stems 2:20 - 3:20	ND Outdoors, Foreign Language, Yearbook, Graphic Arts, Roots & Stems 2:20 - 3:20

Dress Code

The Board encourages students to use sound judgment in dress and grooming. While attention seeking devices in dress and grooming are discouraged, students shall not be prevented from attending school or a school-sponsored activity because of appearance if style, fashion, or taste is the sole criterion for such action.

The District prohibits the following articles of clothing or decoration at school-sponsored functions and/or on school property. Clothing/decoration that:

1. Is reasonably likely to substantially disrupt the educational environment.
2. Poses a health or safety risk.
3. Is destructive to school property and/or causes excessive maintenance problems.
4. Is intended to identify the student as a member of a gang.
5. Promotes illegal activities and/or the use of tobacco or alcohol.

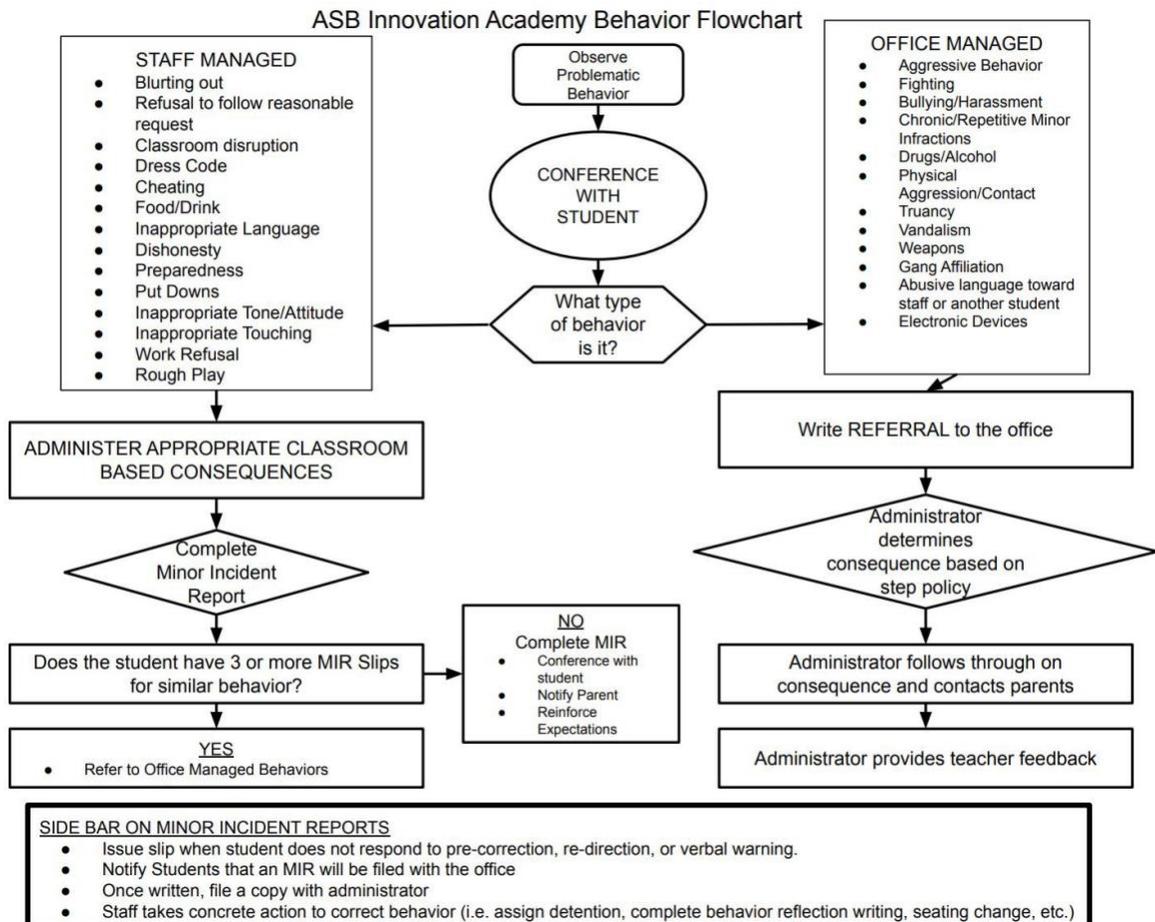
The administration will make reasonable efforts to notify students of these rules. Each building principal shall develop a procedure for handling and disciplining students in violation of these rules.

Students are expected to dress in proper school attire that is appropriate for the weather conditions, is fastened properly, and does not distract students or staff in the education process. Clothing that is suggestive, revealing, or obscene is prohibited in school or at school functions. It is the parent's responsibility to see to it that their children are physically clean and are wearing clean clothing that conforms to the above guidelines. Parents are asked to use good judgment in the choice of clothing worn by students at school. If your child is not dressed appropriately or is wearing soiled clothing, he/she may be sent home to change to suitable attire or parents will be requested to bring appropriate clothing to school.

- If a student is wearing any questionable attire he/she will be called down to the office- if deemed inappropriate, the student will be required to make any necessary changes. Administration will have the final say.
- Students may not wear any article of clothing, pins, buttons, or anything that advertises, displays, or in any way represents alcohol or drugs during the school day or at any school related activity.
- Clothing, insignias, and jewelry that are specifically intended to identify one as a member of a "gang" is prohibited. See Gang policy

- No caps or hats of any kind are to be worn in the school building unless it is a special occasion.
- Articles of clothing that are destructive to school property and/or cause excessive maintenance problems such as cleats on boots, shoes that scratch floors, trousers with metal inserts that scratch furniture, etc. are not allowed.
- Baggy and low -cut pants or shorts which expose undergarments or skin are unacceptable. Belts or necessary changes will need to be made before returning to class.
- No outerwear (ie. Jackets, coats, blankets, or gloves) are to be worn in the classroom.
- Sunglasses (unless authorized by a doctor) may not be worn in school.
- Shoes must be worn.
- Skirts and shorts must be at an appropriate length that does not distract from the learning environment. No beach wear or pajamas and or slippers are permitted. No EXPOSED UNDERGARMENTS are allowed.
- No midriff shirts allowed or excessively worn or tattered clothing.

Discipline



Cell Phone Policy

Personal electronic devices (e.g. tablets, cell phones) may be used for educational purposes upon written approval from the building administrator and parents. The school/district is not responsible for damaged property. The use of these devices is governed by the Acceptable Use Policy for Technology Tools. The Williston Public Schools Technology Department will provide minimal to no support for the device beyond basic instructions on how to connect to the Williston Public School District wireless network if such instructions are requested. Access to the school district wireless network will be granted only through use of an individual logon.

The use of cell phones by students during the school day will not be allowed, except under teacher direction. If a student is caught violating this policy, he/she will face the following consequences:

1st Offense: item is taken and held in the office and returned at the end of day.

All other offenses: item in the office until the parent picks up the device.

Possession and/or use of any image-recording device in an area where there is a reasonable expectation of privacy is strictly prohibited and will result in confiscation of the device.

If a student's cell phone or other electronic device is confiscated, the building principal or Superintendent may search the confiscated device in accordance with the district's searches or student policy. If a school official suspects that a student possesses or is disseminating an image that potentially violated CDCC 12.1-27.1-03.3 or finds such an image during a search of an electronic device performed in accordance with policy, s/he may report this matter to law enforcement for investigation. Disciplinary action up to and including suspension and /or expulsion may also be taken against any student using an electronic device in a manner that violates another district policy and/or causes substantial disruption to the educational environment.

Grade Scale Policy

Currently at WPSD#1 ASB Innovation Academy 5-6th grade, we want student achievement to occur through clearly defined standards and authentic learning opportunities. The district will strive to provide accurate, meaningful, and timely feedback to both students and parents throughout the learning process.

Reporting of student achievement should reflect student progress toward competency of grade level standards.

	WPSD #1 5-6	GRADING KEY
4	Advanced	Student shows high-quality, advanced work, the student is actively engaged, shows exceptional collaboration, communication, and creativity. Leader of the Tribe.
3	Meeting	Student shows high-quality work, the student is mostly engaged, often shows collaboration, communication, and creativity. Co-Leader of the Tribe.
2	Developing	Student is developing skills for high-quality work and needs assistance with engagement, communication, and collaboration. Member of the Tribe.
1	Beginning	Student is beginning to show skills for high-quality work and needs active assistance with engagement, communication, and collaboration. Tribe Recruit.
	Unmarked	Standard not assessed during the term.

GRADING SCALE 7TH GRADE:

A: 92-100

B: 83-91

C: 74-82

D: 65-73

F: 64 AND BELOW

PTO

Lyndsey Johnson is our PTO president. You can contact her at lindseyann_johnson@hotmail.com or 701-770-7538.

We need all parents to join us in this journey of educating your child.

Counseling

The vision of the school counseling program at ASB Innovation Academy is:
To support and encourage learning as a team with students, staff and families. To encourage and guide students to reach their highest potential through exploration of their interests, talents and passions. To accept, understand and embrace diversity and to encourage and value our differences. To consistently look to the future for school counseling needs and support strategies for a safe and supportive environment for students, staff and families. To collect and use data to plan and implement school counseling activities and support. To promote student, staff and family interaction with the community through career development experiences and utilizing community resources.

The mission of the ASB Innovation Academy Counseling Department is to provide a comprehensive school counseling program that promotes academic, career and personal/social success of all students in a safe and supportive environment. The Counseling Department is committed to empowering students to embrace their own learning through encouragement, opportunity and teamwork.

COVID-19 Colors/Protocols

Blue/Green Status



INNOVATION ACADEMY **BLUE/GREEN** STATUS
HYBRID SCHEDULE LEARNING PLAN

ONE WEEK EXAMPLE SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
GROUP A					
LESSONS	LESSON 1	LESSON 2	LESSON 3	LESSON 4	LESSON 5
RECOMMENDED	FACE COVERINGS	FACE COVERINGS	FACE COVERINGS	FACE COVERINGS	FACE COVERINGS

* WEEKLY SCHEDULE WILL CHANGE TO REFLECT EARLY RELEASE DAYS, HOLIDAYS, & OTHER SCHOOL SCHEDULED DAYS OFF

Yellow Status



INNOVATION ACADEMY **YELLOW** STATUS HYBRID SCHEDULE LEARNING PLAN

ONE WEEK EXAMPLE SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
GROUP A					
GROUP B					
LESSONS	LESSON 1 & 2	LESSON 1 & 2	LESSON 3 & 4	LESSON 3 & 4	INTERVENTIONS
REQUIRED	FACE COVERINGS				

* WEEKLY SCHEDULE WILL CHANGE TO REFLECT EARLY RELEASE DAYS, HOLIDAYS, & OTHER SCHOOL SCHEDULED DAYS OFF

Orange/Red Status



INNOVATION ACADEMY **ORANGE/RED** STATUS HYBRID SCHEDULE LEARNING PLAN

ONE WEEK EXAMPLE SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
GROUP A					
GROUP B					
LESSONS	LESSON 1 & 2	LESSON 1 & 2	LESSON 3 & 4	LESSON 3 & 4	INTERVENTIONS
REQUIRED	FOLLOW DISTANCE LEARNING REQUIREMENTS DESCRIBED IN THE WPSD#1 DISTANCE LEARNING PLAN				

* WEEKLY SCHEDULE WILL CHANGE TO REFLECT EARLY RELEASE DAYS, HOLIDAYS, & OTHER SCHOOL SCHEDULED DAYS OFF

